



Outdoor Events Guidelines



Table of Contents

APPLICATION PROCESS	4
APPLICATION REQUIREMENTS	6
APPLICATION CONSIDERATIONS.....	7
FURTHER INFORMATION	18

Outdoor Event Guidelines

The City of Rockingham recognises the need to balance the contribution Events make to the culture, character and economy of Rockingham, with the potential impact of Events on the surrounding locality.

These guidelines have been developed to assist Event Organisers in completing their Outdoor Event Application, and ensuring that Events within the City of Rockingham are safe, accessible, sustainable and vibrant whilst meeting all relevant legal and regulatory requirements.

It is recommended that these guidelines be read in conjunction with the City's Outdoor Events Policy.

Outdoor Event Application Assistance

The City's Events and Permits Administration Officer is available to assist Event Organisers in completing and submitting their application, and successfully gaining the relevant approvals from the City.

The Events and Permits Administration Officer is the City's contact person for all Event Organisers. It is their role to liaise with all other departments within the City on the Event Organiser's behalf, providing a 'one-stop-shop' for all external customers.

The Events and Permits Administration Officer can be contacted directly on 9528 0449.

Exempt Events

The Outdoor Events Policy applies to all Outdoor Events held in the City of Rockingham including those on private land.

The Outdoor Events Policy does not apply to:

- Private Events not open to members of the public, such as private parties, weddings, funerals and the like
- Seasonal use of sports fields by schools and registered sporting clubs for club related activities

The Outdoor Events Policy excludes Events that are run by sporting clubs at sporting grounds given that the overall facility is assessed for compliance for normal sporting fixtures, and Events such as club registration days are within this scope.

Other groups undertaking Outdoor Events on sporting grounds are still required to submit an Outdoor Event Application. Clubs undertaking Outdoor Events at other locations are also required to submit an Outdoor Event Application. The City must ensure that the location is suitable and compliant with the legislative requirements for the proposed Event.

If you are unsure as to whether your proposed Event will require an Outdoor Event Approval from the City, please contact the City's Events and Permits Administration Officer, who will be able to advise whether you require an approval from the City.

APPLICATION PROCESS

Events will be assessed as either low, medium or high impact Events.

The table below contains a guide on the criteria to determine the potential impact of an Event.

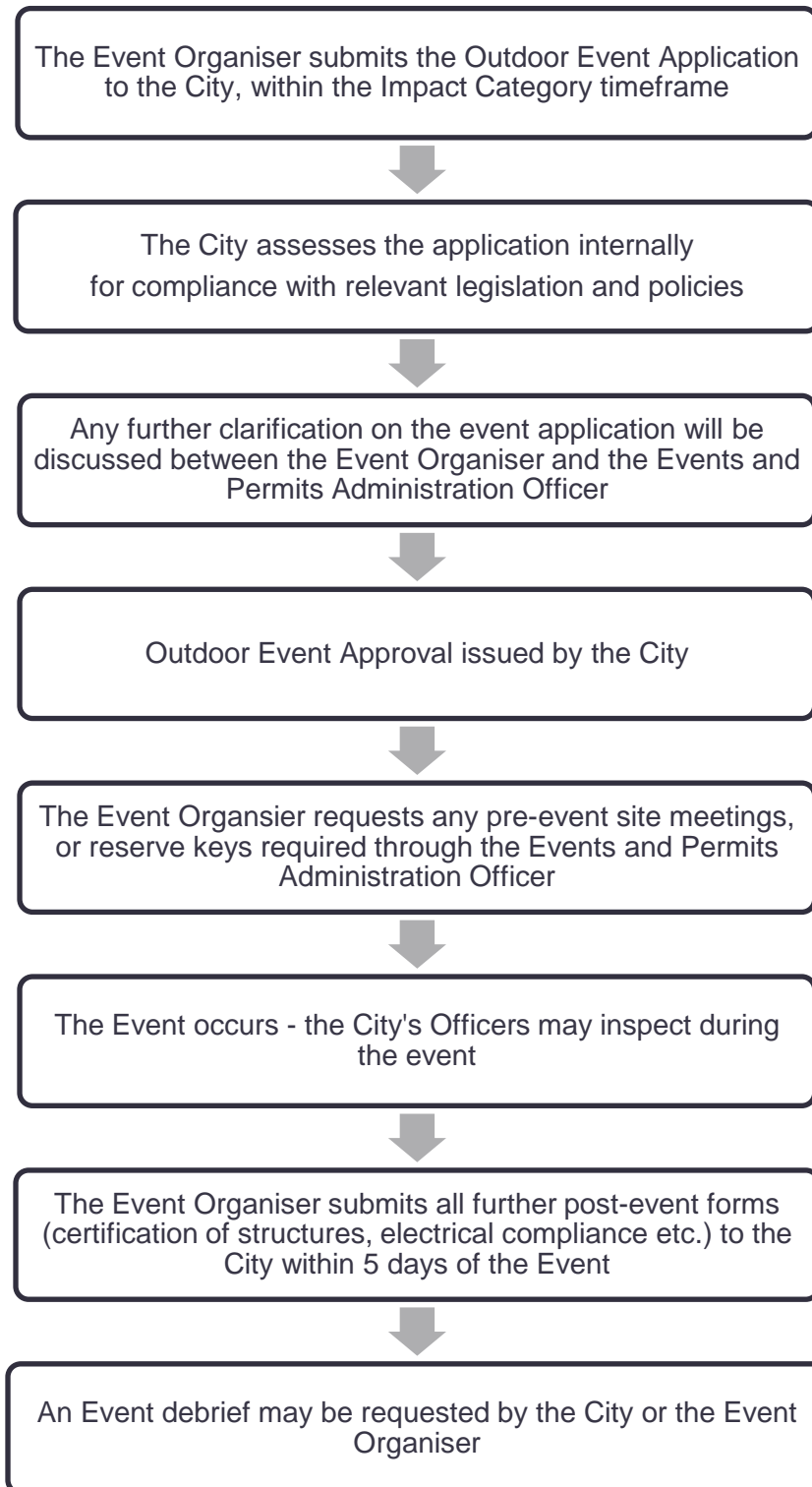
Event Impact Category	Impact Criteria	Minimum Lodgement
Low Impact Event	<ul style="list-style-type: none"> • Held between 7am and 6pm • Less than 100 attendees at any one time • No food sales • No amplified noise • No marquees over 3x3m 	10 days prior to the Event
Medium Impact Event	<ul style="list-style-type: none"> • Held between 6am and 9pm • Between 100 and 1,000 attendees at any one time • Involves food sales • Low level amplified noise 	30 days prior to the Event
High Impact Event	<ul style="list-style-type: none"> • Finishes after 9pm • More than 1,000 attendees at any one time • Involves food sales • Involves amplified noise • Includes fencing • Requires road closures or impacts on the normal use of the roads • Involves fireworks / pyrotechnics 	60 days prior to the Event

Once the application is received, the City's Officers will undertake an assessment for compliance with all relevant legislation, including the Outdoor Event Policy, and provide a response to the Event organiser as soon as practicable. Should the Event comply with all relevant legislation a Maximum Accommodation Certificate will be issued along with conditions of approval for the Event.

City Officers may attend the Event to ensure compliance with the issued conditions, as well as all other relevant legislation.

Outdoor Events that do not receive all relevant approvals must not proceed. It is the responsibility of the Event Organiser to ensure all relevant approval have been obtained for the City and other approving agencies, and that any stallholders or other activities also hold the required permits.

The flowchart below provides a diagrammatic summary of the steps leading up to and following an Event.



APPLICATION REQUIREMENTS

Low Impact Events

Low Impact Events will be required to submit the Low Impact Event Application Form and a site plan.

Medium Impact Events

Medium Impact Events will be required to submit the Medium Impact Event Application Form along with the following minimum documentation:

- Site Plan;
- Public Liability Insurance for a minimum of \$10 million;
- Hold Harmless Agreement (Events on City Land only).

It is noted that upon assessment of the application further information or documentation may be required.

High Impact Events

In addition to the Medium Impact Event requirements, the following is required for High Impact Events:

- Risk Management Plan;
- Emergency Evacuation Plan;
- Application for a Non-Complying Event (if applying for a noise exemption);
- Traffic Management Plan (for on road Events only);
- Copy of communication advising Emergency Services and Police of the Event;

It is noted that upon assessment of the application further information or documentation may be required.

Other Documentation

Other documentation that may be required includes:

- Community Notification Leaflet;
- Application for Signage for Community Event ;
- Food, Non-Food and Amusement Stallholder Applications.

APPLICATION CONSIDERATIONS

Advertising and Directional Signage

Temporary advertising signage showing the name, location and date of an Event require a Sign Licence from the City's Building Services, before they can be erected. The following considerations are assessed when applying for a sign licence:

- The signs are appropriate for their location.
- The signs do not adversely impact on traffic circulation or pedestrian safety.
- Protect the amenity of residential and townscape areas.
- The signs are maintained to a high standard.

The following applies to approved Event signage:

- Community groups may place signs showing the name, location and date of the Event, for a maximum of ten (10) days prior to an Event occurring, on public or private land for the purpose of advertising a community Event.
- Signs shall be removed within two (2) days of the Event ending,
- Signs shall not exceed an area of 5m².

The Event organiser may "share" their Event to the City's Facebook page, and can register their Event in the City's "What's On" page via www.rockingham.wa.gov.au

Amusement Structures

Amusement Structures including carnival rides, bouncy castles, games etc. and must comply with the *Occupational Safety and Health Regulations 1996* (Regulation 4.52 Amusement Structures) and Australian Standard AS3553.

Each amusement trader must apply for their own Traders Permit from the City at least 14 days prior to the Event.

Bond Charges

A bond charge may be applied to Outdoor Event Application, depending on the nature and duration of the Event, and the proposed location. The City's Events and Permits Admin Officer will contact the Event Organiser should a bond be required prior to the Approval being issued.

Circuses

All applications for the holding of a circus within the City of Rockingham shall, as part of their application to the City, demonstrate to the City, compliance with the Code of Practice for the conduct of Circuses in Western Australia. It shall also contain a complete list of all animals kept at the circus, including a list of performing animals. It should be noted the City may not support Circuses that contain exotic animals.

The circus manager / proprietor must comply at all times with the Code of Practice for the conduct of circuses in Western Australia and the *Animal Welfare Act 2002*.

Community Notification Leaflet

As part of your Event approval, the City may condition that a community notification leaflet be distributed. The extent of the notification will be dependent on the nature of your Event, and the possible impact to residents. The purpose of the leaflet is to notify local residents of the Event and any noise or disruptions that may be expected. The leaflet may also double as promotional material for your Event.

Should a leaflet be considered necessary, it is to be drafted by the Event Organiser and approved by the City prior to circulation. It should be distributed between 7 days and 14 days before the Event.

The leaflet should include:

- Event name
- Event location
- Date/s of Event, and the start and finish times
- A contact phone number for someone that will be present during the Event, should nearby residents have concerns
- Other useful information e.g. any noise related information, traffic management (temporary road closures) etc.

Disability Access and Inclusion

When planning an Event, it is essential to take into consideration access and inclusion to ensure people with disabilities can access your Event.

Making an Event accessible to people with disabilities is more than just providing access for wheelchairs. People with disabilities can face barriers when attending Events in a variety of ways. Matters that should be considered when planning your Event to make it more accessible are:

- Has the promotional material been printed with text at least 12 point font, and printed on matt paper in contrasting colours?
- Did the promotional material state whether the venue is accessible?
- Is there an accessible toilet? Is it large enough for someone in a wheelchair to shut the door once inside? Is there a hand rail in the toilet?
- Does the venue have accessible parking bays? Are they clearly marked?
- Is the entrance to the venue within 40m of the parking?
- Are there accessible pathways? Are there ramps?
- Is there clear, directional signage to the venue and the toilets?
- Is the venue well lit?
- Is there ample space for wheelchairs if the Event is seated?
- Is there a designated person to assist with access enquiries?

Considering these aspects is important for making your Event accessible to people with disabilities. If you require any assistance regarding accessible Events, please contact the City's Events and Permits Admin Officer, who can provide further assistance.

Electrical Installations

The City of Rockingham has a limited number of reserves provided with a reticulated power supply and these supplies are tested and certified by a qualified electrician every six months. Use of the City's power may incur additional charges.

Electrical outlets should only be supplied from a reticulated power supply. Supplies may originate from mains power or onsite generators. If onsite generators are proposed, each generator must be connected to its own earth electrode driven into the ground.

For Events it is important that:

- There are no single-phase generators 10 kva or below.
- Electrical equipment is supplied from reticulated supplies originating at supply authority mains or large generators.
- Electrical leads do not create trip hazards.
- Electrical outlets are protected by residual current devices (RCD's).
- Leads and RCDs are tested and tagged every six months.
- Joints and connections are not accessible to the public or exposed to damp conditions.
- Installations must comply with AS 3002 Electrical Installations for shows and carnivals.

The *Health (Public Buildings) Regulations 1992* require that a licensed electrical contractor tests electrical leads (industrial extension cords) and portable outlet devices (power boards) items every six months. A tag to identify the item, test date and the electrical contractor should be fixed to the tested equipment. New equipment requires a tag to define when it was brought into service.

An electrical contractor must certify that permanent and temporary electrical installations comply with the *Health (Public Buildings) Regulations 1992*, by submitting a Form 5 Certificate of Electrical Compliance to the City no later than 5 days after the Event. Form 5 Certification is not intended to address portable equipment or cords supplied by end users. It is intended to ensure that installations from the point of supply to the final distribution outlet available to the end user are safe. The protection thereafter relies upon the quality of the equipment provided by the end user and the mandatory testing and tagging of all portable electrical equipment, plugs, sockets and leads every twelve months in accordance with Australian Standard AS3760.

Emergency Lighting

Enclosed venues must have emergency lighting that will operate if the main electrical source fails. For buildings, it must comply with Australian Standard AS 2293, and for outdoor venues there should be at least two alternative power supplies. Two generators or a mains power supply plus another generator are acceptable alternatives provided that the venue lighting supplies are distributed between both.

Emergency Management Plan

An Emergency Management Plan is required for all High Impact Outdoor Events with an expected patron attendance exceeding 1000 people. The plan outlines the response to be taken should the Event need to be evacuated in the case of an emergency, such as for a fire or medical emergency.

Plans must be easy to follow and include:

- An assembly point or points, depending on the venue size, must be determined to enable groups that have become separated to be reunited.
- Special consideration must be given in situations where children may be in a different location to their parents or guardians.
- Plans should recognise all of the emergency risk situations identified in the risk management plan.
- Staff induction training (how do staff know what to do and when in an emergency).

- A Communication's Procedure, both internal and external.

The Event Organiser is responsible for the preparation and submission of a Risk Management Plan and Emergency Management Plan with the Event application. The City has guidelines on completing a Risk Management Plan and Emergency Management Plan, including templates which may be useful. These are available on the City's website at www.rockingham.wa.gov.au

Event Capacity

The City will determine the number of people that can attend the Event. This is calculated under the *Health (Public Building) Regulations 1992*, and is based on the area of the Event, the number of toilets available and the number of exits (if the venue is fenced).

It is up to the Event Organiser to ensure that the number of patrons attending the Event does not exceed the allowable number on the approval.

Exits

For Events that are enclosed by walls, fencing or turn styles the following shall apply:

- Where only one (1) exit is provided the capacity is limited to fifty (50) people;
- Exits must be attended at all times, and should be clearly signed;
- Exits must be open spaces or gates hung to swing in the direction of egress;
- Exit location and width must be sufficient to allow evacuation;
- Dual direction lanes must be a minimum of 2.5m; and
- Side walls through tents are suitable if they use Velcro type fastening.

Fees

The fees that may be applicable to an Event are listed in the Schedule of Fees and Charges. The City's Events and Permits Administration Officer can also confirm the fees applicable to the Event. The City will send one invoice with all relevant fees to the Event Organiser.

Fire Safety

Fire safety equipment is required in the following conditions:

- One 4.5 kg B (E) dry chemical powder extinguisher must be located adjacent to:
 - Any electrical generator or switchboard.
 - Any flammable liquid or gas containers
 - Any food preparation / cooking area.
- One 4.5 kg AB (E) dry chemical extinguisher or pressured water extinguisher must be provided:
 - Within 10 metres of each exit if designated exits are provided.
- Two 4.5 kg AB (E) dry chemical extinguisher or pressured water extinguisher must be provided backstage

All firefighting equipment must be kept fully charged and maintained in accordance with Australian Standard AS1851.1. This standard requires extinguishers to be tested at least every 6 months and the test dates to be clearly identified on each extinguisher.

Fireworks (Pyrotechnics)

The discharging of fireworks will require the specific approval of the Department of Mines & Petroleum, Fire Authorities, the Police and the City. An Application for a Fireworks Event Permit is required to be completed by a licensed fireworks contractor and submitted for approval.

First Aid Provision

First Aid is required at all Events, and a medical plan may be required depending on the scale of the Event. It is important that any first aid post have appropriate signage.

The following table provides a guide on the minimum first aid requirements for an Event:

Number of Patrons	Qualified First Aid Personnel	First Aid Posts
< 500	Minimum of 1 – 2	1
< 1,500	Minimum of 2 – 4	1
< 3,000	Minimum of 4 – 6	1
< 5,000	Minimum of 6 – 8	1

If the Event proposes to have more than 5,000 at any one time, the City will discuss the first aid provisions directly with the Event Organiser.

Food Stalls

A food stall is a stall or vehicle from which any food or drinks are offered for sale. Each food stall operator requires a valid Traders Permit from the City to trade at Events.

Food stall operators can apply for an Event Food Stall Traders Permit from the City. This Permit is valid for one year, and can be used to attend any approved Outdoor Event within the City. Event Organisers should ask each food stall operator for a copy of their valid Event Food Stall Traders Permit prior to allowing them to trade at the Event. If an operator does not have a valid Event Food Stall Traders Permit, they should be directed to the City to obtain one.

Non Food Stalls

All other stalls which offer non-food items for sale such as clothes, jewellery, toys or arts and crafts also require a Traders Permit if they trade on the City's land. The Event Organiser may submit one Traders Permit to cover all other stalls that are going to trade at the Event. For further information on this please contact the City's Events and Permits Admin Officer.

Grants

The City of Rockingham operates a Community Grants Program (CGP). The CGP provides funding opportunities to incorporated not-for-profit organisations/associations, or those limited by guarantee (e.g. community groups, clubs and school P&Cs) towards programs, projects, initiatives and events that benefit the Rockingham community.

Further details on the CGP eligibility criteria is outlined in the relevant application forms, policy and guidelines available at: <http://rockingham.wa.gov.au/Community/Community-Grants-Program>

Hold Harmless Agreement

A Hold Harmless Agreement is required for Events that will be held on the City's land. When the Event Organiser completes the Hold Harmless Agreement they agree to release the City of Rockingham from all liability and costs incurred arising from or incident to the Event.

Insurance

Public Liability Insurance provides the Event organiser with insurance cover for their legal liability to third parties for injury and/or property damage arising from the Event. Event Organisers must hold a current public liability policy with an APRA (Australian Prudential Regulation Authority) approved insurer.

A copy of the applicant's Public Liability Insurance (Certificate of Currency) with a cover of not less than \$10,000,000 (ten million dollars) must be provided upon application for an Outdoor Event.

In addition, it is essential that other stakeholders involved in the Event (i.e. security companies/food operators/promotion companies/amusement providers and the like) also hold public liability cover. Evidence of public liability cover to be obtained from all stakeholders in the form of Certificates of Currency.

Keys

If you require access to a reserve, floodlighting or power, you will need to collect the appropriate key/s from the City's Administration Office. Upon collection of the key/s you will need to complete paper work which includes bank account details (BSB and Account number required upon pick up) and the payment of a bond per key. The bond is returned to the nominated bank account upon your return of the key. It is important that you contact the City's Events and Permits Administration Officer a week prior to Event to arrange for the collection of the key/s to ensure that we have them available for your collection.

Lighting

Areas available to the public at night should be illuminated for the duration of the Event and to facilitate people leaving the Event. Lighting should be energised approximately one (1) hour prior to sunset to allow time for any unserviceable lights to be repaired before sunset.

In the Event of an emergency, a system must be in place that provides for instantaneous floodlighting particularly for crowded areas and exit paths. The supply and control of these lights is to be independent of other lighting and controlled from a location attended at all times by a designated person. For Outdoor Events there must be at least two alternative power supplies. Two generators or mains power and a generator are acceptable under the provision that lighting power is distributed between both.

Liquor Licence

Provided that the service of liquor is ancillary to the purpose of the Event, an application for a Liquor Licence can be made to the Department of Local Government, Sport and Cultural Industries (formerly Department of Racing, Gaming and Liquor). Applications seeking consent of the City of Rockingham for an occasional license or variation of an existing licence must be accompanied by the following documentation:

- A copy of the relevant application form lodged with Liquor Licensing; and
- A site plan indicating the size and location of the proposed licensed area.

Licensed security will be required if a Liquor Licence is granted for the Event.

Noise Control

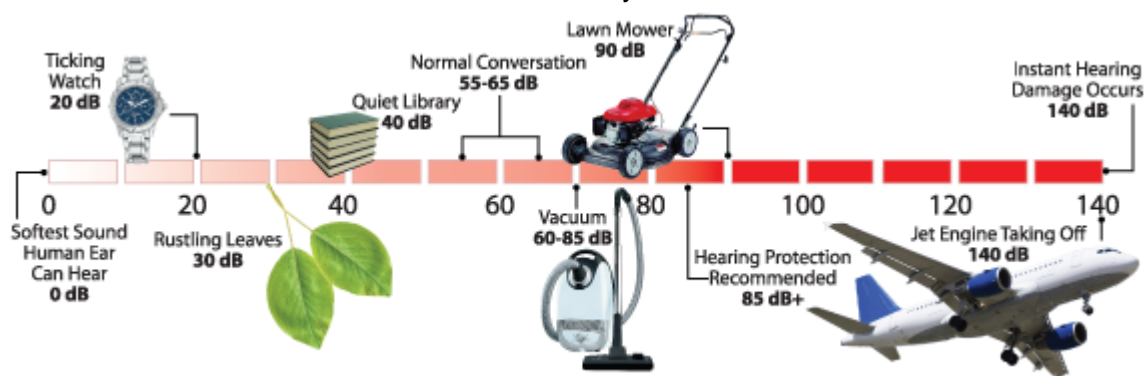
Noise from certain community activities is permitted under the *Environmental Protection (Noise) Regulations 1997*. The purpose of this provision is to allow a balance between the community benefit of these Events and the impact on the surrounding properties.

Community Events include sporting activities, agricultural fairs, school fetes, carnivals and exhibitions. Noise from these Events is considered 'Community Noise' and is exempt from the requirement to comply with the assigned noise level in the following situations:

- Noise emitted by spectators at a sporting activity;
- Noise from people at a meeting or procession;
- Noise from recreational or educational activities at premises occupied for educational purposes;
- Noise emitted from agricultural shows, fairs, fetes, exhibitions and like Events; and
- Noise emitted by people during a meeting convened solely for the purpose of divine worship.

Events that are likely to result in excessive noise being received by nearby residences or fall outside the provisions of community noise exemptions will be required to apply for a Regulation 18 Approval for a non-complying Event. Applications for a non-complying Event must be made at least 60 days prior to the Event, and may be charged an application fee.

To determine the potential noise level at the nearest residence, an acoustic consultant is required, however, the below diagram can give an indication on the potential noise level. To use this diagram consider what the noise at the nearest residence is likely to be similar to.



Protection of Public Parks and Gardens

Should the Event be proposed on one of the City's reserves, the City will assess the potential impact on that reserve. Some reserves may not be able to take Events that are likely to cause damage, where there is heavy equipment proposed to be taken onto the reserve, or if the Event is proposed to go for an extended duration. If the City determines that the proposed location is not suitable for the proposed Event, the City's Events and Permits Admin Officer will endeavour to work with the Event organiser to find a suitable alternative location.

If concerned about the location of any tent pegs, holes or heavy vehicles and amusements during the planning of your Event, please contact the Events and Permits Administration Officer who can arrange a meeting to discuss placement options.

If intending to use tent pegs, dig any holes or trenches, or have heavy vehicles / amusements on the reserve this must detail this in your application. Please contact the Events and Permits Administration Officer a week prior to the Event to arrange for reticulation marking to be completed. This will not be completed unless contact is made with the City.

When submitting an Outdoor Event Application for an Event on a City owned or managed reserve, the City's Parks Services will ensure that any reticulation is turned off for the Event. If the Event is more than one day, in some circumstances, the reticulation may need to run in warmer weather. The Events and

Permits Administration Officer would be advised of any concerns and would discuss these with the applicant to come to an appropriate solution.

Public Building Requirements

The Event must comply with the *Health (Public Buildings) Regulations 1992*, and in this regard, the following requirements are applicable:

Forms

The Event Organiser must complete the following forms for submission prior to the Event:

- Form 1 (Application for Construction of a Public Building)
- Form 2 (Application for a Certificate of Approval)

The Event Organiser shall arrange for the completion of the following forms on the day of the Event, and submit them to the City within 5 days after the Event:

- Form 5 (Certificate of Electrical Compliance) – completed by Electrical Contractor on the day of the Event, should any electrical installations form part of the Event.
- Structural Adequacy Form – completed by the installer of any structures, on the day of the Event.

Risk Management

A Risk Management Plan identifies the possible risks that could occur at an Event, as well as the steps that the Event Organiser will take to prevent the risks from occurring or minimise the impact of the risk, as well as the steps that will be taken if the risk occurs. A comprehensive Risk Management Plan is a great start for anyone wishing to run an Event.

A Risk Management Plan is required for all High Impact Outdoor Events with an expected patron attendance exceeding 1000 people. A Risk Management Plan shall be prepared for each Event by the Event Organiser and submitted as part of the Outdoor Event Application to the City of Rockingham.

The Emergency Evacuation Plan and Risk Management Plan may be combined. Guidelines on how to complete such a plan are available from the City.

Seating Specifications

There are no legislative requirements to supply seating for patrons at an Event, however, it is recommended that there is a seating area or rest area provided.

If the Event is proposing set seating, the seating arrangements shall be as follows:

- The minimum distance between rows of seats is 300mm.
- There shall be no more than 10 seats in a dead end row and no more than 17 seats in rows between aisles.
- If the distance between rows is increased to more than 500mm then the length of rows between aisles can be increased.
- Aisles must be no less than 1m wide.
- The sides and rear of raised seating areas must be bounded by guardrails that shall be securely fixed.
- For bench seating 450mm must be allowed for each person and each space shall be clearly identified.

Security

Security may be required for an Event depending on a number of factors, including the type of Event, expected number of patrons and whether alcohol is provided. If security or crowd control is required, security arrangements are to be made and enforced by the Event Organiser and shall be to the satisfaction of the City. It is important that any security or crowd controllers are appropriately licensed under the

Securities and Related Activities (Control) Act 1996, as well as ensuring there are both male and female security personnel on duty.

Where alcohol is being served at an Event, there should be a minimum of two crowd controllers for the first 100 patrons, and one crowd controller for each additional 100 patrons or part thereof.

The number of crowd controllers to patrons for Events where alcohol is not being served shall be as shown in the following table:

Number of Patrons	Crowd Controllers
< 1,000	Minimum of 1 – 2
< 2,000	Minimum of 2 – 4
< 3,000	Minimum of 4 – 6
< 4,000	Minimum of 6 – 8
< 5,000	Minimum of 8 – 10

For Events where there is no liquor licence, or major structures, the Event Organiser may apply to utilise volunteer personnel as Volunteer Event Liaison Staff to assist with the running of the Event. This would only be considered where an appropriate risk management plan was submitted.

Site Plan

A site plan detailing the layout of the Event needs to be submitted with all Outdoor Event applications. A site plan should include all aspects relating to the Event, such as (further site plan requirements are detailed in the Outdoor Event Application Form):

- Food stalls
- Non-Food Stalls
- Amusements / Rides
- Toilets
- Temporary structures
- Stages
- Mixing/Sound desk
- Speaker location / direction
- First Aid Points
- Free water points
- Fire safety equipment
- Lighting towers
- Generators / Electrical Cables
- Rubbish bins
- Seating
- Distance to closest residence
- Fenced Off Areas
- Patron Areas
- Restricted Areas
- Entrances and Exits
- Emergency Exits
- Vehicle Access Points
- Parking Areas
- Alcohol consumption areas

Structure (Stages, Tents, Marquees and the like)

All temporary structures (stages, marquees, tents, spectator stands, outdoor movie screens, fencing etc) which are larger than 3m x 3m require City approval. The information required for temporary structures to be approved includes:

- The purpose for which it will be used.
- The design integrity and ground conditions.
- Erector's competence.
- Manufacture Details:
 - Code / Standards it complies with
 - Structural adequacy
 - Design Parameters.

Once the structure is erected, the installer shall complete a Certification of Structures Form to confirm that the structure has been erected in accordance with all design criteria, engineering details or manufactures instructions and that all structures have been constructed to be structurally sound. This form must be completed for all structures, and submitted to the City within 5 days after the Event has occurred.

Toilets

The Event Organiser is responsible for the provision of adequate toilet facilities for the duration of the Event. Where portable toilets are to be provided, the number of portable toilets proposed and their location need to be submitted to the City for approval.

Consideration should be given to the water supply and the availability of a plumber should issues arise. It is important that the toilets be regularly checked for cleanliness, as well as availability of consumables, such as toilet paper, soap and hand towels, and the emptying of any bins.

Toilet facilities are to be provided in accordance with the following table. The City requires that at least one accessible toilet is provided at every Event. If the Event proposes to have more than 5,000 at any one time, the City will discuss the toilet provisions directly with the Event Organiser.

Total Attendance at Any One Time	Male Facilities				Females	
	WC's	Urinals		Hand Basin	WC's	Hand Basins
		Trough	Wall Hung			
Up to 1,000	2	1.5 metres	3	1	5	1
1,000 – 2,000	3	3 metres	6	2	10	2
2,000 – 3,000	4	4.5 metres	9	3	15	3
3,000 – 4,000	5	6 metres	12	4	20	4
4,000 – 5,000	6	7.5 metres	15	5	25	5

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

Duration of the Event	% of Table Values
6 hours – but less than 8 hours	80% of table values
4 hours – but less than 6 hours	75% of table values
Less than 4 hours	70% of table values
If the Event is alcohol free	50% of table values

Traffic Management and Parking

A Traffic Management Plan outlines any proposed changes or impact on existing traffic conditions, including lane closure, change of speed limit, “Event ahead” signage and suspension of the *Road Traffic Act 1974* (i.e. allowing persons to go straight through a stop sign). A Traffic Management Plan will often include details on the provision of parking at an Event including accessible parking bays (parking bays for people with disabilities). It is the responsibility of the Event Organiser to ensure that there is adequate parking for an Event, and that there is no, or limited impact on the existing road infrastructure. If the Event is likely to have a significant impact on the existing road network, a whole or partial road closure may be required.

If the Event requires suspension of the *Road Traffic Act 1974* or closure of a public road the approval from the City, the Police and Main Roads WA is required.

If an Event necessitates the suspension of the *Road Traffic Act 1974* or a road closure, the applicant will be required to provide a Traffic Management Plan, prepare by an accredited Traffic Management consultant, detailing signage to be utilised and proposed traffic diversion routes. The Traffic Management Plan shall be submitted to the City for approval with your Outdoor Event Application, at least 60 days prior to the Event.

Waste Management

The Event Organiser is responsible for making the appropriate arrangements for the collection and removal of all litter occurring as a result of the Event. It may be necessary to arrange for bins to be emptied throughout the Event.

Additional bins can be hired from the City and will be charged as per the Schedule of Fees and Charges.

The number of bins required at an Event will depend upon the type of Event being planned and the duration of the Event. Generally the ratio is 1 bin per 100 people, however this will vary depending on the Event location and if food or drink is being served.

Water

The Department of Health recommends that free drinking water is available to patrons for daytime Events. It is recommended that this is calculated at 2 litres per person or 500 ml per hour, whichever is the greater, or one potable water outlet per 500 people (hand wash basins are not recognised as acceptable drinking water outlets). Where an Event is licensed, the *Liquor Control Act 1988* requires a licensee to provide free drinking water to patrons.



FURTHER INFORMATION

The City's Events and Permits Administration Officer is your contact for the City, and will liaise with any other departments within the City to assist you in successfully obtaining your Outdoor Event Approval.

The Events and Permits Administration Officer is also able to arrange for a pre-lodgement meeting to assist you in completing your Outdoor Event Application, or provide any training to your Events team on the City's Outdoor Events approval process.