



## Outdoor Events Guidelines

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## 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"> <li>• Held between 7am and 6pm</li> <li>• Less than 100 attendees at any one time</li> <li>• No food sales</li> <li>• No amplified noise</li> <li>• No marquees over 3x3m</li> </ul>	10 days prior to the Event
Medium Impact Event	<ul style="list-style-type: none"> <li>• Held between 6am and 9pm</li> <li>• Between 100 and 1,000 attendees at any one time</li> <li>• Involves food sales</li> <li>• Low level amplified noise</li> </ul>	30 days prior to the Event
High Impact Event	<ul style="list-style-type: none"> <li>• Finishes after 9pm</li> <li>• More than 1,000 attendees at any one time</li> <li>• Involves food sales</li> <li>• Involves amplified noise</li> <li>• Includes fencing</li> <li>• Requires road closures or impacts on the normal use of the roads</li> <li>• Involves fireworks / pyrotechnics</li> </ul>	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 5m<sup>2</sup>.

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](http://www.rockingham.wa.gov.au)

### Amusement Structures

Amusement Structures including mechanical rides, bouncy castles, carnival games including inflatable movie screens are required to comply with Subdivision 2 of the Work Health and Safety (General) Regulations 2022, along with AS 3533 Amusement rides and devices – Design and construction.

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

The City will assess all applications from direction supplied via WorkSafe WA.

[Amusement devices - A guide for local government | Department of Energy, Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](http://commerce.wa.gov.au)

### 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.

## Crowd managements - Concerts

Concerts and events where people crush to view entertainment are inherently dangerous. Most members of the public are unaware of the significant dangers.

A crowd management plan should be implemented at all higher risk events. Failure to implement a safety policy may result in serious financial consequences in the event of a subsequent injury and claim from an injured patron

## 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](http://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/type of the Event. It is important that first aid posts have appropriate signage.

The number of first aid personnel and first aid posts required vary with the type of event. The below table provides the minimum first aid required for an Event.

Number of Patrons	Qualified First Aid Personnel	First Aid Posts
< 500	Minimum of 2	1
< 1000	Minimum of 4	1
< 2,000	Minimum of 6	1
< 5,000	Minimum of 8	2
< 10,000	Minimum of 12	2
< 20,000	Minimum of 22 +	4

The above table is a guide only. Additional first aid may be required at the discretion of the City based on the nature of event.

## Food Stalls and Food Vehicles

Any stall or vehicle selling food or beverages at an event is required to hold a valid Event Permit with the City prior to the Event.

A list of all Food Vendors planning on attending the Event is to be submitted to the City at least 14 days prior to the Event.

This Permit is valid for one year, and can be used to attend any approved Outdoor Events within the City. Generally, it is the food vendor's responsibility to seek approval individually. It is the event organiser's responsibility to ensure that the relevant vendors have obtained appropriate Permit approval.

## Non Food Stalls

All stalls which offer non-food items for sale such as clothes, jewellery, toys or arts and crafts also require a Permit if they trade on the City's land.

The Event Organiser may submit one Non-Food Stall Permit Application to cover all other non-edible stall items that are going to be sold at the Event.

## Grants

The City of Rockingham operates a Community Grants Program (CGP) for all requests for donations, sponsorships and grants.

The CGP provides funding opportunities to incorporated not-for-profit organisations/associations (community groups, clubs and school P&Cs) towards programs, projects, initiatives and Events that benefit the Rockingham community.

Further details on the CGP conditions and eligibility criteria are detailed in the relevant application forms, policy and guidelines available at: <http://www.rockingham.wa.gov.au/Services/Community-wellbeing-services/Community-Grants-Program>.

## Hold Harmless Agreement

A Hold Harmless Agreement is required for Events that will be held on the City's land. The Hold Harmless Agreement acknowledges that any damage to City assets as a result of the Event will be covered by the Event Organiser's Public Liability Insurance.

## 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 one 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.

Please Note: Any temporary bar set ups that will be located on City land will be required to obtain a Stallholder – Event Permit to accompany their Liquor Licence. An application is required to be submitted to the City's Health Services no later than 14 days prior to the Event,

## Noise Control

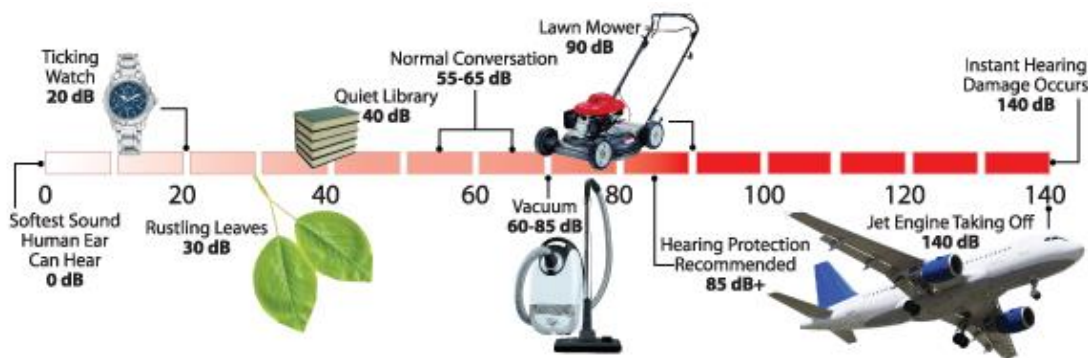
Noise from certain community activities is permitted under the *Environmental Protection (Noise) Regulations 1997*. The purpose of this provision is to allow a balance between the community benefit of these Events and the impact on the surrounding properties.

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

It is the Event Organiser's responsibility to identify and assess all potential risks that could occur at an event.

By identifying risks and addressing potential hazards, you minimise the risk involved. It is good practice to prepare a Risk Management Plan but it is compulsory for all High Impact events with 1000 or more patrons.

This plan is to be developed in line with AS/NZS ISO31000:2018, and is to be submitted as part of the Outdoor Event Application to the City.

The Risk Management Plan is a live document and must be continuously reviewed and updated to ensure that risk levels are managed to appropriate levels during the event.

Based on the nature of the event, the City may require written confirmation from an independent risk management specialist that the Risk Management Plan complies with the above Standard.

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

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

Temporary structures with an area over 55m<sup>2</sup> may require certification by a structural engineer or a suitably qualified person once it has been erected and secured prior to the event and used of the structure.

## 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 no alcohol is 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
< 10,000	Minimum of 10 - 20

The number of crowd controllers to patrons for events where alcohol is being served at an event shall be as shown in the following table:

Number of Patrons at any one time	Crowd Controllers
< 100	2
< 200	3
< 300	4
< 400	5
< 500	6
< 1,000	11

For events not considered to be of high risk in nature and where there is no liquor licence, the Event Organiser may utilise Volunteer Event Liaison Staff as crowd controllers. This would only be considered where an appropriate risk management plan was submitted.

The above tables are a guide only. Additional security / crowd controllers may be required at the discretion of the City based on the nature of event.

## Sustainability

The City of Rockingham has a responsibility to consider environmental impacts when approving events on City owned or controlled land.

The Single Use Plastics and Balloons Policy was adopted along with the supporting 'Turn the Tide on Plastic' guideline and outlines controls that minimise the use of disposable plastics by requiring the use of compostable or reusable alternatives.

The event organiser must comply with the requirements of City's Single Use Plastics and Balloon Policy. Further information is available on the City's website.

## 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.

## Ratio for events without alcohol = 1/150

Capacity	Females	Males			Hand wash basins	
	WCs	WCs	Urinal (m)	Urinals	Male	Female
< 1,000	3	1	1.8	3	2	2
1,001 – 2,000	7	2	3	5	3	3
2,001 – 3,000	10	3	4.5	8	4	4
3,001 – 4,000	13	3	6	10	5	5
4,001 – 5,000	17	4	7.5	13	7	7
5,001 – 6,000	20	5	9	15	8	8
6,001 – 7,000	23	6	10.5	18	9	9
7,001 – 8,000	27	7	12	20	11	11
8,001 – 9,000	30	7	13.8	23	12	12
9,001 – 10,000	33	8	15	25	13	13

## Ratio for events with alcohol = 1/85

Capacity	Females	Males			Hand wash basins	
	WCs	WCs	Urinal (m)	Urinals	Male	Female
< 1,000	6	1	2.6	4	4	4
1,001 – 2,000	12	3	5.3	9	5	5
2,001 – 3,000	18	4	7.9	13	7	7
3,001 – 4,000	24	6	10.6	18	9	9
4,001 – 5,000	29	7	13.2	22	12	12
5,001 – 6,000	35	9	15.9	26	14	14
6,001 – 7,000	41	10	18.5	31	16	16
7,001 – 8,000	47	12	21.2	35	19	19
8,001 – 9,000	53	13	23.8	40	21	21
9,001 – 10,000	59	15	26.5	44	24	24

## Traffic Management and Parking

The event organiser shall be responsible for arranging and meeting the costs of preparing and implementing Traffic Management Plans for all events where required.

At events, traffic management should be in accordance with the Main Roads' Proposed Code of Practice for Event Traffic Management ([mainroads.wa.gov.au](http://mainroads.wa.gov.au))

[Proposed Code of Practice for Event Traffic Management \(mainroads.wa.gov.au\)](http://mainroads.wa.gov.au)

There should be adequate parking so that neighbouring properties are not disturbed by vehicles visiting the venue.

It is the event organiser's responsibility to liaise with the City to ensure that adequate parking and traffic control measures are in place for all phases of the event – bump in, event, and bump out.

If there are any proposed road changes or impact on existing traffic conditions, including lane closure, change of speed limit, signage or suspension of the *Road Traffic Act 1974* (i.e. allowing persons to go straight through a stop sign), are anticipated, a Traffic Management Plan will be required to be submitted accompanying the Outdoor Event Application no later than 60 days prior to the event.

The event organiser is to arrange preparation of Traffic Management Plan by a person holding Advanced Worksite Traffic Management accreditation.

A TMP 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 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.

## 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 an adequate supply of water must always be available for hygiene purposes, firefighting, drinking, and for cooling heated patrons during summer 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 1000 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 cool 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.