

PARKS & LEISURE
AUSTRALIA
(WA)

EVENT APPLICATION GUIDE

PARKS & LEISURE AUSTRALIA (WA)

October 2019

THANKS TO:

The writing of this guide was not simply a one person task. Ideas were taken from copies of various Local Government public event application forms and advice was received from a number of individuals who supported the project.

As indicated in the introduction, the plan was to produce a guide to assist both first time event organisers and local government event and approval (or compliance) officers in understanding the wide range of actions required in today's risk averse event environment.

For advice, input and comment on the development of this guide, appreciation is recorded to the following individuals.

- **Bob Welch** *Event Compliance Officer,
The Event Team*
- **Crystal Kennett** *Environmental Health Directorate,
Department of Health*
- **Elizabeth Bindon-Bonney** *Program Manager,
North Metropolitan TAFE*
- **Erica Mueller** *Events Coordinator,
City of Perth*
- **Jaala Downes** *Environmental Health Directorate,
Department of Health*
- **Mark Humphreys** *Partner,
Riskwest Management Consultants*
- **Peta Tuck** *Events Coordinator,
City of Busselton*
- **Salvatore Siciliano** *Manager Recreation and Culture,
Town of Bassendean*

The State Government through the Department of Local Government, Sport and Cultural Industries is a major supporter of Parks & Leisure Australia in Western Australia. Sport and Recreation builds stronger, healthier, happier and safe communities.



Department of
**Local Government, Sport
and Cultural Industries**

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WHAT IS AN EVENT?

An event may generally be described as “a social gathering or activity”. It needs to be well organised and managed to meet both its objectives and the event organisers’ duty of care. The objectives may include offering the community a range of social, economic, health and cultural benefits.

A mismanaged event can put staff, event patrons and the general public at risk, which can expose the event organiser to civil risk or prosecution.

DEFINITION

A Public Event, for the purpose of this Guide is:

Any promoted public gathering. Such gatherings may include entertainment, involve the participation of other organisations such as “stallholders”, facilitators of an activity or similar, as invited by the event organisers to take part.

EXAMPLES OF EVENTS

- **Australia Day**
- **Local Government Week**
- **Official Openings/Ceremonies**
- **Fairs, Fetes & Festivals**
- **Parades**
- **Expos**
- **Youth Events**
- **Seniors Week**
- **Events organised by a Club or Committee for members etc.**
- **Sports Events/Days**
- **Major/Special Event**

Major events range across a diverse spectrum, from sport, entertainment and markets to cultural events hosted in a permanent venue or adapted public space.

Events can be commercial ventures, fundraising activities or free to community members.



Each event is unique and while this Guide talks about event planning in a generic sense, the principles can be applied to an event of any size.

Special events can be viewed as a Major Event when they:

- **Attract large numbers of people (5,000+)**
- **Require complex planning**
- **Include a large number of stakeholders**
- **Involve large numbers of volunteers & inexperienced staff**
- **Have an impact on the local, district, state or national economy**
- **Require a carefully considered risk management plan**

Small events require less complex planning. A small event:

- **Attracts fewer people**
- **Requires planning**
- **Has a small number of stakeholders**
- **May or may not include volunteers**



EVENT PLANNING

Before planning an event, there are 5 key questions that should be answered:

- **What are you trying to achieve?**
- **Is the objective best achieved by holding an event?**
- **Are there other alternatives to holding an event that would achieve the same result with fewer resources?**
- **Has the event been approved/endorsed by the relevant authorities?**
- **Is the proposed event organiser the appropriate organisation to manage the event and carry the main responsibility?**

IMPACT OF THE EVENT

Events are run for many reasons, but all expect a positive outcome. However there may be negative impacts that may not have been foreseen and that can affect not only the event organiser and its participants, but the community as a whole.

For example, a community may benefit greatly financially from the activity, while others may be negatively impacted and possibly suffer significant losses. As part of the objectives, consideration should be given to the potential impacts, both positive and negative, independent of the event organiser. While it is accepted that most events will have negative impacts to some sectors of the community, it is the balance of the positive and negative impacts that has to be established.

EVENT CLASSIFICATIONS

Events vary significantly in complexity, considering aspects such as target audience, duration, numbers, nature, etc. For this reason, they can be classified according to their degree of risk to public health and safety into low risk, medium risk or high risk. Most LGAs will use some form of checklist to determine the degree of compliance in their approval process. Thus, a different approval process may be implemented based on the assessed risk.

- For example Risk Classification may be based on:-

- **number of patrons**
- **event on road, park or in closed venue**
- **involvement of motorised vehicles, or high risk activities**
- **alcohol or drug consumption**
- **event in river or ocean**
- **age of patrons**
- **nature of the event**

Tip - the LGA will usually have a draft template which can be used for simpler, low risk events. Medium and higher risk events will require a more detailed risk analysis.

Events considered low risk by the LGA will normally require a shorter more simplified application process and a shorter lead time, while events considered to be medium or high risk level will require a longer lead in time and a more detailed application process.

[Shire of Serpentine Jarradale Website](#)



ABOUT THIS GUIDE

This guide for event organisers has been prepared to assist both first time event organisers and local government event and approval (or compliance) officers in understanding the wide range of actions required in today's risk averse event environment.

It is based on similar guides, check lists and event application kits of several local government authorities with which Parks & Leisure Australia, WA has regular contact and from the experience of well credentialed local government authorities and private event organisers. There is nothing new or unique in this Guide, except that it hopes to be a comprehensive list of what to expect when organising your first event, although very certainly not all content will be applicable to every event.

Local Government Authorities (LGAs) are responsible for overseeing (and in many instances facilitating) events within their areas of authority to ensure the safety of all involved. LGAs are also interested in supporting and helping to develop events that provide a range of activities for their local community to enjoy and/or to promote a wider appreciation of the facilities that may be available for the community at large.

Tip - hover over document titles and websites for live links

Organisers of events must first lodge an application to the Local Government Authority for the proposed event. In cases of a first-time application, it is essential to make contact with the LGA and ask to speak to the officer responsible. In this instance, a face to face meeting or person to person phone call can overcome most of the difficulties that may lie ahead in the application process.

As mentioned above, all event organisers have a responsibility and a duty of care to ensure that all reasonable steps are taken to provide a safe and well-managed event.

In recent years, many LGAs have developed a more detailed application process for organisers of events. However, this guide has been developed for those who may be new to event organisation and for those LGAs which may not have a detailed process in place.

LEGISLATION AND GUIDELINES

There are several other documents existing which can be useful in the planning and organising of an event, regardless of size or target audience. These include, but may not be limited to –

“Guidelines for Concerts, Events & Organised Gatherings” (WA Department of Health)

The purpose of this publication, by the WA Department of Health, is to identify basic standards and safety measures for event organisers, which are necessary to satisfy authorities such as local government, police and other government agencies and emergency service organisations. The Guidelines are currently under review.

The Guidelines are intended to prescribe requirements for events and concerts to ensure that venues are safe for patrons, do not disturb neighbouring properties and provide uniformity throughout Western Australia (WA). It also provides a sound overview of risk management procedures, a vital part of the success of any event.

“Resource for Events Held in Western Australia”

The purpose of this publication, by Tourism WA, is to inform event holders of the relevant permissions, plans and policies required in the event of a successful funding agreement; Additionally advising on relevant timelines for Events Tourism WA and Royalties for Regions processes and approvals.



“An Introduction to Risk Management for Event Holders in Western Australia”

The purpose of this publication, also by Tourism WA, is to provide event holders with practical guidance in managing risks associated with their events. Risk management is about being aware of what may happen and taking the steps necessary to reduce the risk or being prepared for the consequences.

Both publications are available on the Tourism WA website

The following is a list of legislation, some of which may be applicable to your event. These are available from the WA Government Department of Justice Parliamentary Counsel’s Office website.

On arriving at the website, note the difference between “Acts” (the actual legislation) and “Subsidiary Legislation” or Regulations, as specified below. On one or the other, depending on title of legislation, click on relevant alpha letter and scroll down the list to click on the relevant item for a copy.

- Disability Discrimination Act (1992)
- Disability Services Act (1993)
- Environmental Protection (Noise) Regulations 1997
- Dangerous Goods Safety Act 2004
- Food Act 2008
- Health (Miscellaneous Provisions) Act 1911
- Health (Public Buildings) Regulations 1992
- Liquor Control Act 1988
- Litter Act 1979
- Local Government Act 1995
- Occupational Safety and Health Act 1984
- Public Meetings and Processions Regulations 1984
- Public Order in Streets Act 1984
- Road Traffic Act 1974
- Road Traffic (Events on Roads) Regulations 1991
- Security and Related Activities (Control) Act 1996

- Federal Legislation – one piece of federal legislation that may be relevant relates to disability and can be found at:

<https://www.humanrights.gov.au/our-work/disability-rights/brief-guide-disability-discrimination-act>

In addition, there are other WA government publications which provide sound advice for event organisers and which can be gained from the relevant government department. For example:-

- **Traffic Management for Events Code of Practice (Main Roads WA)**
- **Safety and Security at Licensed Premises Policy (Department of Local Government, Sport & Cultural Industries)**

LOCAL GOVERNMENT

Local Government, the third tier of Government and closest to the community, has amongst its many other functions, a duty to coordinate, participate in and jointly or fully manage many types of public events.

Along with all private event organisers they have a duty of care to participants and a responsibility to ensure their events are managed effectively within risk management requirements and various occupational safety and health obligations.

The International Standard for Risk Management AS ISO 31000:2018 and associated documentation, supports a holistic and systematic approach to the management of risk. This Guide includes the processes outlined in the Standard.

[ISO 31000 Risk Management](#)



LOCAL GOVERNMENT AUTHORITY (LGA) RESPONSIBILITIES

LGAs are usually responsible for the approval and authorisation of the activities proposed by event organisers. There will be certain regulations that all event organisers must abide by, plus additional LGA local laws in order to gain approval. LGAs reserve the right of entry to any event approved to ensure it is conducted in a safe manner in accordance with the conditions of approval.

LGAs are not responsible for any theft, damage or injury directly related to the event. This is solely the responsibility of the event organiser / venue hirer.

LGA WEBSITE

It is usual for LGAs to have a link on their website to bookings for venues and various application forms. If you are not quite sure of exactly what you require, check out the website first and this may give you a direct link to booking a venue, or a contact to call or email for advice on the process.

[City of Perth Website](#)

LOCAL GOVERNMENT AUTHORITY DEPARTMENTAL RESPONSIBILITIES

In larger LGAs the first contact will be to an Events Officer in the Recreation, Cultural or Community areas within the City. This Officer will help you to navigate through the full application process.

In others you may need to make direct contact with several departments. A brief outline of the roles and responsibilities of each is shown below as an example.

- **Cultural Services** – Coordinates the application process, provides advice and connects you with the appropriate officer.
- **Recreational Services** – For bookings of community facilities such as halls, meeting rooms, parks and reserves, rubbish waste requirements and requirement of a BOND (private event).
- **Ranger Services** – For advertising signage, parking enforcement, carpark closures and fire safety.
- **Operational Services** – For approvals of road closures, traffic management plans, reserve access and irrigation mark out.
- **Environmental Health Services** – For food vendor applications, public health and safety requirements, noise approvals.



ACCESS BY LOCAL GOVERNMENT STAFF / COUNCILLORS

It is usual that certain LGA officers will require access to the venue / event during event related activities. This will be either to monitor the event or for inspection purposes. Event organisers should ensure that LGA staff are aware of any conditions that might apply for access, such as the wearing of hi-vis garments, certain times for access, whether a pass is required, etc.

LGA Councillors may also be invited to attend as a guest or assist with presentations. At the very least, it's a great public relations exercise.

FEES

It is important to determine what costs will be incurred in the hire. Fees and bonds, facility/re-serve hire fees and hall and key bonds are usually applied to bookings in accordance with the LGA's schedule of fees and charges.

Timelines for payment of all fees, which usually includes a bond, will be determined during discussion on the approval process. Note that cancellation of a booking inside a certain deadline may incur a fee.

[Bayswater Event Guidelines](#)



[Bassendean Event Guidelines](#)



BOND – REFUND

Where a bond is required, this will be paid before the approval is confirmed. It is usual that a bond will be refunded within 10 working days of refund authorisation, which is dependent on the event organiser meeting all the conditions of the event approval, such as leaving the venue as it was found.

VENUE HIRER RESPONSIBILITIES

Event organisers have a wide range of responsibilities for their activities and patrons associated with the event including:

- **the gaining of all required approvals, permits and authorisation;**
- **abiding by the conditions of those approvals;**
- **appropriate insurance coverage;**
- **managing risk;**
- **courtesy and respect for local residents, businesses and the environment;**
- **the behaviour, safety and medical attention of their patrons.**

All LGAs will have a schedule of conditions for event organisers, which must be agreed to during the approval process.

The person with responsibility for completing the application process is usually the Event Manager. This person will then be the key contact for the LGA in all negotiations and discussions during the application and approval process. An event manager will usually be the head of the Event Organising Committee, to whose members will be delegated certain tasks in the overall organisation process.

Tip – it is always advisable to start the process with a phone call.

BOOKINGS, APPROVALS AND PERMITS

Many LGAs now allocate responsibility for liaison with an external event organiser to a single officer, who will then follow the application process through to completion. This can include booking of facility, event application, associated LGA permits and reference to other officers/departments for action on road closures, health requirements and the like.

In most instances, you will find information regarding event and booking applications on the LGAs website. Every LGA will have some form of process. However, some are easier to search through than others. And some simply require a personal (phone) contact to start the process moving.

LEAD IN TIMES

All LGAs require bookings and applications to be processed some time in advance of the event. This may vary from LGA to LGA but as a rule of thumb, at least one month is a minimum lead in time. For example a simple venue booking may only need 14 days' notice while a high risk event may require six (6) months' notice, especially if it involves more than one LGA, state government agencies and the closing of main roads.

Where road closures are required it should be noted that approved traffic management plans must be signed off by the relevant LGA and submitted to local Police at least one month before the event. Main Roads WA requires that applications for the closure of roads under their jurisdiction are received at least six (6) months before the planned event date.



BOOKING THE VENUE OR RESERVE

Before submitting an event application, it is necessary to ensure the preferred location is available. In many instances booking of the venue is a separate process to the event application. It is usual for an LGA to include on their website a list of local government facilities available for hire, including halls, parks and other facilities. After checking the website, a phone call to the LGA with a request to speak to the officer/department in charge of booking out LGA facilities/venues is your next, if not first step.

Tip – it is always advisable to make a check list of actions and deadlines

OBTAINING THE REQUIRED APPROVALS AND PERMITS

Approvals, permits, licences – could all be listed under the broader heading of “Compliance”, or dealing with red tape. Compliance with all manner of requirements and conditions is an increasing aspect of events and will be a key point to be discussed and understood in the initial application process.

When you have confirmation of your venue booking, there are a number of approvals or permits required to be obtained from the LGA environmental health services. This includes formal approval of the Public Event, Temporary Food / Merchandise permits and various building related forms (forms 1, 2 and 3 on page 10) – depending on the nature of the event and the normal use of the facility or park. Refer to examples of forms further on at “Venue Approval”.

EVENT APPLICATION

The “Event Application” will include a list of questions related to the event organiser as well as the event itself. With the level of detail required in assessing risk and other aspects of events in today’s risk averse event environment, it is common for these applications to be online and comprehensive in the information required. However, simple hard

copy forms are still in use in many instances and are usually accompanied by a check list of requirements the event organiser must provide.

The application will include requirement for a detailed site map of the venue and / or event activities. Again, depending on the complexity of the event, there will be a host of other forms to be completed, permits to be obtained and possibly other agencies to be contacted such as Police, Main Roads, Transport (marine related). These agencies are to be considered as ‘Stakeholders’ in the event approval process.

SUBMITTING YOUR APPLICATION

Following the initial contact, submission of an application may be either through a single officer (as indicated earlier) or multiple departments, depending on the complexity of the event and the size of the LGA. The role of each relevant department in the application process will be discussed when preparing to submit your application.



STAKEHOLDERS

Every event will have stakeholders beyond its patrons. Stakeholders include those organisations on whom one must rely to have all approvals and permits in place and to provide the essential services such as medical, security, promotion and so on. It doesn't necessarily include contractors who provide infrastructure, but for a large event will include the LGA and various state government agencies.

In smaller events the stakeholders may include only the LGA and possibly local businesses and residents, who may need to be advised of the event in advance if the event will have some impact on the local neighbourhood.

In larger events the stakeholders will include other government agencies, from which various supporting approvals and permits may need to be obtained. In these cases it is usually best to form a stakeholder group to meet with once or twice during the event planning process. More sophisticated and larger events are best held with full support from all stakeholders by involving them in the planning process as well as obtaining the required permits.

It is usual that the approval process requires written advice of the event to local emergency organisations, whether they will be actively involved in the event as service providers and stakeholders, or not. This will include advice of the event to local Police, local Hospital, Fire & Emergency Service, Department of Health and St John Ambulance.

External stakeholders will include those upon whom the event will impact and who must be made aware of the possible inconvenience the event will cause them. Neighbouring residents who may be disturbed by noise, road closures or increased traffic; local businesses who may have access made difficult by road closures or heavy traffic; and so on. During the application process these stakeholders must be identified and steps taken to mitigate the obvious risk of complaints.



EVENT MANAGEMENT PLAN

It is usual that an Event Management Plan is developed and can be required by the LGA for larger events. The plan can be as simple as a one page check list for smaller events to a more detailed plan covering all the steps in the organisation and delivery of the event. The plan will also include a timeline or schedule of activities leading up to the event with deadlines and responsibility for each and a list of contacts for the event management team.

Tip - Click on the sample forms or refer to the appendices for copies of the sample forms

SAMPLE DOCUMENT



ACCESS AND INCLUSION

Ease of access to the event site/venue is not just limited to parking or pedestrian access. Access for persons with a disability and access to the event infrastructure must also be considered. Such consideration should include:

- **Paths, ramps and entries/exits for people with mobility aids and prams;**
- **Accessible seating and designated areas for people with mobility aids and prams;**
- **Location of toilets;**
- **Location of and pedestrian access from parking;**
- **Site set-up and ease of getting around;**
- **Location of event personnel to provide assistance;**
- **Public transport access;**
- **Marketing and signage design and positioning (font, text size, display height);**
- **Event information included in communications and marketing material (including a contact number for more information) and promote the event as accessible.**

VENUE APPROVAL – PUBLIC BUILDING

The Health (Miscellaneous Provisions) Act 1911, part VI Public Buildings applies in this instance. Whether it's indoors or outdoors, the venue where your event is being held is defined as a 'public building' under the relevant legislation – the Health (public buildings) regulations 1992.

Your event is therefore required to meet all the public building requirements stipulated in the legislation. Some examples include, fire safety, electrical compliance, maximum patron numbers, clearly marked exits, sanitary facilities. There are separate forms to be completed to meet this requirement.

FORM 1

Application to Construct, Extend or Alter a Public Building – is required for ALL events that do NOT occur in existing buildings. This form infers that the event site is a building for the purposes of meeting regulative requirements in the approval process.

FORM 2

Application for Certificate of Approval is required if the event / venue – is required to hold patrons within a boundary (fence). This form will state the maximum number of persons that can be safely accommodated within the venue.

FORM 3

Application for Variation of Certificate of Approval – may be required for events that occur in existing buildings. This form provides for modification of the approved use of the building.

FORM 4

This approval form is issued by the LGA or authorising authority. It is worth knowing at this stage that the state government is considering a separation of events from the Health (Miscellaneous Provisions) Act 1911, part VI and developing separate legislation to apply to events. But this is still 2 – 3 years away.

SAMPLE
FORM

SAMPLE
FORM

SAMPLE
FORM

SAMPLE
FORM



CONSULTATION – COMPLAINTS

Organisers of any major event may be required to consult with other venue users, local businesses and/or neighbouring property owners on the detail of the event and its purpose, if it is considered that the event may impact on their otherwise regular activities. Letters of approval from those impacted may be required to progress the application process.

Early notification of an event to those whom it may impact can bring forward any concerns, complaints or possible issues. These can then be dealt with during the event planning process and actions put in place to deal with, minimise or eliminate the potential issue. It is far better to consult and consider in advance than to have to deal with public complaints and bad publicity post event.

At the very least, a local letterbox drop outlining the event and providing a mobile number or email address for early contact will mitigate community concerns in most circumstances.

PUBLIC COMMUNICATION PLAN

A public communication plan is about informing the local populace about the event and its potential impact on them in reference to road closures, noise, increased traffic, etc. This plan needs to take into account the measures to be taken to inform those who are most likely to be affected by the event in order to gain feedback in advance and so reduce or eliminate the likelihood of public complaints.

Feedback in advance of an event can provide the event organiser with the information necessary to deal with potential complaints and/or issues related to the event. This can be part of the event promotional plan or a separate plan, depending on the nature and size of the event.

[Shire of Serpentine Jarrahdale Public Communication Plan for Events](#)

COMPLAINTS POLICY

Regardless of the nature or size of the event, there is always the likelihood of public complaints. It is good planning to have in place a policy or procedure on how complaints will be dealt with. This is usually also a question posed by any approving authority.

Where an event is likely to have increased noise, or require the closure of roads, a mobile phone contact will need to be included in any event publicity for contact during the event. At the very least, a policy or procedure will require the recording of all complaints received (date, time, what and from who) possibly for inclusion in the event report to the approving authority.



CRISIS COMMUNICATION PLAN – PROTECTING THE BRAND

When something goes wrong and someone is injured or where the event causes a significant local disturbance, a Crisis Communications Plan will help to deal with the outcome in the public sphere.

This plan is not about how to deal with the incident, that is the Emergency Response under the event risk management plan, but rather how to ensure that the correct information is made available and in an appropriate order. In short, how to protect the brand, the event organiser and all relevant stakeholders.

This will include details around:

- **What has happened, to whom, how and when – the facts**
- **What is being done now, next and in the future – the action plans**
- **To whom does this information need to be advised – stakeholders, public**

SALE OF FOOD AND / OR MERCHANDISE

The sale of food and beverages and/or merchandise at your event will require the event organiser to obtain a Temporary Food/Merchandise Sales Permit. In addition, all commercial food vehicles and stalls (vendors) operating from the event must have a current Food Business Registration and comply with the provisions of the Food Act 2008 and the Food Standards Code. You will need to collect their trading licence and insurance certificate for submission to the LGA.

The approval process will include specific details as to what will be required and advice on the forms to be completed and submitted.

SAMPLE
FORM



INSURANCE

The event application must be accompanied by evidence of current insurances in the form of certificates of currency. It is best to check with your insurance company to ensure that your event is covered before commencing the application process.

Insurances are the responsibility of the event organiser. The event organiser must ensure that all employees are covered by appropriate Workers Compensation cover, as is required by law, and that insurance is in place for your event volunteers. The event organiser must also have Public Liability insurance with a limit of not less than \$10 million. In some cases \$20 million may be required.

No claims are to be made against the LGA and/or its employees or agents. Some LGAs and other stakeholders may require identification on the Certificate of Currency, as part of the approval process.

FINANCIAL VIABILITY OF EVENTS

With now greater controls and checks for events, the profitability of larger more complex events in particular, is more challenging. Along with preparation of a business plan for financial management of an event, it may be a requirement to submit the business plan for approval as part of the application process. This may be the norm in the future to ensure the ongoing viability and delivery of major events as part of our recreation landscape.

During the application process, enquiries should be made as to the potential for a grant or in-kind support towards the costs of the event. In every case where support funding is provided, the LGA will require some recognition as a sponsor of the event. Copies of quotes obtained and a copy of your budget indicating whether income has been secured or not together with your application will be essential for your application to be further processed.



FINANCIAL SUPPORT

As part of effective event planning, it is important for applicants to consider the financial and human resources that will be required to stage an event. Every LGA has an expectation that sufficient financial and human resources are secured prior to the actual staging of the event and that there will be no comeback on the LGA.

Whilst there is no obligation for any LGA to make a financial (cash/in-kind) contribution to events staged within its boundaries, some opportunities exist for community organisations and, in some instances a commercial enterprise, to obtain a grant towards the costs of the event.

It is normal practice for an LGA to enter into a formal contract with community organisations and commercial enterprises where a financial contribution is made.



RISK MANAGEMENT PLAN

Risk Management Plans (RMP) are compulsory for larger events in accordance with the Health (Public Buildings) Regulations 1992 which requires all events of 1000 + people to submit an RMP in compliance with AS ISO 31000:2018. RMP may also be required for smaller events, depending on the nature of the event. The plan is to be developed in line with this standard as per regulation 4 (2) of the Health (Public Building) Regulations 1992, and is to be submitted with the event application.

Several Local Government Authorities include a draft risk management plan template in their application package, which can be followed by the applicant. Further guidance can also be found in the Department of Health's "Guidelines for Concerts, Events and Organised Gatherings".

Events with less than 1,000 patrons should still assess the risks associated with their event and are encouraged to access the above publication or discuss the matter with the LGA for further information in planning for the event.

It is worth noting that a LGA will not endorse a risk management plan, nor accept that a plan meets the Australian Standard. On receipt of an RMP the LGA may submit the plan to their insurers to have it endorsed as meeting the standard. This will incur a fee. Otherwise, an event organiser can seek the advice of a specialist consultant in the field.

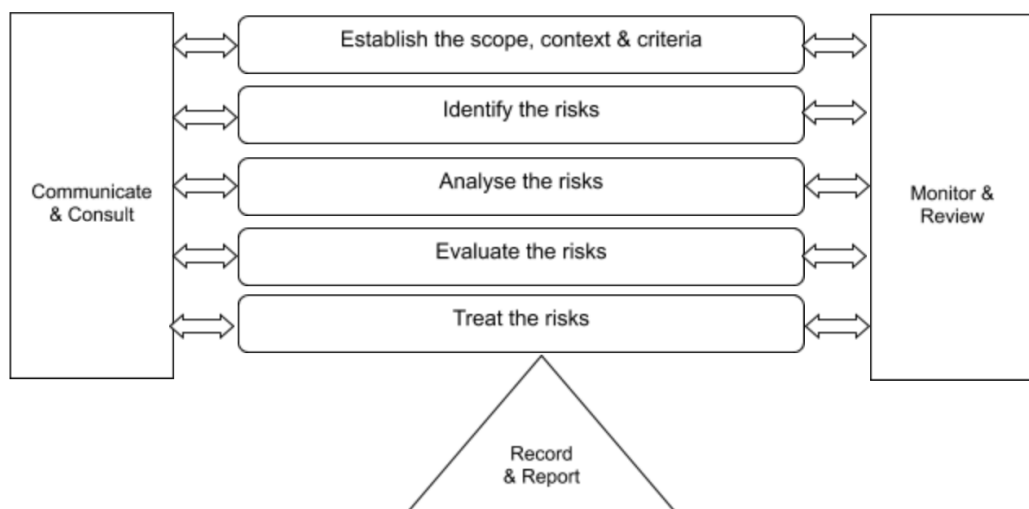
For an example draft risk management plan please refer to "An Introduction to risk management for event holders".

WHY RISK MANAGE EVENTS?

Effective risk management serves many purposes:

- **Keeps a focus on the main objective;**
- **Ensures appropriate allocation of resources**
- **Ensures any mishaps encountered along the way are managed as effectively and promptly as practicably possible**
- **Helps to prevent incidents, or mitigate the outcome**

Risk management is a five (5) step process as identified in the following figure taken from the Standard.



Risks will be analysed and rated in terms of LIKELIHOOD and CONSEQUENCE in the context of the controls which currently exist or additional treatments which may be required to eliminate or reduce their outcome.



EMERGENCY EVACUATION AND RISK MANAGEMENT

An emergency evacuation plan is to be developed for all events, regardless of the level of risk or nature of the event. The event organiser is to ensure that the evacuation plan is distributed and explained to key personnel. All crowd control personnel/staff/volunteers and event marshals are to be briefed on the location of emergency exits and the evacuation plan.

A typical evacuation plan will include:

- **Key contacts including emergency phone numbers (000, local police, local hospital, etc)**
- **The order of proceedings to be taken by key personnel in undertaking the safe evacuation of persons from the venue**
- **An emergency assembly point or points (depending on venue)**
- **A site map showing evacuation points and the assembly location**
- **Procedure for managing lost/found children**

All event personnel should undergo induction training (what to do when in an emergency) and have access to a communications procedure both for operational personnel, staff and for contractors and volunteers.

EMERGENCY CONTACTS

Event organisers should develop a list of emergency contacts in the case of any structural or facility related emergencies (reticulation, plumbing, electricity, security). In most cases this will include contact details of relevant LGA Officers / departments and out of hours contacts for all service providers, suppliers and contractors associated with the event.

EMERGENCY SERVICES

The Event Emergency Contact List should also include LGA Rangers, local Police, Fire & Emergency Service, St John Ambulance and local hospital. This will be a requirement under the event risk management plan. Pre-event contact with local emergency services is a must in the case of any event classified as high risk.



FIRST AID

All events should have at least one clearly identified first aid post/service. The level of first aid required will range from a basic first aid kit and an accredited first aid officer for low risk events and well-equipped first aid posts manned by qualified first aid personnel, possibly paramedics and doctors for medium and high-risk events. The event site map must provide for emergency vehicle access to the whole site at all times.

A qualified first aider is the holder of a current senior first aid certificate from an accredited training provider. The St John Ambulance event guidelines include a table as a guide to the number of first aiders and posts recommended for events depending on number of participants. This is listed below.

Patrons	First Aiders	First Aid Posts
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2
20000	22	4

Of course, this is only a guide and the actual number of first aiders, their level of qualification and the number and location of first aid posts will depend entirely on the nature and location of the event, regardless of number of patrons.



SECURITY

All events require a person or persons dedicated to security at your event. Depending on the size and nature of the event, security can be provided by a suitably qualified volunteer/s dedicated for the task or a licensed Security Officer/Company. The role of security is more than just crowd management. Security personnel may be required to protect property and infrastructure. Your security personnel should have skills in communicating, dealing with people and have on their person escalation protocols at all times.

Note that any event that involves liquor sale or consumption must adhere to the ratio of two crowd controllers for the first 100 patrons and one crowd controller for each additional 100 patrons or part thereof, as per the policy 'Security at Licensed Premises' governed by the Department of Racing Gaming and Liquor. Depending on the nature of the event additional crowd controllers may be required.

For large, high risk events, Police attendance may be required. Event organisers should make contact with the local Police Station to discuss their event a minimum 12 weeks prior to the event. For large scale events and for events requiring road closures, police approval of the closure and the event is a necessary requirement before Local Government approval will be confirmed.

Other details regarding security and development of a security plan will be determined by the LGA during discussion on the application process.

CROWD MANAGEMENT

Where dedicated Crowd Controllers are employed by an event organiser, they must be licensed and be provided by a licensed crowd control agent as required under the provisions of the Security and Related Activities (Control) Act 1996. Crowd control requirements will be determined by local government authorities during discussion on the application process. For large scale events the Department of Health may offer advice about crowd management.





FIRE SAFETY

The provision of at least one fully charged and maintained fire extinguisher is a minimum requirement onsite at your event. The Australian Standard requires extinguishers to be tested at least every 6 months and the test dates clearly identified on each extinguisher. The number of extinguishers will be dependent on the type of activity occurring at the event.

Extinguishers should be positioned on a hook or bracket located no more than 1.2 metres above the adjacent floor, with the base more than 100mm above the floor. As a minimal fire safety requirement, at least one 4.5kg B (E) dry chemical powder extinguisher should be located within 4 metres of any electrical generator or switchboard, and flammable liquid or gas containers and any food preparation/cooking area.

Fire blankets should also be located near cooking areas.

It is wise for any person in charge of operating extinguishers to be trained on their appropriate function and use.

For any event, the event site map should indicate location of fire fighting equipment.

FIREWORKS

Where fireworks are to be used, the fireworks provider is required to gain approval from the Department of Mines, Industry Regulation and Safety. The use of fireworks at an event should be discussed during the application process. Any such application will be referred to the LGA for comment and consideration will be given to noise impacts and fire safety issues.

For more information go to website www.dmirs.wa.gov.au scroll down and click on “Resources Safety” then click on “Safety in the Community” to check out the list of approved fireworks events. Your fireworks provider will need to secure the necessary permit.





NOISE CONTROL

All events generate some level of noise beyond the normal. Noise from your event needs to be assessed in regard to the impact to local residents and businesses. This includes during the setting up of the event venue, installation of any staging and during the break down and dismantle (usually termed bump in and bump out), any music, commentary and possible audience noise.

Generally, the noise associated with crowds at community events is exempt from noise legislation. However noise from loud speakers or loud music is not exempt and must comply with the permitted level of noise for the time of day.

Refer to the next section 'Live/Recorded Music/Permits/Use of Loud Speakers' for advice on gaining approval for the making of noise beyond standard levels.

Consideration should be given to the timing of the bumping in and bumping out for the event and placement of speakers in relation to noise impact on local residents and neighbouring premises. A simple act of pointing speakers away from residents or into the prevailing wind (if possible) can have a marked effect on reducing the impact on local residents.

It is also recommended that Crowd Control/Security be in place to encourage patrons to leave the venue in a reasonable and quiet manner and not linger in carparks or at the venue.

A letter box drop, (as referred to earlier under the section 'Consultation – Complaints') at least 7 days out from the event is required for those residents who are likely to be affected by unreasonable noise, advising the name of the event, date and location, commencement and finish times, expected number of patrons and phone number for more information. All calls received should be logged and reported to the LGA following the event.



LIVE / RECORDED MUSIC / PERMITS / USE OF LOUD SPEAKERS

If permitted noise levels are likely to be exceeded, or if noise complaints have been received previously regarding events at a particular venue, approval will be required for an 'Approved Non-complying Event'. Environmental Protection (Noise) Regulations 1997 refer, in particular Regulation 18. In this case an application must be submitted to the LGA CEO at least 60 days prior to the event, together with the prescribed statutory fee (currently \$1000, but may increase in the future) and an Acoustic Consultant's report detailing how noise emissions will be managed.

The Acoustic Report must detail the following:

- **Proposed event date, start and finish times, and venue.**
- **Anticipated sound level emission impact on the surrounding properties - to be determined via the use of appropriate noise modelling software, given worst case atmospheric conditions in all directions.**
- **Details of noise modelling input data / information used to construct the model (e.g. wind direction, temperature etc).**
- **How compliance will be monitored during the event.**
- **Details of complaint management procedures to be implemented (must have a constantly manned telephone number during the event for handling of complaints).**
- **Details of how the affected surrounding community will be notified of the event (e.g. letter / flyer drop - to include the complaint contact number, start/finish times, venue etc).**
- **Details of stage and speaker location.**
- **Details of sound engineering methods to be used to reduce noise impact on the surrounding community.**

In addition to seeking approval for noise in excess of normal limits, any event where live or recorded music is played must also seek permits for this purpose. LGAs event approval may require sighting of the following permits / licences. Fees paid by event organisers go towards the distribution of funds to music performers, songwriters and composers.

APRA AMCOS (Australian Performing Rights Association / Australian Mechanical Copyright Owners Society) - looks after the performance, communication and mechanical copyright of songwriters, composers and music publishers in Australia.

PPCA (Phonographic Performance Company of Australia) – looks after the public playing of recorded music performers in Australia.

The playing of any music at an event will require a licence from OneMusic. A OneMusic licence gives you the permission you need to play music at your event.

SMOKE FREE

All LGAs maintain a 'Smoke Free' environment with smoking not permitted at, in or on Local Government property, facilities, reserves and parks. Event organisers are bound to promote, abide by and, where practical, enforce this policy.



GENERATORS AND POWER

Where an event is in an established building, access should be available to on-site power, which can be included in the application and approval. Local power may also be on-site at parks and reserves, with access again under the application and approval process.

Where power is not available and generators must be used, specific information will be required on location of generator units, size or power and time of operation. The use of generators overnight may require a noise permit. Care must also be taken in refuelling and the safe use and storage of fuel will need to be identified in the application and approval process.

SAMPLE
FORM

ELECTRICAL COMPLIANCE CERTIFICATE

In all cases where power is required, whether by access to mains power or from a generator, an Electrical Contractor is required to inspect and certify that all temporary electrical works comply with relevant standards and that cables have been tested.

“Certificate of Electrical Compliance”

Form 5 from the Health (Public Buildings) Regulations 1992 will be provided by the LGA and is to be used for this. This Certificate is completed and signed by the accredited electrical contractor and submitted to the LGA prior to the event opening to the public.

In all cases note that:

- **Temporary wiring is not to be laid on the ground or be accessible to the public, unless it is adequately protected or positioned in such a manner to not be a hazard.**
- **Residual current devices and circuit breakers must be used to protect electrical outlets and appliances in areas available to the public.**
- **All leads or portable outlets used by stalls or otherwise, must have been tagged and tested within six months by an electrical contractor.**
- **No piggyback leads or double adaptors.**
- **Generators shall be installed in accordance with all relevant standards and are to be appropriately earthed.**
- **Wherever possible generators and power sources are to be positioned so that they are supervised or that access to them is restricted.**





STRUCTURAL CERTIFICATIONS AND AMUSEMENT STRUCTURES

Written certification is required from the installer of any structures, including staging and marquees usually greater than 9m², stating that they have been installed as per the manufacturer's specifications. The LGA will determine the minimum size of any structure requiring such certification by accredited personnel. It is the event organiser's responsibility to collect this from the installer for submission to the LGA. Copies of the certifications must be retained on the day and may be requested to be seen by the LGA's inspectors.

Show amusement rides must comply with the Occupational Safety and Health Regulations 1996, Regulation 4.52 amusement structures. The basic requirement for amusement structures is that they comply with AS 3533, to be regularly maintained and inspected by a competent person and for repairs and inspections to be recorded in a log book.

Written certification is required from the installer of any amusement structures (inflatable castles, amusement rides, etc) stating that the structure has been installed as per the manufacturer's specifications. In addition, a copy of the contractor's own Insurance Certificate of Currency must be submitted with the application for installation of the amusement structure.

For inflatable structures all tie down ropes attached to the device must be fastened to adequate anchorages. Ensure there is appropriate soft-fall area for inflatable rides and rides are fenced off from the public.

SAMPLE
FORM



MARQUEES, STAGING, SCAFFOLD AND OTHER TEMPORARY STRUCTURES

Any temporary marquee or tent erected as part of an event, usually greater than 9m², is classified as a 'Public Building' under the Health regulations. Standard 3m x 3m pop up marquees are not so classified, but should be erected in accordance with manufacturer's requirements. LGAs will require all temporary structures, (usually those greater than 9m², but can be different from LGA to LGA) to be certified as being structurally sound. This can be done by completing the standard form provided by many LGAs for this purpose and/or by having the contractor who erects the structure, submit the appropriate certification.

Temporary structures such as marquees and sunshades have the potential to be blown over by wind if not properly secured or installed. Structural sign off will include checking that appropriate

anchorage, such as ground anchors, ballast or weights are used to resist uplift forces. On high wind days the use of such structures needs to be considered carefully. Damage and injury can be caused by the wind blowing these structures away. Weather should be monitored closely during the event in this case.

Regular checks should also be made during the event to ensure the integrity of the structure and its anchor points. When selecting a site to place such structures, positive action should be taken to ensure that any underground services (gas/electric/water etc) are identified and avoided.

Note that the use of star pickets as anchorage devices is frowned on by many LGAs. Also, the marking out of a ground area for location of reticulation and other underground services will be required.



SAMPLE
FORM



PARKING AND TRANSPORT

A Parking and Transport Management Plan may be required to be submitted together with your event application. This is so the event does not cause unexpected congestion or safety issues for pedestrians and local traffic. It is usual that LGA Rangers or Parking Officers will patrol the event site and participants should be advised to obey LGA regulations where parking is concerned. Things to consider when developing your plan include:

- **Anticipated numbers attending**
- **Access by public transport**
- **Is sufficient / accessible parking available at the venue?**
- **How to promote to patrons of where to park?**
- **Can pedestrians access the event safely i.e. are there footpaths available, traffic controllers?**

Where practical, especially for large scale events, event organisers should actively encourage the use of public transport and liaise with the Public Transport Authority in relation to the provision of additional public transport for patrons as required.



CARPARK CLOSURES

The LGA may agree to close a car park for the duration of an event, providing it does not have a detrimental effect on local businesses or residents. In the event of a car park being closed, this shall be included in the Traffic Management Plan. Note that fees covering the loss of income from parking may be charged where car parks and/or car parking bays are closed for an event.



TRAFFIC MANAGEMENT AND ROAD CLOSURES

If your event is on a road or part of a road, you will need to submit an Application for an Order for a Road Closure, to be signed by LGAs and possibly Main Roads (if using major roads) and the local Police. Time limits apply which require the application, once approved by the LGA and possibly Main Roads, to be approved by the local Police and fees paid no later than one month prior to the event. To this end, it is usual for an application to be submitted, together with the relevant traffic management plan, several months prior to the event.

Any event which has the potential to create a traffic or pedestrian hazard within the road or road reserve (i.e. road closures, large volumes of traffic or pedestrians) is also required to have an approved Traffic Management Plan (TMP) prior to the event commencing.

TMPs, when required, must be prepared by an accredited Traffic Management Company. The costs incurred for these works are to be met by the applicant. It is essential that the public transport authority, emergency services and the public are made aware of any road closure, as the road closure will affect access to the area.

Requirement of a traffic management plan should be considered during discussion on the application process.

SAMPLE
FORM

Main Roads — Plan Preparation



SITE PLAN

Development of a detailed site plan has been mentioned previously. A suitable site plan drawing should be of a reasonable scale and quality and must be attached to your application form illustrating the proposed event layout. Information that must be included in your site plan includes:

- **Actual location;**
- **Fencing;**
- **Entrances and exits (including dimensions);**
- **Emergency assembly area;**
- **Stage or other entertainment attractions;**
- **Marquees, tents;**
- **Food stalls;**
- **Lighting;**
- **Location of generators and electrical cables;**
- **Location of toilet facilities;**
- **Location of fire safety equipment;**
- **Licensed areas;**
- **First aid post/s;**
- **Vehicle access points, including emergency vehicle access;**
- **Event parking areas;**
- **Signage location;**
- **Rubbish bin delivery point;**
- **Any other facilities or significant infrastructure relevant to your event.**

WASTE MANAGEMENT / RECYCLING

Event organisers are responsible for the collection, removal and disposal of litter resulting from the event within 24 hours of the event. Arrangements for the collection and removal of all litter occurring as a result of the event should be detailed in a Waste Management Plan.

The LGA will advise on the number of bins required and can possibly provide the bins (at a suitable fee). Or arrangements can be made with a suitable waste contractor. The number of bins required at the event can be determined by applying the ratio of 1 bin per 100 people where food and drink will be consumed.

For an event of several hours duration, the plan may require that bins are serviced (emptied) throughout the event. The use of bin liners is recommended to facilitate this requirement. The LGA can advise from where to obtain suitable bin liners. Furthermore, all food vendors are required to remove their waste in accordance with the conditions stipulated on their permit. Any regular street bins provided within the area are there for the general public and not for the event.

Care should be taken in the use of plastic fixing materials such as cable ties as they can get pressed into the ground and are difficult to remove. Where cable ties are cut short for safety or aesthetic purposes and when they are removed, all particles should be collected and deposited in rubbish containers.



CLEANING

LGAs are responsible for ensuring that the venue being hired is clean and in a condition for which it is normally used on hand over to the event organiser. After bump out, a hall or facility should be left as it was before the event. Similarly, a reserve or park should be left in a safe and useable condition.

Event organisers are responsible for departing the venue in the same or better condition than that in which it was found. This generally means cleaning before departing. Ensure that all waste is collected and removed, rubbish on parks as a result of an event must be collected and placed in the bins provided. Where condition of use is for the hirer/event organiser to clean up and this is not done so, then the LGA has the right to impose certain cleaning or rubbish removal fees.

PROVISION OF WATER

Clean and cool portable drinking water supply shall be available and easily accessible to patrons at large public events, especially events of significant duration, licensed or outdoor events. Where water is being sold to patrons, then it must be:

- **a plentiful supply;**
- **easily accessible; and,**
- **at a reasonable cost (less than the cost of the cheapest alcoholic drink available in equivalent volume or more).**

HEALTH COMPLIANCE

Generally speaking, event organisers are responsible for ensuring they are aware of all LGA conditions pertaining to health and safety of their patrons as may be associated with the event. This includes abiding by all relevant health regulations imposed by both Department of Health and the LGA's own Health local laws. These will be discussed with the event organiser during the approval process.



LIQUOR LICENCE – SERVICE OF ALCOHOL

If you plan to provide alcohol, for sale or issue free, a Liquor Licence will be required. Responsible Serving of Alcohol (RSA) trained staff will be required under that licence. Venue hirers / event organisers must obtain a liquor licence for the consumption of liquor on LGA property during the hire period at any of its facilities or reserves. The licence will require that the consumption must be within a clearly defined and cordoned off area. This will need to be agreed with the LGA and indicated on the venue/event site map.

It is usual that provision of a liquor licence will be accompanied by requirements for event organisers to promote the consumption of non-alcoholic beverages such as coffee, tea, soft drinks, water, low-alcohol beverages and food. The pricing of drinks should be proportional to the alcohol content of the drink.

The event organiser should also have in place a written procedure for assisting intoxicated patrons both in the event and patrons who arrive intoxicated, as well as written directions for bar staff regarding their obligations in relation to the responsible service of alcohol.



TOILETS

Extra toilet facilities, over and above any permanent facilities available at the event site, should be provided in accordance with the WA Health Event Guidelines, and the numbers will depend on whether alcohol is available, and the duration of the event. Details will be available from the LGA and should include a mixture of male (urinal), female facilities and include hand basins. Note the schedule of minimum requirements.

Toilets must be checked and serviced throughout the event with adequate artificial lighting provided for toilets for events occurring during hours of darkness. At least one unisex accessible toilet for use by people with a disability and the elderly is also required. Careful consideration should be given to the suitable location of accessible facilities and these must be identified on the site map. When portable chemical type units or effluent holding tanks are used for events of a longer than four hours duration, it is usual that they be pumped out during the event.

Consideration may also have to be given to the disposal of waste water from food vans.

Where permanent facilities are available on site, it is usual for the event organiser to be responsible for pumping out of septic and waste water tanks (where this is the case) and cleaning out of toilet blocks and the like, after the event.

Toilets for temporary events

These figures are for events where alcohol is available. If alcohol is not available, then reduce the requirements in the table below by 50%.

Note where portable facilities are used, the male and female figures will be combined to account for the required number of portable units

Total attendance	Male Facilities			Female Facilities		Hand basins	
	Wc's	urinal metres	urinals	Wcs	male	Female	
1,000	2	1.5	3	5	1	1	
1,000 – 2,000	3	3	6	10	2	2	
2,000 – 3,000	4	4.5	9	15	3	3	
3,000 – 4,000	5	6	12	20	4	4	
4,000 – 5,000	6	7.5	15	25	5	5	
5,000 – 6,000	7	9	18	30	5	6	
6,000 – 7,000	8	10.5	21	35	6	7	
7,000 – 8,000	9	12	24	40	7	8	
8,000 – 9,000	10	13.5	27	45	8	9	
9,000 – 10,000	11	15	30	50	9	10	
10,000 – 11,000	12	16.5	33	55	9	11	
11,000 – 12,000	13	18	36	60	10	12	
12,000 – 13,000	14	19.5	39	65	11	13	
13,000 – 14,000	15	21	42	70	12	14	
14,000 – 15,000	16	22.5	45	75	13	15	
15,000 – 16,000	17	24	48	80	13	16	
16,000 – 17,000	18	25.5	51	85	14	17	
17,000 – 18,000	19	27	54	90	15	18	
18,000 – 19,000	20	28.5	57	95	16	19	
19,000 – 20,000	21	30	60	100	17	20	
20,000 – 21,000	22	31.5	63	105	17	21	
21,000 – 22,000	23	33	66	110	18	22	
22,000 – 23,000	24	34.5	69	115	19	23	
23,000 – 24,000	25	36	72	120	20	24	
24,000 – 25,000	26	37.5	75	125	21	25	
25,000 – 26,000	27	39	78	130	21	26	
26,000 – 27,000	28	40.5	81	135	22	27	
27,000 – 28,000	29	42	84	140	23	28	
28,000 – 29,000	30	43.5	87	145	24	29	
29,000 – 30,000	31	45	90	150	25	30	

Note re adjusting the required number of toilets at an event to suit the event duration.

duration of event	percentage of the table values (using the above table)
More than 8 hours	100%
6–8 hours	80%
4–6 hours	75%
Less than 4 hours	70%

Toilets for Temporary Events



EVENT SIGNAGE

Event signs located on public land and reserves will be subject to local regulations with design, size and location approved by the LGA before display. The content of the sign shall be limited to advertising an activity or event and providing direction to its location and only placed for the duration of the activity or event to which the sign relates, and agreed with the LGA in the application process.

Signs should not be placed in any other location where the sign is likely to obstruct sight lines along a thoroughfare or cause danger to any person using the thoroughfare.

USE OF PARKS AND RESERVES

Where a LGA reserve is to be the site for the event, checks will need to be made with LGA officers on the location of reticulation, protection for any vegetation and trees. The use of star pickets for securing signs and marquees or for fencing is not allowed by many LGAs. Where this may be approved, then it is usual to work with the officers responsible for reserve maintenance to mark out the ground where star pickets and other pegs and the like may not be used.

Any marking on reserves shall only be undertaken with materials approved by the LGA and materials such as lime, creosote, herbicide or sump oil are generally not to be used under any circumstances. Vehicles will not normally be granted access, unless approved as part of the bump in / bump out process or required to be on site during the event – food trucks, ambulance, emergency vehicles.

Under normal circumstances, digging, removal of turf, or any other alteration of the surface is prohibited. Hirers will be liable for any damage that can be attributed to the event either by incorrect use, access of vehicles, or by using incorrect materials.

BUMP IN / BUMP OUT SCHEDULE – EQUIPMENT

Event organisers must provide an event bump in / bump out schedule as part of the approval process. This schedule will detail the time and actions to be taken in preparation of the site for the event and removal of all event related infrastructure and equipment following the event. Details of infrastructure (marquees, staging, food/beverages/merchandise outlets, fencing and generally all items on the site) should be included in the schedule.





ACCESS TO FACILITY – KEYS

Access requiring keys, gates unlocked, removal of non-event related infrastructure, etc will be arranged with the LGA during the application process.

ANIMALS AND PETS

The event organiser is responsible for advertising the appropriate animal disclosures for an event. Usually no animals in buildings (unless approvals have been obtained). On parks and reserves dogs are required to be kept on a leash. Contact the LGA for animal approvals.

CARE FOR THE LOCAL ENVIRONMENT

All LGAs encourage event organisers to consider the environment as much as practicable. Where a park or reserve or other natural environment type venue is used, an event organiser must aim to leave the venue post-event as it was found pre-event. Some simple ways to limit damage to the local environment include:

- **Reduce waste by recycling – food and beverage packaging and containers.**
- **Promoting the Travel Smart message – encourage people to walk, ride their bikes, carpool or catch public transport to your event to reduce the carbon footprint and help reduce the need for parking.**
- **Reuse signage from previous year's events.**
- **Vegetation and Trees – fence off non-event related areas that may be impacted by spectators or participants.**
- **Weather – include a weather impact plan to activate if severe weather is likely to cause any damage to temporary event related infrastructure.**
- **Balloons and Graffiti – the use of helium filled balloons and graffiti is generally not permitted on parks or reserves, including beaches and waterways.**



MARKETING – PUBLICITY

Marketing is as important as the organisation of an event. Knowing desired target audiences, whether they be participants, spectators or local publics, and how to reach them is essential to the success of the event. Marketing, as a distinct activity, is a subject for another publication. However, any event application will require a response on anticipated attendance (participants / audience) and impact on local public.

Event organisers will be required to provide information to the LGA on when pre-event advertising will commence. Information required will include dates, locations and media outlets in which publicity will occur. Draft copies of event promotion posters and pamphlets may need to be submitted.

In some instances, the LGA may be able to promote the event on their website or as part of their regular community promotion of activities within the locality. In any case, an outline of the event marketing and promotional plan may be required as part of the approval process. No pre-event promotion should occur until approval of the event has been granted.

A good Publicity or Promotions Plan (as part of an overall Marketing Plan) will include advertising in regular media (local press, radio) and the various forms of social media – with the intent to direct people to the event website (if there is one), or of the event generally.

DRONES AND FILMING

The use of drones for photography, filming and observation purposes at events has developed rapidly in recent times. Most LGAs have banned the recreational use of drones in public areas for reasons of safety. However, the use of drones by accredited drone pilots as part of an event can be included in the application and approval process.

Contact will need to be made with the Civil Aviation Safety Authority on 131757 or through their website at www.casa.gov.au to determine the initial approval process and then have this agreed with the LGA.



OTHER PERMITS AND LICENCES

Mention has been made of a liquor permit, permit for a road closure, permit for fireworks. Other permits that may be necessary include:

Marine Safety – any event that is held on navigable waters, that is beyond the low water mark, will require a permit from Dept of Transport – Marine Safety. Get on the DOT website and follow the prompts to approvals for events on water.

Parks and Wildlife – any event that is held on reserves or parks (land and water) controlled by Dept of Biodiversity, Conservation and Attractions will require a permit. Permits and licences are issued depending on the nature of the event. In this case there is a high regard for the protection of the environment. Details regarding land or water under the authority of Parks and Wildlife and the need or otherwise for a permit, can be found on their website. Website for the Dept of Biodiversity, Conservation and Attractions, of which DPAW is now a branch.



Paid Policing at Major Events – any event with a population beyond 5,000 is classified as a Major Event for the purpose of police involvement. As such, the Police Major Event Unit may need to be involved as a stakeholder in the approval process. Legislation now provides for the deployment of police officers to support an event on a cost recovery basis. Full details can be found at www.police.wa.gov.au click on 'Our Community' and research Policing Major Events.

Local Police Station – in many cases, depending on the nature and size of the event, LGAs will require a letter of acknowledgement that the proposed event has been recorded with local police. Not necessarily requiring police approval, but advice that the local police are aware of the event and have contact details of event organiser. This is usually a month in advance. Through the police website you are able to locate a contact for the local Police station. Go to www.police.wa.gov.au click on 'your local police' then follow the prompts to get the address and contact details of the local police station.

Hospital – in many cases, again depending on the nature and size of the event, the LGA will require a letter of acknowledgement that the proposed event has been recorded with the local hospital. Not necessarily requiring hospital approval, but advice that the local hospital is aware of the event and have contact details of event organiser. This is usually a month in advance. Longer if the event will have several thousand participants.

Department of Health – notify the Department of Health by registering your event on their calendar. This calendar is sent to all emergency services and health services in the state at the beginning of each month, so agencies can roster staff on appropriately.

Dept Fire and Emergency Services – depending on the nature and size of the event, there may be a requirement to make contact with DFES. It is usual for larger events that a copy of the event risk management plan be sent to the main office of DFES for onforwarding to the local station. In case of major events outside the Perth Metro Area, contact should be made with the regional DFES office. Contact details can be found on their website.





OTHER PERMITS – IN GENERAL

While this guide is intended to cover all possible information and advice pertaining to the application and approval process for event organisers, it does not claim to be absolutely comprehensive. There will always be certain other aspects unique to certain local government authorities, government agencies and / or venues.

In every case, an event organiser will need to disclose every aspect of the event during the application and approval process with the governing authority. Surprises in the event organisation post the granting of approval may lead to modification or even cancellation of the event and possibly include a fine, almost certainly at a cost to the event organiser.

IMPACT OF TERRORISM

In recent time possible terrorist activity in relation to events has become a major concern. Complex traffic management plans now consider hostile vehicle mitigation. The impact of attacks by terrorists on events overseas could probably occur in Western Australia. The involvement of Police Protective Services and Police Major Events Unit in major events is becoming commonplace.

Note the following link to the **Australian National Security** website re protecting crowded places. If your event is this complex, requiring major road closures, then Main Roads and Police will need to be involved at the outset of the planning process.



APPENDIX

Appendix 1	Event Management Plan Example
Appendix 2	Form 1 - Application to Construct Extend or Alter a Public Building Example
Appendix 3	Form 2 - Application for Certificate of Approval Example
Appendix 4	Form 3 - Application for Variation for Certificate of Approval Example
Appendix 5	Form 4 - Approval Form Example
Appendix 6	Crisis Communication Plan Template
Appendix 7	Electrical Compliance Certificate Example
Appendix 8	Structural Certification Example
Appendix 9	Temporary Structural Certification Example
Appendix 10	Road Closure Application Form Example

EXAMPLE – EVENT MANAGEMENT PLAN

EVENT DATE:

PREPARED BY:

**EVENT ORGANISER /
MANAGER:**

INDEX

1. Confidentiality Notice
2. Introduction – Context
3. Event Information
4. Definitions
5. Scope of Plan
6. Event Coordination / Control
7. Risk Management
8. Event Management
9. Complaints Procedure
10. Supporting Plans
11. Schedule

DISTRIBUTION:

Event Owner
Event Managers
Event Approving Authority
Other?

EXAMPLE – EVENT MANAGEMENT PLAN



1. CONFIDENTIALITY NOTICE

The information contained in this Event Management Plan is STRICTLY CONFIDENTIAL and is only intended for the use of individuals and entities as identified by The Event Organiser and as outlined in the Roles and Responsibilities section of this plan. This document is not to be copied, disseminated or distributed without the express authorisation of The Event Team.

Signature _____ Date _____

2. INTRODUCTION – CONTEXT

The Example Event is whatever it may be, brief outline designed to encourage public participation in physical activity, promote a healthy lifestyle and raise funds for charity. The event history if relevant.

The Event Organiser is a describe as the entity / person / group etc. Critical success factors include the timely organisation and running of the event in accordance with this management plan, the event budget, desired outcome, etc.

3. EVENT INFORMATION

Describe the event, its various components, targets and time frame.

EXAMPLE – EVENT MANAGEMENT PLAN

4. DEFINITIONS – some examples

Throughout this and other plans, and in communication with stakeholders, the following definitions will apply:

“Bump in / Bump Out” means the operational period during which the Event Area is being physically set up and/or pulled down

“Contract Support Services” means all external services engaged by contract or agreement in support of the event such as traffic management, medical personnel, police, other government agencies, event suppliers, etc

“Course Marshal” (CM), means any person acting in the capacity of a marshal directing participants in the Event

“Emergency” means an emergency due to an actual imminent occurrence (such as fire, flood, storm, earthquake, explosion, accident or warlike action) which:

Endangers, or threatens to endanger, the safety or health of persons within the Event Area; or

Destroys or damages, or threatens to destroy or damage, property within the Event Area.
This is an emergency that requires a significant and co-coordinated response

“Emergency Services” means one, any or all of the following

Ambulance Service

Fire and Rescue Authority

Police Service

“Evacuation” means the controlled removal of participants, event crew, officials, spectators and/ or general public from within any part or all of the Event Area

“Event” means the Example Event

“Event Area” means and includes the transition area, actual course, field of play, participant briefing area; and spectator, registration, administration, and recovery areas of the Event

“Event Crew” means all manpower resources specifically engaged in the physical conduct of the Event, including bump in/bump out. It does not include contractors such as traffic management, contracted medical team, emergency service support services, security personnel

“Event Day” means the proposed day on which the Event is undertaken

EXAMPLE – EVENT MANAGEMENT PLAN



“Event Manager” (EM), means the person appointed as having overall responsibility for the organisation of the event and reports to the Event Owner / Organiser

“Event Stakeholder Group” means the group of interested parties comprising representatives from key stakeholder organisations, including LGA, Police, Main Roads WA and others, brought together to oversee the organisation of the event

“Field of Play” (FOP) means all areas within which participants are restricted as to the Event course

“Incident” means a localised event, either accidental or deliberate, that is located within the Event Area which may result or has resulted in injury or death or damage to property and which requires normal response from event or medical personnel. An incident becomes an emergency when the resources within the Event Area are insufficient to deal with the incident and outside resources are desired or required

“Medical” means one, any or all of the following

- Contracted first aid/medical personnel

- On site ambulance/s

- Staff with Senior First Aid qualifications

5. SCOPE OF THE EVENT MANAGEMENT PLAN

The Purpose of this Event Management Plan is to document the many areas of organisation required to effectively and safely manage the Event. It will seek to set a manageable time frame; identify all relevant approvals required; cover and mitigate risks associated with the event; and, define the roles and responsibilities of various parties involved. It is supported and complemented by numerous other plans covering specific areas of concern as identified elsewhere in this plan.

The objectives of this Event Management Plan are to:

- Ensure that in the planning of the Event, all potential (however unlikely) administrative and operational risks are considered and treated.

- Anticipate possible emergencies at the Event, including during the bump in and bump out phases, and provide an effective and efficient response by mobilising on site and off site resources and personnel.

- Liaise with LGA, local Police, etc and all other stakeholders as may be identified in the planning and conduct of the Event in all related matters.

EXAMPLE – EVENT MANAGEMENT PLAN



Supply relevant on site information to and maintain a close working relationship with all relevant Emergency Services regarding the Event.

In the event of an emergency, manage the orderly and timely evacuation of all participants, spectators, event crew and officials.

6. EVENT COORDINATION & CONTROL

Coordination and control will be under the direction of who?

Describe the event managing team comprising key manager and supporting personnel/organisations.

7. RISK MANAGEMENT

The Australian/New Zealand Standard for Risk Management (AS/NZS ISO 31000:2018) defines risk as:

“The effect of uncertainty on objectives”

Currently there is no satisfactory numerical data relating to risks of sports events, nor events generally, to consider a Quantitative approach. Therefore, the Risk Management Plan will be prepared using the Qualitative method, which follows the process outlined in AS/NZS ISO 31000:2018. The Qualitative risk analysis is the approach taken to analyse project risks, the impact these will have on the project and the probability of these risks occurring, based on the best judgments of the project team and any project matter experts who may be consulted. This method is also the most common method used by our key stakeholders (Local Government, and State Government Departments).

Emergency procedures to be considered in association with this plan will be developed using AS3745/2010 “Planning for Emergencies in Facilities” as a guideline. Any review of this plan and/or these procedures shall be undertaken by the Event Organiser.

8. EVENT MANAGEMENT

The Event will be overseen by whomever, who will be responsible for planning and implementation of the event, overseeing all aspects of organisation in the lead up period through the event management team.

Bump in will commence and include etc (provide details)

Bump out will commence and include etc to be completed by etc (provide details)

EXAMPLE – EVENT MANAGEMENT PLAN



9. COMPLAINTS PROCEDURE

At an event such as this, public complaints are likely for three reasons.

Roads closed

Venue build and/or PA noise

Event use of venue

Complaints can be pre, during and post event. The procedure for handling complaints is to conduct a mass direct mail out to potential impacted businesses several weeks out from the event to inform of road closures and provide the opportunity for any inconvenience to be managed on event day. This is followed by a letterbox drop to all residents and businesses within the event build areas and road closures, for a similar purpose. Where an enquiry or complaint is received, every practical attempt will be made to reduce the inconvenience.

10. SUPPORTING PLANS

In addition to a detailed time and action schedule, other documentation for circulation as required under compliance, marketing and/or information purposes (pending confidentiality) includes:

Traffic Management Plan

Risk and Emergency Management Plan

Security Plan

Parking Plan

Waste Management Plan

Noise Management Plan

Marketing Plan

Crowd, Participant Access and Disability Plan

Bump In /Bump Out Plan

Venue Site Plans

Medical Plan

11. SCHEDULE

Add the schedule of activities from start of bump in (key points only), activities which comprise the event, start and finish of bump out.

**FORM 1 –
APPLICATION TO
CONSTRUCT, EXTEND
OR ALTER A PUBLIC
BUILDING [REG. 4]**



*HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992*

I being the owner/agent hereby apply under the Health (Miscellaneous Provisions) Act 1911 section 176 to construct alter or extend a public building:

PREMISES DETAILS

NAME OF _____

LOCATION NO _____ STREET _____

TOWN/SUBURB _____

NEAREST CROSS STREET _____

INTENTIONS FOR USE _____

In support of this application I hereby submit plans and detail as required together with the prescribed fee.

ANY OF THE FOLLOWING MAY SIGN THIS NOTICE:

The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built created or converted thereto.

SIGNED: _____ OWNER/AGENT: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

[Form 1 amended: Gazette 10 Jan 2017 p. 276.]

**FORM 2 –
APPLICATION FOR
CERTIFICATE OF
APPROVAL [REG. 5]**



*HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992*

I being the owner/agent hereby apply for a certificate of approval in respect of:

PREMISES DETAILS

NAME OF _____

LOCATION NO _____ STREET _____

TOWN/SUBURB _____

NEAREST CROSS STREET _____

Construction/extension/alteration of which was completed on _____

in accordance with your approval given on _____

SIGNED: _____ OWNER/AGENT: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

[Form 2 amended: Gazette 10 Jan 2017 p. 276.]

**FORM 3 –
APPLICATION FOR
VARIATION OF
CERTIFICATE OF
APPROVAL [REG. 9]**



*HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992*

I being the owner/agent hereby apply for a variation of certificate of approval in respect to:

PREMISES DETAILS

NAME OF _____

LOCATION NO _____ STREET _____

TOWN/SUBURB _____

NEAREST CROSS STREET _____

Reason for this variation from the existing certificate of approval is _____

In support of the application I tender the following details as required _____

SIGNED: _____ OWNER/AGENT: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

[Form 3 amended: Gazette 10 Jan 2017 p. 276.]

**FORM 4 –
CERTIFICATE OF
APPROVAL [REG. 6]**



*HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992*

This certificate is issued in accordance with the Health (Miscellaneous Provisions) Act 1911 section 178(1) in respect to the public building located at: _____

Known as _____

1. Purpose for which the public building is used.
2. Maximum no. of persons permitted for each purpose.

Public Building Area	Type of Use	Maximum Accommodation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNED BY: _____

FOR THE SHIRE/TOWN/CITY OF: _____

[Form 4 amended: Gazette 10 Jan 2017 p. 276.]

CRISIS COMMUNICATION PLAN - EXAMPLE



[NAME OF COMPANY] CRISIS COMMUNICATION PLAN

- I. Overview** Include the definition of crisis communications for your organisation and what it entails.
- II. Purpose** Include the purpose of crisis communications, such as what types of events would elicit crisis communication responses and what role the plan plays in crisis communications.
- III. Objectives** Include the goals for the crisis communication plan, such as efficient responses to emergencies, thorough informing of stakeholders, and restoration of normal business functions.
- IV. Procedures** Include people involved in the crisis communications team and general guidelines, such as whether or not a member needs the support of the entire team in order to activate the plan.
- V. Response** Include general response strategies, such as technologies used for crisis communications, key audiences to be notified, and appointed spokespersons.
- VI. Crisis Scenarios** Include a list of all possible crises that might impact your organisation and any necessary addendums for each crisis, such as checklists of response steps, important telephone numbers, and specifications to help define the crisis.
- VII. Sample Statements and Communications** Include a list of templates for direct responses to each type of crisis that cover a variety of platforms, such as email, letters, and social media posts.

**FORM 5 –
CERTIFICATE
OF ELECTRICAL
COMPLIANCE [REG. 10]**



*HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992*

To the City/Town/Shire of: _____ Date: _____

I hereby certify that the electric light and/or power — installation, alteration, addition — at the undermentioned premises has been carried out in accordance with the *Health (Public Buildings) Regulations 1992*.

NAME & INITIAL OF OCCUPIER _____

DETAILS OF BUILDING:

NAME _____

NO _____ STREET _____

TOWN/SUBURB _____ P/CODE _____

PARTICULARS OF INSTALLATION

Describe any electrical work for which you are not responsible in these premises.

Signature of licensed electrical contractor or electrical worker authorised to sign on behalf of the electrical contractor/in-house electrical installer. _____

Contractor's/in-house electrical installer's Business Name: _____

Contractor's/in-house electrical installer's Registration No: _____

Contractor's/in-house electrical installer's Address: _____

Contractor's/in-house electrical installer's Telephone No: _____

This form to be forwarded to the Local Government when work is completed.

[Form 5 amended: Gazette 3 Aug 2001 p. 3965 (disallowed: Gazette 20 Nov 2001 p. 6012); 7 Jun 2002 p. 2731; 10 Jan 2017 p. 277.]

CERTIFICATION FOR INSTALLATION OF TEMPORARY STRUCTURE



The purpose of this certificate is to provide the (approving LGA) with assurance that the installation of the specified temporary structures have been undertaken in accordance with the relevant, current Australian Standards and complies in all respects with the relevant provisions of the current Building Code of Australia. It is not intended for use by other parties and any such use must be approved by the issuer.

Address of temporary structure(s) _____

Description of temporary structure(s) eg. marquee, tent, grandstand, stage, lighting tower _____

Installation Date _____ **Inspection Date** _____ **Removal Date** _____

This Certification applies to the following temporary structure(s) _____

I certify that the temporary structures specified above have been erected and comply with:

(i) The following Australian Standards or AS/NZS Standards, _____

or alternatively

(ii) Engineer certified structural details previously supplied or lodged with the (approving LGA)

Date of lodgement of structural details _____

Furthermore, I confirm that the hold down and anchoring restraints comply with the AS 1170.2 loading requirements or alternatively are in accordance with previously submitted engineering details and are suitable for the site soil conditions.

Full Name: _____ Phone: _____ Email: _____

Address: _____

Relevant qualifications (engineer, licensed rigger) and experience demonstrating competency.

For and on behalf of: (Name of practice) _____

Signature/s: _____ Date: _____

NOTE: This certificate must be fully completed and must be submitted with all required attachments. All documents covered by or forming part of this certificate must be endorsed and signed by the certifying professional engineer or other appropriately qualified and/or competent person as determined by the local authority. (original signature in ink - no photocopies, facsimiles or emails accepted).

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APPLICATION FOR AN ORDER FOR A ROAD CLOSURE (REG.6(2))



ROAD TRAFFIC ACT 1974

NOTE: Under section 97(b) of the Road Traffic Act 1974 it is an offence to wilfully mislead a person in any particular likely to affect the discharge of that person's duty under the Act.

Full name of body on whose behalf the application is made _____

Full name of applicant or nominee making this application _____

Address _____

4. Date of birth _____

Telephone Number _____ Home _____ Work _____

Nature of event _____

Approximate number of participants _____

Date of event _____

Duration From _____ To _____

Street/Locality event to be held at _____

Street/Locality event (see also requirement E on page 2 of this form) _____

(a) Total number of occupiers of land immediately adjacent to the nominated road or roads _____

(b) Number of occupiers who have consented to the road closure _____

(c) Number of occupiers who have opposed road closure _____

Roads/road to be closed _____

Extent to which roads will be used (half/full carriageway) _____

Exact route that event will follow (including starting and finishing points) _____

Date of previous event, if any, conducted at the location/route _____

Date of previous event, if any, conducted by the applicant, club, group or organisation _____

Race meetings and speed tests: specify any provisions of the Road Traffic Act 1974, or regulations made under that Act, (other than provisions relating to the movement of traffic and pedestrians or the obstruction of a street) requested to be suspended under section 83 of the Act –

**APPLICATION FOR
AN ORDER FOR A
ROAD CLOSURE
(REG.6(2))**



ROAD TRAFFIC ACT 1974

Any other relevant information _____

I have read the requirements on page 2 of this application. The information supplied by me is true and correct to the best of my knowledge.

Signature _____ Date _____

LOCAL AUTHORITY APPROVAL

I _____ designation _____ Approve/object to, this application on behalf of the City/Shire/Town of _____

Signature _____ Date _____

Telephone _____ Official Stamp or Crest

COMMISSIONER OF MAIN ROADS APPROVAL

I _____ designation _____ Approve/object to, this application _____

Signature _____ Date _____

Police Station _____

LOCAL POLICE DECLARATION

I _____ designation _____ approve/object to, this application on behalf of the Commissioner of Main Roads _____

Signature _____ Date _____

Telephone _____ Official Stamp or Crest

RECEIPT DETAILS

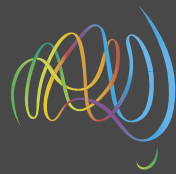
The prescribed fee of \$ _____ received.

General, Receipt Number _____ issued.

Signature _____ Date _____



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