

# CITY OF BELMONT

## Public Event Application Information Package

### Application Information Package



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# I. INTRODUCTION

In order to conduct a public event, approval must be obtained from the City's Health Services along with any other approvals or bookings that may be required. This package is designed to help applicants plan, apply for and successfully implement an event in the City of Belmont.

To protect the health, welfare and safety of those attending, a number of aspects of the event must be considered. These include but are not limited to:

1. Venue safety
2. Fire safety
3. Electrical safety
4. Emergency evacuation plans and risk management
5. Toilet facilities
6. Noise emissions
7. Food safety and hygiene practices
8. Insurance

For most general events not involving significant noise considerations (like concerts) a completed public event application form should be submitted to Health Services **at least 1 month prior** to the event.

For large events (e.g. 5,000 or more attendees) and events with significant noise considerations such as concerts, the application should be received **no less than 2 months prior** to the event.

Please be advised that applications for events submitted outside of these timeframes may not be able to be processed, as this time allocation allows officers to assess the event and process relevant documentation and approvals. All supporting information and documentation should be provided on submission of the application.

Fees are determined once assessment of the application has been completed and are detailed further in the Public Event Fee Schedule located at the back of the Public Event Application Form. Late applications may incur additional fees.

## 2. PUBLIC EVENT APPLICATION

Public events are defined as regular or one-off indoor or outdoor events where people assemble for civic, theatrical, social, political, religious, educational, entertainment, recreational, sporting, business, or other purposes where a gathering of people are brought together for a common purpose (e.g. concerts, shows, festivals or exhibitions).

### 2.1 Public Building Requirements

Under the *Health (Miscellaneous Provisions) Act 1911* and the *Health (Public Buildings) Regulations 1992*, the area where the event is held, indoor or outdoor, is considered a "public building" for the duration of the event.

The Event Organiser is required to submit a [Public Event Application Form](#) along with an accompanying [Form 1 Application to Construct, Extend or Alter a Public Building](#) and [Form 2 Application for Certificate of Approval](#) as required.

For most general events not involving significant noise considerations (like concerts) the required application and forms should be submitted to Health Services **at least 1 month prior** to the event.

For large events (e.g. 5,000 or more attendees) and events with significant noise considerations such as concerts, the required application and forms should be submitted **no less than 2 months prior** to the event.

## 2.2 Bookings

Council buildings, parks and facilities must be booked before they can be used to host an event.

For further information please contact the City's Facility Bookings Officers on 9477 7222 or visit the [City's website](#).

## 2.3 Insurance

The Event Organiser is required to have public liability insurance and is responsible for ensuring that public liability insurance with cover for a minimum of \$20 million is in place. Event organisers should contact their insurance company to ensure that the event and specific activities are covered by their insurance and to request a Certificate of Currency. A copy of the Certificate of Currency (covering the event date) must be submitted with the Public Event Application.

## 2.4 Council Staff Access

The Event Organiser must ensure that Authorised City Officers have access to all areas at the event at all times. This can be arranged through the issuing of tickets/passes, advising security and/or having the Officer's name recorded at the gate/door.

## 2.5 Fees and Charges

A public event fee schedule is provided on the last pages of the Public Event Application Form. Depending on the size and nature of the event, the applicable fees vary. The following fees may be payable:

Legislation	Fee Type	Fee	GST included?
<i>Health (Public Buildings) Regulations 1992</i>	Public Buildings Event Application Fee	Up to \$871	No
<i>Environmental Protection (Noise) Regulations 1997</i>	Regulation 18 - Non-Complying Noise Event application fee	\$1,000	No
	Additional late application fee (less than 60 days prior to the event)	\$250	No
	Monitoring fees per Local Government Act (cost recovery)	Subject to event	No
<i>City of Belmont Consolidated Local Law 2020</i>	Trader's Permit/Stallholder's Permit application fee	\$40 per vendor	No
	Trader's Permit/Stallholder's Permit daily fee	\$40 per vendor per day	No

The event organiser will be sent the invoice for all Trader/Stallholder Permits and relevant event fees which must be paid for the event approval to be issued prior to the event.

## 3 VENUE SAFETY

### 3.1 Temporary Structures

Temporary structures that are erected as part of a public event must be approved by the City. Items such as spectator stands, tents, marquees and stages are classified as temporary structures. For low-risk small structures such as 3m x 3m marquees certificates of structural sufficiency and detailed information for the structure is often not required.

For structures larger than 20m<sup>2</sup> or smaller high risk structures further information and structural adequacy details are required to be submitted by the event organiser.

**General Information** - The purpose for which the structure will be used, number of people expected to use the facility, design integrity and ground conditions as well as the erector's competence.

**Manufacturer's Information** – Manufacturers details, description of the structure, codes to which it complies, structural adequacy, fabric fire indices, design parameters, instruction booklet, correct erection methods and training necessary to correctly erect the structure.

In some instances (particularly for structures greater than 55m<sup>2</sup>) certification by a practicing structural engineer may also be required.

After the structure is erected, [Structural Certification](#) for the erection of the structure must be signed and completed by a suitably qualified person and submitted to the City prior to the start of the event.

### 3.2 Electrical Safety

The Event Organiser is responsible for arranging the safe supply and installation of electricity for the event.

All generators, electrical cabling, switches, fuses, and the like must be kept clear of patrons and be properly and safely secured. Electrical cables must be laid underground or overhead in compliance with all necessary legislation. No cables can be laid on the ground without adequate protection, to eliminate potential electrical and trip hazards.

Residual Current Devices and circuit breakers must be used to protect electrical outlets and appliances in areas accessible to the public.

A licensed electrician must certify that temporary electrical installations comply with the relevant legislation by submitting a [Form 5 Certificate of Electrical Compliance](#) to the City prior to the start of the event. The Form 5 certification is intended to ensure that installations from the point of supply to the final distribution outlet available to the end user are compliant and safe.

A Form 5 Certificate of Electrical Compliance is not required if the equipment is being powered by an existing mains supply and the mandatory testing and tagging of all portable electrical equipment, plugs, sockets and leads has been undertaken.

Please note that if an event is planned to be held on Council property and requires the use of the City's power supply, authorisation from the City must be obtained at the time of booking the venue.

### 3.3 Exits

Each separate area within the event must have a minimum of two exits located at opposite locations or at least spread as far apart as possible.

Exits must either be an opening of sufficient width or gates/doors that open in the direction of egress. It is not acceptable to have sliding doors, fencing panels or structures that require dismantling at exits.

Exits must be attended at all times and identified with appropriate signage.

For events held at night time or under low light conditions adequate artificial lighting of exits and external areas is required. Each exit must be identified by an electrically operated sign that complies with AS/NZS 2293.

### 3.4 Seating/Aisles

For seated audiences, the seats must be set out in accordance with the *Building Code of Australia* and the *Health (Public Buildings) Regulations 1992*. The basic requirements are set out below.

- Aisles are required on both sides of every row of seats that are more than 10 seats in length.
- There shall be no more than 42 seats between aisles.
- The clearance between rows of seats shall be:
  - 300mm if the distance to an aisle is less than 3.5 metres or eight seats.
  - 500mm if the distance to an aisle is more than 3.5 metres.
- The minimum width of a seat or seating space is 450 mm.
- Seats must be fixed to the floor or fastened together in groups of no less than four.
- Every aisle shall have direct access to an exit.

## 4 PUBLIC AMENITIES

### 4.1 Toilet facilities

In accordance with the *Health (Public Buildings) Regulations 1992*, public toilets must be provided. The Event Organiser is responsible for the provision of adequate ablution facilities for attendees.

The number of toilet facilities provided must comply with the recommended facility numbers outlined in the [WA Department of Health Guidelines for concerts, events and organised gatherings 2022](#) Supporting tool 22: toilets for temporary events.

The Event Organiser will also need to ensure that:

- Disability accessible toilets are provided.
- Adequate gender signage is displayed on all toilets provided.

- Lighting is supplied to toilets if the event runs after sunset or in low light conditions.
- When portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be located so that they can be pumped out during the event.
- Toilets available for food handlers must always be clean. This may be easier to achieve by having separate staff toilets.
- All toilet facilities must be maintained in a clean and working condition and regularly supplied with consumables throughout the duration of the event.

## 4.2 Waste Management

The Event Organiser is responsible for the cleaning arrangements during and after the event. All premises and reserves are to be left completely free of rubbish and debris at the conclusion of the event.

It is also the Event Organiser's responsibility to ensure that there are sufficient waste receptacles provided to ensure all waste generated by the event is collected and disposed of offsite.

Consideration should also be given to the provision of recycling bins for cans, plastics and other recyclables generated at the event. This may require extra supervision to prevent contamination with non-recyclable material.

If permanently located Council bins are onsite (e.g. park bins) the Event Organiser is responsible for the collection, bagging and removal offsite of any overflow or spillage of rubbish.

## 4.3 Water

Drinking water must be made available and accessible to all patrons at all public events, especially when held outdoors during summer or for long durations.

Potable drinking water must be provided free of charge at all events where alcohol is available for consumption. It is recommended that potable drinking water also be provided to patrons free of charge at alcohol free events.

# 5 EMERGENCY MANAGEMENT

## 5.1 Emergency Evacuation Plan and Risk Management Plan

An Emergency Evacuation Plan for the public is required for all events to ensure the safety of participants.

For events under 1,000 people in size, the City may require the inclusion of a Risk Management Plan depending on the nature of the event. Things that could trigger the requirement for a Risk Management Plan for events under 1,000 people in size could include (but are not limited to):

- events that are scheduled over a long duration of time.
- events that require attendee participation such as fun runs or obstacle courses; or
- events where alcohol consumption is likely.



Where the combined number of people at the event will be 1,000 or more, a Risk Management Plan that has been developed in accordance with AS/NZS ISO 31000:2009 is required.

The Emergency Evacuation Plan and Risk Management Plan must be submitted with your event application in line with the event application lodgement timeframes in Section 1.

## 5.2 Fire Safety

All fire-fighting equipment must be kept fully charged and maintained in accordance with Australian Standard AS 1851: Routine service of fire protection systems and equipment. This Standard requires extinguishers to be tested regularly and the test details to be clearly identified on each extinguisher.

## 5.3 First Aid

The level of first aid required will be dependent on the nature of the event and the risk level. The WA Department of Health Guidelines for concerts, events and organised gatherings 2022 provides guidance on medical and first aid requirements.

All first aid personnel should hold current first aid qualifications from an accredited training provider.

It is recommended that oxygen equipment, a semi-automatic defibrillator and basic first aid supplies should be available at every event.

First aid personnel must not have dual roles (i.e. security staff with first aid qualifications are considered to primarily be security staff).

## 5.4 Emergency Services

Adequate access for emergency service vehicles such as ambulances must be provided to the site at all times and should be shown on the event site plan.

The Event Organiser should liaise with emergency services such as the St John Ambulance State Operations and the nearest hospital to notify them of the event and determine if there are any special arrangements required. For medium and high risk events contact should be made with the WA Department of Health [Disaster Preparedness and Management Unit](#) to notify them of the event.

All public and private events with more than 500 patrons should be registered by the Event Organiser with the Department of Health before proceeding. Event Registration with the Department of Health can be completed [online](#).

## 5.5 Security and Crowd Control

It is the responsibility of the Event Organiser to ensure adequate security and crowd control personnel are in attendance for the full duration of the event. It is important to note that these roles are not the same and these responsibilities must be clearly separated.

## 6 FOOD SAFETY

The provision of food at events must comply with the requirements of the *Food Act 2008*. No food is to be prepared in a residential kitchen unless it is registered under the *Food Act 2008* or approved by the City.

### 6.1 Food for Sale

All outlets that offer food or drink for sale to the public must submit an Application for Stallholder's Permit or Application for Trader's Permit. A Stallholder's Permit is required where the primary trading structure is a marquee. A Trader's Permit is required where the primary trading structure is a van or vehicle.

Food vendors require approval from the City's Health Services. Food vendor Stallholder's Permit or Trader's Permit applications that are not submitted by the Event Organiser to the City at least **two weeks prior** to the event may not be approved to trade at the event.

All food outlets must comply with the *Food Act 2008*, *Food Regulations 2009* and the *Australia New Zealand Food Standards Code*. Temporary food premises must also follow the City's [Guidelines for Temporary Food Premises](#).

The event organiser is responsible for collating all food vendor permit applications along with the required additional information and must submit the applications to the City in one go for all food vendors.

If food is to be provided free of charge at events, the food outlets still require prior approval by the City.

Stallholder Permit and Trader's Permit application forms are available on the [City's website](#).

## 7 TRADING IN PUBLIC PLACES

Any trading in a public place (this may include private land) that is associated with an event is to be in accordance with the *City of Belmont Consolidated Local Law 2020*.

This includes the sale of any goods, merchandise, service provision or food sales. Fees may apply to trade within the City of Belmont.

Where a stand, table or marquee will be the main trading structures a Stallholder's Permit will be required. Where the primary structure is a vehicle or van a Trader's Permit will be required.

The Event Organiser is required to collate and submit all application forms and will be invoiced directly for all applicable trading fees.

## 7.1 Amusement Rides and Inflatable Structures

Amusement Rides must comply with Australian Standard 3533 be inspected by a competent person to determine the class of the structure and be maintained.

Yearly inspections of structures, and regular maintenance, should be recorded in a logbook. The Event Organiser should ensure each operator has an up-to-date logbook and plant registration with WorkSafe (where required).

Evidence of registration (if applicable) and annual inspection and service records are required to be submitted to the City.

Current Public Liability Insurance to a minimum value of \$20 million, valid for the date(s) of the event, must also be provided with a traders permit application.

## 7.2 Petting Zoos and Animal Farms

Animals are prohibited from all events unless prior approval is obtained from the City. Some situations where animals might be used at events include petting zoos, pony rides and dog shows.

If animals have been approved at the event, any faecal matter and soiled items must be cleaned up, contained, and disposed of appropriately.

Other considerations would include hand washing facilities or the provision of hand sanitiser for patrons and event staff, the proximity of animals to food vendors, and possible nuisance issues associated with the dispersion of dust, dirt, and odours from animals.

For more information, refer to the Department of Health's [Petting zoo guideline and poster](#).

## 7.3 Face Painting

Where face or body painting will be conducted at the event, the painters must be familiar with the [Department of Health Guidelines for painting faces and bodies](#).

- Single-use disposable colour applicators, for example cotton swabs and sponges are strongly recommended.
- Reusable paint brushes should be cleaned and disinfected after every client.
- Artists should wash their hands or use hand wipes or hand sanitiser between clients.
- Artists should check with clients (or their parent/guardian) if they have sensitive skin, allergies or reactions to soaps, creams or dyes.

# 8 NOISE

Noise from an event must comply with the *Environmental Protection (Noise) Regulations 1997* at all times.

If any amplified equipment such as stereos, musical instruments, PA systems or similar are to be used, consideration must be given to locating the equipment to minimise the noise impact to neighbouring properties.

It is normally an event condition that nearby residents are notified (via a letter drop) of the event in writing at least seven days prior to the event. In notifying residents ensure that a

contact number for the Event Organiser, which will be answered in person during the event, is included so any noise complaints can be brought to the Event Organisers' attention immediately during the event.

If significant noise is to be created the applicant may be required to apply for approval of a Non-Complying Event under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997*. This approval is granted by the City of Belmont Chief Executive Officer, if approved.

An application for a Regulation 18 approval must be made no later than **60 days prior** to the event and has an application fee of \$1000. Applications submitted between 59 and 21 days before the event incur an additional late fee of \$250 or may not be able to be approved if sufficient time is not provided.

The City will require the Event Organiser to engage the services of a qualified acoustic consultant to undertake noise modelling and prepare a report on the potential impacts of noise emissions on the surrounding area and demonstrate how they will comply with the conditions of a Regulation 18 approval.

Please note that if a Regulation 18 approval is issued, the conditions of approval may require that noise monitoring be conducted by an acoustic consultant during the event. If required this has to be arranged by and undertaken at the Event Organisers expense.

Further information on the Regulation 18 Application process is provided at the end of this document.

## 9 TRAFFIC MANAGEMENT

### 9.1 Traffic Management

Should any temporary, part or full road closures be required for an event, a traffic management plan must be prepared in most cases. Main Roads Western Australia provides information regarding [Traffic Management for Roadworks & Events](#) and access to the Traffic Management for Events Code of Practice.

Approval for traffic management on or affecting roads that are controlled by Main Roads Western Australia must be sought from them directly. For further information please visit the [Main Roads Western Australia website](#).

Should the event or traffic management be on or affect a road under the control of the City of Belmont approval must be sought from the City. The City's review and approval process for a submitted Traffic Management Plan requires a minimum of 10 working days. It is recommended that contact is made with the City's Traffic Management Supervisor at the start of the Traffic Management Plan design process. For further information on the City's traffic management approval process please visit the [City of Belmont website](#) or contact the City's Traffic Management Supervisor on 9477 7106.

## 9.2 Parking

Parking on the City's reserves requires approval from the City's Parks & Environment section. Parking on Council reserves must be raised when booking the reserve and if approved may require parking marshals.

## 9.3 Transportation

The City strongly recommends that the Event Organiser promotes and encourages all transportation alternatives (including walking, cycling and public transport or alternative transport access) to the event. Detailed public transport journey planner information is available at [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au).

Event Organisers may need to liaise with the Public Transport Authority (PTA) particularly if the event is located near bus routes or train stations or involves the mass movement of members of the public. An 'Event Notification and Special Event Service Request Form' may need to be completed and submitted to the PTA. The form and further information can be accessed on the [Transperth](http://Transperth) website.

# 10 MISCELLANEOUS

## 10.1 Fireworks

If it is intended to use fireworks at the event, approval must be obtained from the Department of Mines, Industry Regulation and Safety. Copies of approval documents must be submitted to the City with the event application.

For further information visit the [Department of Mines, Industry Regulation and Safety](http://Department of Mines, Industry Regulation and Safety) website.

## 10.2 Alcohol

If the provision of alcohol is intended at the event, approval from Racing, Gaming and Liquor under the Department of Local Government, Sport and Cultural Industries must be obtained. Visit the [Department of Local Government, Sport and Cultural Industries](http://Department of Local Government, Sport and Cultural Industries) website for further information.

## 10.3 Advertising/Signage

There is legislation, local laws and requirements that control signs including advertising signage.

A person must not, without the permission of the City of Belmont erect or place an advertising sign or post any bill or paint, place or affix any advertisement, or place any other sign whatsoever on local government property.

Should you wish to have advertising signage as part of your event ensure that approval is obtained from the City of Belmont prior to putting the signage in place.

Please be aware that while certain activities may be allowed with permission there is no guarantee that permission will be granted by the City for all of these activities.

## **10.4 Smoke Free Event**

The City strongly encourages Smoke Free events. For City venues including parks it is a condition of booking that the event is smoke free.

Smoking is not permitted in any enclosed public places as well as some outdoor areas.

# II CITY OF BELMONT REGULATION

## 18: APPLICATION FOR A NON-COMPLYING EVENT

Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* allows the CEO to approve a proposed sporting, cultural or entertainment event that is open to the public if satisfied that:

- its noise emissions would exceed the assigned noise levels; and
- it would lose its character or usefulness if it had to meet the assigned levels.

An application for an approval of an event may be made by either the venue occupier or by the promoter of an event. Applications for a 'non-complying event' Under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* should consist of a covering letter and supporting information that includes as a minimum the following details.

1. Details of the person or company applying for the Regulation 18 Approval.
2. Time and date of the event.
3. Time and date of any practice/rehearsal sessions and sound system tests.
4. Preliminary noise management plan and noise modelling.
5. A running sheet for live band/s and performances (include name of band/s and DJ's etc.).
6. Location of the stage for the band and the mixing desk.
7. Contact name and number for any complaints during the event. This number cannot be diverted to an answering service.
8. Details of the event notification that will be provided including a copy of the notification letter that will be sent to nearby neighbours, outlining the event, event duration and contact details.

On receipt of a Regulation 18 Approval the applicant is required to comply with the conditions of the approval by the dates stipulated. This includes the submission of details and documentation prior to the event such as acoustic consultant details and a detailed noise management plan along with all other items stipulated in the approval.

### NOTES:

1. This application should be made not later than 60 days prior to the event and incurs an application fee of \$1 000.
2. Where an application is made between 59 and 21 days before the date of the event in addition to the \$1 000 application fee a late fee of \$250 must also be paid.
3. If an application is made less than 21 days before the date of the event the CEO must be satisfied that there are exceptional circumstances for the application not being made earlier than within that period and in addition to the \$1 000 application fee a late fee of \$250 would also have to be paid.
4. A Regulation 18 approval can only be issued where a sporting, cultural or entertainment event is open to the public and cannot be issued for private functions (i.e., not open to the public).