

## Event Application Support Information

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## Reserving a Location

The Event Application should be used for any events taking place within the City of Melville. This includes 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 space, so early bookings are essential to secure your chosen date.

If your event involves the Swan River, foreshore areas or the Point Walter Spit, you will need to obtain permission from the Department of Biosecurity, Conservation and Attractions (DBCA). You will need to attach confirmation from DBCA to demonstrate their support for the event.

## Tentatively booking a Reserve/Park Space

You should contact the Customer Service Team on 1300 635 845 or 08 9364 0666 to enquire if a reserve/park is available. If it is, you should promptly email the City to advise, in writing, that you wish to place the reserve on hold pending the submission of an Event Application. This email should include some basic information regarding the proposed event. Emails can be directed to [melinfo@melville.wa.gov.au](mailto:melinfo@melville.wa.gov.au). Please note, the area will only be placed on hold after an email has been received. If another group book the reserve before your email is received, your request may be declined.

You will be emailed back a 4 digit reservation number from the Bookings and Events Officer to include in the Event Application.

## 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). Vehicle Access Points must also be indicated on Parking Plan. Traffic Management plan (Only required for Road Closures or Temporary Suspension of Traffic)
- Toilet Facilities
- Seating (including areas for people using wheelchairs or with prams and people accompanying them)
- First Aid Post(s)

If the following are included in your event, then a to scale site map is required:

- Fenced off areas/ confined area (ie buildings, courtyards etc)
- Alcohol (including liquor sale &/or consumption areas) Please refer to Alcohol section for more details



Aerial maps can be found on the [City of Melville website](#) . You may need to click restart or refresh.

## **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 that includes your specific event. You should contact your insurer to make sure that this event will be covered under your existing policy. This requirement is for the protection of you and your event patrons.

## **Risk Management Plan**

As the event organiser, the City requires you to consider all the risks associated with 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.

It's 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 particular insurance or risk management services provider. We suggest that you contact your own insurance company for this advice.

## **Event Security**

The ultimate responsibility to ensure 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

(Covering Alfred Cove, Applecross, Ardross, Attadale, Bicton, Booragoon, Brentwood, Melville, Mount Pleasant, Myaree, Palmyra and Willagee)

Address: 349 Canning Highway, Palmyra 6157

Ph: 9339 9700

Email: [PalmyraPolStnSMAIL@police.wa.gov.au](mailto: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](mailto:Murdoch.Police.Station@police.wa.gov.au)

## Emergency Contact Detail



For more information [click here for a link to the City's website](#).

## Emergency Management

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 event with:

- more than 5000 patrons
- where alcohol will be consumed
- or by request of the City of Melville

The emergency management plan shall comply with Australian Standard 3745, Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces.

An emergency management plan should comprise emergency and disaster planning and preparedness, hazard identification and mitigation, emergency response and evacuation.

## Event First Aid

It is the event organiser responsibility to ensure there adequate first aid at the event. The number of Qualified First Aid personnel and first aid posts will vary with the type of event. For larger events (2000ppl+) or high risk events a plan should be developed and incorporated into the Risk Management Plan Australian Standard 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 present at all times 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.

Number of patrons	Qualified First Aid Personnel	First aid posts
<500	2	1

<1500	4	1
<3000	6	1
<5 000	8	1
<7000	10	2
<9000	12	2
<10 000	14	2
>10 000	As determined by the Manager Health.	

## 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	Number of 240L Rubbish Bins Required	Number of 240L Recycle Bins Required	Comments
Per 50 people	1	1	
3000+	-	-	Please contact Resource Recovery and Waste on 1300 635 845 to discuss requirements.

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

Please contact Resource Recovery and Waste on 1300 635 845 if you have any further questions.

## Toilet Facilities

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

The event organiser is also need 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 taken into account 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.

Please refer to the table below for a guide on toilet provisions.

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 stallholders 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.

If you are proposing to use Portable Illuminated Signage or Tethered Signs, then a Development Approval is required regardless of how long the advertising will be there for.

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 in thoroughfares and public road reserve

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 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 Traffic Management qualification.

However where 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 a 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 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).

A properly made "application for building permit – uncertified" should include but not limited to:

- Correctly completed Form BA2;
- Standard architectural drawings showing compliance with each applicable building standard (e.g. site plan, floor plan, elevations, etc); and
- Professional Engineers (Structural) report and/or drawings certifying the structural suitability of the building/structure.

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: <http://www.melvillecity.com.au/planning-and-building/building-services>).

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. Lodgment periods for Occasional Liquor Licence are applicable.

## Access and Inclusion

Accessibility benefits all participants including: attendees, staff, speakers, performers and exhibitors. Planning for accessibility involves (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).

This list is not an exhaustive or technical list, so you may wish to refer to the Disability Services Commission's website for more detailed information including the 'Access and Inclusion Resource Kit' available at: <http://www.disability.wa.gov.au/business-and-government1/business-and-government/> or telephone 9426 9200 or 1800 998 214.