

Event Application Support Information

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Introduction

The City of Melville encourages individuals and groups to hold events that engage the community. Organisers of public events are responsible for ensuring the health and safety of both those attending and the surrounding residents. An events Application should be lodged at least three months prior to the event date and can only proceed once the City issues a permit approval.

The City have prepared these guidelines to assist event organisers to;

- Minimise negative impact on nearby residents and landowners
- Minimise health and safety risks to patrons and event staff; and
- Comply with relevant legislative requirements.

Reserving a Location

The Events Application should be used for any events taking place within the City of Melville. Including any events on land not owned by the City but still within the City boundaries (i.e., Department of Education Land or private property).

As the event organiser it is your responsibility to ensure that the space is booked well in advance. Many community groups use reserves and public spaces, so early bookings are essential to secure your chosen date.

If your event involves the Swan River, foreshore areas or the Point Walter Spit, then you will need to obtain permission from Department of Biodiversity, Conservation and Attractions.

You will need to attach confirmation from DBCA that they support the Event.

Tentatively booking a Reserve/Park

You should contact the Customer Service Team on 1300 635 845 or 08 9364 0666 to enquire if a reserve/park is available. If available, you should email the city to advise, in writing, that you wish to place the reserve on hold pending the submission of the Events Package.

Emails can be directed to melinfo@melville.wa.gov.au which should include basic information of proposed event. Please note, the area will only be placed on hold once an email has been received. If another group book the reserve before your email is received, then your request may be declined.

Site Map

In order to assess your application a site map is required indicating where you are proposing to hold the event and any equipment locations.

Please ensure that the following is indicated on the site map (if applicable):

- Structures (including marquees, tents, fencing, stages, amusement rides).

- Emergency Exits and assembly points for Evacuation plan.
- Food Stalls.
- Lighting including light tower position.
- Electrical Cables and/or power supply including generator locations.
- Vehicle Access Points including access points for emergency vehicles.
- Parking Areas (including ACROD accessible parking bays.)
- Toilet Facilities
- Seating (including areas for people using wheelchairs or with prams and people accompanying them).
- First Aid Post(s).
- Alcohol (including liquor sale &/or consumption areas) Please refer to Alcohol section for more details.

Please [click here](#) to view an example of a Site Map for a previously held Event. You can use Aerial maps found on the [City of Melville website](#).

Fenced off Areas

For events that are enclosed with walls or fencing, the following applies:

- There must be more than one exit if more than 50 people are to be accommodated.
- There must be no more than 20 metres of travel to any exit or to a point where there is access to two exits; the furthest shall be no more than 40 metres from the starting point.
- The exit width must be included
- EXIT doors shall open in the direction of egress and be able to be operated with a single hand action.
- Where events are held within a structure at night or with dimmed lighting then Exits must be identified by electrically operated illuminated sign that complies with AS2293
- The aggregate width of exits must comply with the Building Code of Australia Section D1.6.

Public Liability Insurance

As the Event Organiser, The City requires that you hold current public liability insurance with a \$10 million minimum. You should contact your insurer to make sure this event is covered under your existing policy which is for the protection of you and your event patrons. It is the responsibility of the event organiser to ensure that the policies of insurance will respond to claims that may arise by way of events.

Risk Management Plan

As the event organiser, the City requires you to consider all the risks associated with the management of your event. To do this, we suggest that you prepare a detailed Event Risk Management Plan outlining the controls you will put in place to manage your risks.

Risk Management plans are compulsory for events with 1000 or more patrons. The plan should be developed in line with AS/NZS 4360 as per regulation 4(2) of the health (*Public Building*) Regulations 1992 and should be submitted with the Events Application. Events with

less than 1000 patrons should still be assessed for the risks associated and are encouraged to access the above regulations for guidelines.

It is your responsibility to ensure a duty of care to the public and meet the requirements of your insurance provider. If you do not have an Event Risk Management Plan, then you must ensure your insurer will provide coverage. The City does not recommend or endorse any insurance or risk management services provider. We suggest that you contact your own insurance company for this advice.

Event Security

The ultimate responsibility to patron safety, rests with the event organiser. Please refer to the table as a guide on the ratio of licensed crowd controllers to patrons when organising your event. These figures have been obtained from the Department of Health Guidelines for Concerts, Events and Organised Gatherings

The City of Melville will exercise discretion regarding the number of licensed crowd controllers required for events. Consideration will be given to the nature of the event, location, entertainment being provided, hours of operation and target patronage. A crowd control plan is required for high-risk events and/or under request by the City of Melville. The City of Melville Health Services Team will contact you to submit a crowd control plan if your event is deemed to be high-risk.

Please note if you have licensed crowd controllers at your event they are to remain on duty at the conclusion of the event until the orderly dispersion of patrons has occurred. Police Officers and City of Melville Community Safety Service (CSS) Officers are not regarded as licensed crowd controllers.

If using a Crowd Control Agent, please provide a copy of their current Certificate of Currency (ensure that Public Liability Insurance is arranged at a value of at least \$10million).

Number of patrons expected	Number of licensed crowd controllers if alcohol is to be consumed at the event	Number of licensed crowd controllers if no alcohol is to be consumed at the event
Up to 100	2	1
Up to 200	3	1
Up to 300	4	1
Up to 400	5	2
Up to 500	6	2
Up to 600	7	3
Up to 700	8	3
Up to 800	9	4
Up to 900	10	4
Up to 1000	11	5
Up to 2000	21	10
2000+	Contact the City of Melville for advice	

Local Police Contact Details

Palmyra Police Station

Alfred Cove, Applecross, Ardross, Attadale, Bicton, Booragoon, Brentwood, Hilton, Melville, Mount Pleasant, Myaree, Oconnor, Palmyra, Samson, Willagee

Address: 349 Canning Highway, Palmyra 6157

Ph: 08 9339 9700

Email: PalmyraPolStnSMAIL@police.wa.gov.au

Murdoch Police Station

(Covering Bateman, Bull Creek, Kardinya, Leeming, Murdoch and Winthrop)

Address: 120 Murdoch Drive, Murdoch 6150

Ph: 9313 9000

Email: Murdoch.Police.Station@police.wa.gov.au

Emergency Contact Detail



Your Guide to a Safer Melville

Emergencies	000
Non-urgent police attendance	131 444
Crime Stoppers	1800 333 000
City of Melville	
Community Safety Service (CSS)	1300 653 643
Graffiti removal	1800 626 119

For more information, please [click here for our City of Melville Website.](#)

Emergency Management

Emergency Management is defined as a process to reduce loss of life and property and to protect assets from all types of hazards, through a comprehensive, risk-based, emergency management program of mitigation, preparedness, response, and recovery. An emergency management plan must be prepared and approved by the event manager prior to the event commencing.

The prepared emergency management plan must be supplied to the City of Melville for events with:

- more than 1,000 patrons
- where alcohol will be consumed
- by request of the City of Melville

The emergency management plan shall comply with Australian Standard AS 3745:2010, Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces. An emergency management plan should comprise of emergency and disaster planning and preparedness, hazard identification and mitigation, emergency response and evacuation.

Copies of the emergency management plan should also be presented to police at least 7 days prior to the event.

Event First Aid

It is the event organisers responsibility to ensure they understand the appropriate level of medical and first aid care required for the event to minimise the impact on emergency ambulance services and health care facilities.

The number of Qualified First Aid personnel and first aid posts will vary with the type of event. For small events (<500) without a recognised first aid provider, event managers should ensure one person on the team running the event holds a nationally recognised qualification for the provision of first aid.

Please see the figures below that can be used as a guide:

Number of Patrons	Qualified First Aid Personnel	First Aid Posts
<500	2	1
<1500	4	1
<3000	6	1
<5000	8	1
<7000	10	2
<9000	12	2
<10 000	14	2
>10 000	As determined by the Manager of Health.	

For larger events (2000ppl+) or high-risk events, a plan should be developed and incorporated into the Risk Management Plan Australian Standard AS ISO 31000 (Risk Management).

“Qualified First Aid personnel” shall be defined as persons who have current Senior First Aid qualifications from an accredited first aid training provider. Qualified first aid personnel are to

be always present during the event, from commencement to adequate dispersion of patrons from the event. First aid personnel must be tasked specifically for first aid/medical duties.

Event Rubbish and Recycling

The event organiser is responsible for the cleaning arrangements during and after the event. All premises, reserves, and halls, used for events are to be left completely free of rubbish and debris as soon as the event finishes. The event organiser is responsible for payment of all additional waste disposal requirements. Please refer to the below assessment table to determine the event requirements.

Number of People	240L Rubbish Bins	240L Recycle Bins	Comments
50	1	1	-
100	2	2	
150	3	3	-
200	4	4	-
3000+	-	-	Please contact Resource Recovery and Waste on 1300 6335 845 to discuss requirements.

If you require bins, please submit a [Waste Bin Hire Request form](#) no later than 10 business days before your event.

Toilet Facilities

The event organiser is responsible for the provision of adequate ablution facilities for participants.

The event organiser also needs to ensure;

- Unisex accessible toilets are provided.
- Adequate gender signage is displayed on all additional toilets provided.
- Lighting is to be supplied to toilets if your event is held from 6pm onwards.
- Facilities are serviced with liquid soap for hygiene purposes and toilet paper is replenished throughout the event.
- All toilets shall be checked regularly, kept clean and serviceable during the event, and only emptied by Department of Environment and Regulation approved contractor.

Some locations have existing toilets at the site. In some cases, these can be considered in determining the number of additional toilets required. The number of toilets to be provided is subject to the maximum number of people at any given time and whether alcohol is available. Where the event is without alcohol the toilet numbers allocated can be halved.

Total Attendance at any one time	Male Facilities				Females	
	WC's	Urinals (Trough or Wall Hung)		Hand Basins	WC's	Hand Basins
		Trough	Wall Hung			
Up to 1000	2	1.5 metres	3	1	5	1
1000 - 2000	3	3 metres	6	2	10	2
2000 - 3000	4	4.5 metres	9	3	15	3
3000 - 4000	5	6 metres	12	4	20	4
4000 - 5000	6	7.5 metres	15	5	25	5
5000 - 6000	7	9 metres	18	5	30	6
6000 - 7000	8	10.5 metres	21	6	35	7
7000 - 8000	9	12 metres	24	7	40	8
8000 - 9000	10	13.5 metres	27	8	45	9
9000 - 10000	11	15 metres	30	9	50	10
10000 - 11000	12	16.5 metres	33	9	55	11
11000 - 12000	13	18 metres	36	10	60	12
12000 - 13000	14	19.5 metres	39	11	65	13
13000 - 14000	15	21 metres	42	12	70	14
14000 - 15000	16	22.5 metres	45	13	75	15

In relation to this table, it shall be interpreted as follows;

- If event duration less than 4 hours reduce numbers in table by 20%
- If event duration is between 4 hours and 6 hours reduce numbers in table by 15%
- If event duration is between 6 hours and 8 hours reduce numbers in table by 10%

If your event patron number are less than a 1000 people, please contact Health Services to determine toilet requirements. Health Services can be contacted on 1300 635 845.

Event Lighting

Details on lighting positions should be indicated on the site map.

Areas available to the public at night, including concert areas, should always be illuminated. For general areas, illumination must be to an average of 10 lux at ground level with no area less than 5 lux. Lighting should be illuminated approximately 1 hour prior to sunset to allow time for any unserviceable lights to be repaired before sunset.

For crowded areas, especially concerts and areas licensed to consume alcohol, there must be a system in place that will allow areas to be flood lit instantaneously, in the event of an emergency. The supply and control for these lights should be independent of any production lights and controlled from a location attended at all times by a designated person. They should not be controlled at the mixer desk.

Emergency Lighting

Events should be supplied with an alternative power supply should the main electric source fail.

Electrics

The event organiser is responsible for ensuring that all electrical equipment is tagged and tested within the last six months, by a licensed electrical contractor and complies with all regulations. All electrical equipment must be connected to a Residual Current Device (RCD).

- Each generator must be connected to its own earth electrode driven into the ground.
- Where multiple pieces of electrical equipment will be connected to the existing electrical installation via power board/s, then the whole installation must be certified by a licensed

- Electrical contractor, including the completion of a [Certificate of Electrical Compliance – Form 5](#)
- All generators, electrical cabling, switches, fuses, and the like should be kept clear of patrons and be properly and safely secured.
- All electrical installations must comply with the Supply Authority or Office of Energy requirements, Australian Standard 3000, Australian Standard 3002 plus any special requirements of the Health (Public Buildings) Regulations 1992.
- There are to be no single-phase generators 10 kva or below.
- Electrical equipment is supplied directly from the mains power supply.
- Joints and connections are not accessible to the public or exposed to damp conditions.

Amusements

The event organiser should ask any amusement operator to supply a Work Safe Log before contracting them to operate at the event.

- The event organiser is to ensure that all amusement structures (including inflatables) comply with the Occupational Safety and Health Regulations 1996, regulation 4.52 amusement structures, and comply with AS 3553.
- The event organiser should satisfy themselves that amusement rides and amusement structures are subject to routine servicing and maintenance.

Stallholders

The organiser will need to make application for a stallholder's licence if there will be stalls selling, food, drinks, goods, wares, merchandise, service provisions at the event.

Upon approval, the organiser will need to sign an [Application – Stall Holders Permit](#). This document is to confirm that all food businesses are registered with a local government and that all businesses are covered by Public Liability Insurance to a value of \$10 million.

- Temporary and mobile food businesses are to comply with the Food Act 2008, Food Regulations 2009, and Food Safety Standards.
- Displays with live animals shall be at least 15m from any food stalls.
- No alcohol to be sold, supplied, or consumed at the event without the appropriate approvals

Event Noise Management

Any noise generated at events should not unreasonably impact upon nearby residents, by exceeding 'assigned levels' under the Environmental Protection (Noise) Regulations 1997. Under certain circumstances, where it is known that music noise (ie. Concert) will exceed 'assigned levels', you may need to obtain a [non-complying event approval](#). You will be advised if this is required upon approval of the event.

Noise from "agricultural shows, fairs, fetes, exhibitions and like events" are exempt and are not required to complete a non-complying event application.

Steps should be taken by the event organiser to minimise the noise impact on surrounding residents. These steps may be demonstrated by positioning speakers to face away from

residential properties wherever possible. You may wish to note the speaker locations and directions on your site map.

Signage Advertising the Event

When advertising an event via temporary signage within the City of Melville, there are two categories that require different approvals.

- Temporary signage on either public or private land (within a reserve or community centre)
- Temporary signage on a thoroughfare or public road reserves (street verge, walkway/passageway etc).

Temporary Signage on either public or private land

Any temporary signage advertising an event for longer than 14 days, that will be placed within the City, on either public or private land, must apply for a Development Approval.

You can find out more information on [Outdoor Advertisements and Signage via the Policy](#).

Please note, if a Development Application is required, it should be lodged at **least 60 days** before the proposed date of installation for the sign/s. You can lodge a [Development Application via the City's website](#).

Temporary Signage on either public or private land

Any Temporary signage in a thoroughfare or public road reserve will require a permit unless the sign is:

- Portable directional sign less than 500mm in height and 0.5 square metres in area, as long as it is placed infrequently or on an occasional basis.

Regardless of the sign size, signage is not permitted to be placed:

- On a footpath
- Over a footpath
- In any location where, in the opinion of the local government, the sign is likely to obstruct lines of sight along a thoroughfare or cause danger to any person using the thoroughfare
- On any natural feature, including a rock or tree, on a thoroughfare, or on any bridge or the structural approaches to a bridge.

If you would like to apply for a permit to have temporary advertising signage on a thoroughfare or public road reserve, please provide a description in the events application form. Please be sure to include the:

- size of the proposed sign/s
- number of proposed sign/s
- locations of the proposed sign/s

Please note, if the proposed location is on a main road, then the permit may be subject to Main Roads approval.

Parking Arrangements

A parking plan and map should be provided for the event. The parking plan should include

- a legible map of the proposed event location.
- an overview with details of warden/parking marshals' activity,
- overflow parking
- locations of parking directional signs
- parking area opening and closing times

The legible map should show:

- ACROD parking locations
- the designated parking locations for patrons and event suppliers/organiser.
- any vehicles that will be parked in the activity area.
- warden/Parking marshal locations
- parking directional signs
- entry & exit points

Traffic Management

A Traffic Management Plan provides information on how to manage the risks that may arise from traffic movements during events and is required where the event involves the following:

- full or partial road closure within the vicinity of the event
- a temporary suspension of traffic regulations
- impacts on surrounding roads

The Traffic Management Plan must be prepared by a person with a current Advanced Traffic Management qualification. However, if the event is held off-road and attracts large traffic movements, the following information needs to be supplied:

- Advance warning signs on all road verges approaching the event, to advising motorists of the event ahead
- Proof that there is adequate parking facility at the venue (shall be detailed in the parking plan.
- Traffic warden or adequate signage to direct and guide traffic at the venue

A [Road Closure form](#) is required whenever an event requires a road closure or detour.

Structures

The following information is a guide to the City's Building Services requirements for temporary buildings or incidental structures commonly used for a variety of functions at public and private events. The below guide has been written to reflect the requirements of the Building Act 2011 (BA) and Building Regulations 2012 (BR) however direct reference to the applicable legislation should always be made

Note that even though a building is designed for temporary use, it does not change the overall expectation for safety and the requirement for the minimum standards being met.

Typically, a temporary building/structure has to fall into one of three categories to be considered authorised by the City's Building Services.

The three categories are outlined below:

Category 1 – Building Permit Not Required:

Generally, a temporary building or an incidental structure requires a building permit unless the temporary building/structure is to remain erected for no longer than one month and members of the public do not use and are not permitted access to the temporary building/structure (s69 BA).

Note that temporary tiered seating, tents, marquees, and stages used in an event that have a floor area exceeding 10m² and/or are more than 2.4m in height almost always require a building permit.

If a building permit is not required, please be aware that each owner of a building or an incidental structure in respect of which building work is done without a building permit being in effect for the building work must ensure, on completion of the building or incidental structure, that the building or incidental structure complies with each applicable building standard (s37 BA).

Not requiring a building permit under the Building Act 2011 does not negate a requirement for application under other legislation.

Category 2 – Building Permit Required – Uncertified Application (only appropriate if located on private land):

Lodging an “application for building permit – uncertified” means that the City’s Building Services will be undertaking the full assessment of the proposed temporary building/structure as per the BA. If successful, the City’s Building Services will issue both the Certificate of Design Compliance (CDC) and the Building Permit (BP).

Please use the [Uncertified – Building Checklist](#) for the information required prior to applying for a [Building Permit – Uncertified](#).

Note that further information may be required after the application is received and assessed.

A proposed temporary building/structure needs to comply with the Building Code of Australia (BCA). The BCA is a performance-based document with compliance being achieved by meeting the relevant performance requirements. The City’s Building Services adopts the ABCB Temporary Structures Standard 2015 content as acceptable performance solutions when assessing temporary buildings/structures. The BCA deemed-to-satisfy solutions should be referred to when the ABCB Temporary Structures Standard 2015 is silent on a relevant performance requirement.

Please be aware that a standard Building Permit condition for uncertified applications is that a Professional Engineer (Structural) is to inspect the temporary buildings/structures after they have been constructed. A signed certificate is to be provided by the Professional Engineer (Structural) certifying that the temporary buildings/structures meet the structural requirements of each applicable building standard. The temporary buildings/structures are not to be occupied until this certificate is received by the builder.

Category 3 – Building Permit Required – Certified Application (required if located on City owned land):

A private building surveyor first needs to be engaged to supply the Certificate of Design Compliance (CDC). The private building surveyor should identify what documents are needed by them to undertake their assessment (required documents depends on the proposed building works). Once the CDC is obtained, an “application for building permit – certified” (i.e. completed Form BA1 with supporting documents) can then be lodged to the City. If located on City owned land, the CEO of the City will need to complete part 3 (owner details) of the Form BA1 (part 3 of the form should be left blank upon lodgement of the application).

Important Information:

If required, applications for building permit should be lodged to the City as soon as possible. The approval process for the above-mentioned applications are comprehensive requiring properly made applications with all necessary documentation, detailed assessment, multiple departments involvement, etc. It is unrealistic to consider that a building permit from the City’s Building Services can be obtained at short notice. It is highly recommended that applications are lodged months before the proposed erection of the temporary buildings/structures in case further information is required or comments are needed from the Department of Fire and Emergency Services (can take up to 15 days).

The above-described applications need to be lodged as per one of the City approved methods. The necessary fees will need to be paid at lodgement.

Please find the following link to the City of Melville website which outlines your options for lodging an application (City of Melville website: <https://www.melvillecity.com.au/planning-and-building/lodge-and-track-planning-and-building-applications>)

Please refer to the following link for further information on how to obtain building permits (Building Commission website: <https://www.commerce.wa.gov.au/building-commission/section-5-permits-and-processes>).

If you have any questions regarding Structures, please contact the City’s Building Services on 08 9364 0666

Alcohol

Where alcohol is present at an event a Liquor Licence must be obtained and a map of the areas where alcohol will be permitted must be included in the application.

A Consumption Licence is applicable if you are supplying all the alcohol at no charge to your guests or allowing guests to BYO alcohol.

In other words you are **not**:

- selling alcohol (including raffle prizes)
- charging an entry fee that includes the alcohol
- selling goods where alcohol is complementary

To apply for a Consumption Licence, you need to do is attend the City of Melville Civic Centre in Booragoon and complete Permission to Consume Liquor in a Public Place form. This must be done in person, at least one week before the event date, and attracts a small cost.

An Occasional Liquor Licence is applicable if you are selling alcohol or including alcohol as part of the entry fee or where goods are being sold. To apply for an Occasional Liquor Licence, you will need to apply in writing to the City of Melville for support. The written request must include the following information and preferably be on a letterhead:

- How many people will be attending (and how many children)
- What is the purpose of the event
- Will your group be making a profit from the sale of alcohol
- What quantity of alcohol will be sold
- What food / water / soft drink will be provided
- The name of the responsible person on site
- Details of 'Responsible Service of Alcohol' certifications
- Date / Time of the Event

Please submit this letter as part of the events application. If the City supports the request a letter will be sent to you, so that it can be supplied to Department of Local Government, Sport and Cultural Industries (formally Department of Racing Gaming and Liquor). Please contact the Department of Local Government, Sport and Cultural Industries if you have any questions or to confirm when the application must be lodged. Lodgement periods for Occasional Liquor Licence are applicable.

Access and Inclusion

Events that accommodate the needs of everyone will be the most successful in terms of attendance, participation, public relations, and safety. Planning for accessibility should involve (but is not limited to) considerations such as:

- accessible parking close to the event with a designated drop off area at the entrance to the event (this should be highlighted in the Parking Plan)
- continuous accessible path of travel to the entrance and all areas within the venue/event including ramps where required.
- clear signage to all facilities.
- accessible print materials such as posters or flyers (such as using a plain font e.g., Arial with size 12 or above with clear colour contrast and uncluttered text and images).
- accessible communication options (such as an RSVP that includes multiple options to respond such as by telephone or email).

The Department of Communities Disability Services have published a checklist 'Creating Accessible Events'. The guidelines are designed to assist with planning events and functions that are accessible to people of all ages and abilities:

<https://www.wa.gov.au/organisation/departments/disability-services> or telephone 08 9426 9200 or 1800 998 214.