

# Event Guidelines

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## 1. Introduction

Community events have the ability to bring vibrancy and cultural vitality to an area and can strengthen community bonds. That is why the City not only offers a diverse family friendly annual event calendar, but also encourages community groups to organise events themselves.

This guide will help you complete the Event Application Form to ensure a successful and enjoyable event for all. If you wish to discuss your event application, you can call the City's Event Coordinator on 9272 0694 or email [events@bayswater.wa.gov.au](mailto:events@bayswater.wa.gov.au)

Event applications can be lodged:

- in person at the City of Bayswater Civic Centre, 61 Broun Avenue, Morley, WA 6062
- by post, addressed to Events Coordinator, PO Box 467, Morley, WA 6943
- via email - [events@bayswater.wa.gov.au](mailto:events@bayswater.wa.gov.au)

### 1.1 Before you begin....

This guideline will assist you by referring to legislative requirements that are important for your application with the City. There may also be other legislation applicable to your event, and as such, we advise you consider the following:

- *Health Act 1911*
- *Health (Public Buildings) Regulations 1992*
- City of Bayswater Local Laws
- *Food Regulations 2009* or the Australia New Zealand Food Standards Code (Standard 3.1.1, 3.2.2, and 3.2.3).
- *Explosives and Dangerous Goods Act 1961*
- *National Construction Code*
- *Local Government Act 1995*
- *Occupational Health Safety and Welfare Act and Regulations*
- *Environmental Protection (Noise) Regulations 1997*
- *Liquor Licensing Act 1988*
- *Security and Related Activities (Control) Act 1996*
- *State Disability Services Act (1993)*
- *Disability Discrimination Act (1992)*

**For more information on above legislation visit [www.slp.wa.gov.au](http://www.slp.wa.gov.au) or the State Law Publisher's Office, Ground Floor, 10 William Street, Perth 6000 or by visiting [www.slp.wa.gov.au](http://www.slp.wa.gov.au)**

## 1.2 Definitions

In this guideline, the following definitions apply:

- **A Non-Complying Event:** an event, usually with amplified music, where noise levels are in excess of those permissible in the *Environmental Protection (Noise) Regulations 1997*.
- **Assigned level:** levels defined by the *Environmental Protection (Noise) Regulations 1997*.
- **Crowd Controllers:** as defined by the *Security and Related Activities (Control) Act 1996*.
- **Major Event:** any festival, concert or entertainment activity or any event defined as a public building, where a gathering of 1000 people or more is anticipated over the life of the event.
- **Minor Event:** any festival, concert, entertainment activity or event defined as a public building where a gathering of less than 1000 people is anticipated over the life of the event.
- **Maximum Accommodation Certificate:** an approval certificate issued by the City of Bayswater, stipulating the maximum number of persons who may assemble at the event.
- **Qualified First Aid personnel:** persons who have current Senior First Aid qualifications from an accredited first aid training provider.
- **Public Building:** an event, festival or the like and is defined as;
  - (a) A building or place or part of a building or place where persons may assemble for:
    - (i) civic, theatrical, social, political or religious purposes;
    - (ii) educational purposes;
    - (iii) entertainment, recreational or sporting purposes; or
    - (iv) business purposes; and
  - (b) Any building, structure, tent, gallery, enclosure, platform or other place or any part of a building, structure, tent, gallery, enclosure, platform or other place in or on which numbers or persons are usually or occasionally assembled/but does not include a hospital.

## 1.3 Ensure a timely application

Most event applications can be assessed within **45 days** subject to all the necessary information being provided by the applicant; however, some events may require Council approval e.g. if a donation from Council is requested or when planning approval is required. Council approval is also required if an event does not comply with noise regulations or if it is considered a major event (1,000 people or more attending). In these instances, it is necessary to submit an application at least **60 days** prior to the event date.

These time frames will allow for appropriate planning of the event and to gather the required information.

## 1.4 Bond charge

A bond may be applied to an event depending upon the extent of the event and its potential impact on the City of Bayswater reserve and associated assets. Generally, bonds will only apply to events held on City of Bayswater owned or managed land.

## 1.5 Usage of public parks, reserves or venues of the City

The City' venues, reserves and parks can be hired for events. Approval will depend on proposed activities and the impact of the event on the venue. Ensure you check the availability of the desired location before submitting an Event Application Form.

Reserve bookings are subject to the following conditions:

- The entire area is to be left in a clean and tidy condition, with all excess rubbish removed.
- All attendees must follow parking regulations surrounding the reserve.
- If there is any damage to the area during the event, the hirer will be responsible for costs of reinstatement.
- The City cannot grant exclusive use of facilities such as playgrounds, barbecues or gazebos.

## **2. Information to accompany your event application**

The following paragraphs will assist you in deciding what other forms or plans to lodge with your Event Application Form.

### **2.1 Public Liability Insurance**

A copy of your Public Liability Insurance (Certificate of Currency) with a cover of at least \$20 million must be provided with the Event Application Form. Make sure to check if your insurance will cover the proposed event.

### **2.2 Site Plan**

Every Event Application Form should be accompanied by a site plan to scale, detailing the following information as applicable:

- All structures, fencing, food stalls, lighting, toilets and first aid posts.
- Area of the land identified for patron use.
- Stage and speaker layout.
- Direction of nearest residential property.
- Location of all fire extinguishers, exits, fire safety equipment and access points for vehicles.
- Location of Emergency Assembly Points.
- Location of all electrical equipment, generators and primary power supply.
- Liquor licenced areas and security requirements
- Waste bins.
- Parking arrangements and road closure locations.
- Pyrotechnics location.

### **2.3 Emergency Management**

Every event application form should be accompanied by an Emergency Evacuation Plan. Plans should be easy to follow and address the following:

- A clear assembly point or points to enable groups that have become separated to be reunited.
- Consideration of situations where children may be in a different location to their parents or guardians, and define appropriate actions for such situations.
- Staff induction training (in an emergency, staff must know what to do and when).
- A communications procedure, both internal and external.
- When applicable, plans should recognise all of the emergency risk situations identified in the Risk Management Plan.

## 2.4 Public Building

If you are constructing a public building for the event then the following form will need to be submitted with your event application form:

- [Application to Construct a Public Building](#)

Please be aware that this will require a fee of \$225.46 (for events < 200 people) or \$871.00 (for events > 200 people).

On the day of the event, but prior to commencement, the following forms will need to be completed and presented to the City of Bayswater:

- [Application for a Certificate of Approval](#)
- [Certificate of Electrical Compliance](#) – completed by Electrical Contractor on the day of the event, should any electrical installations form part of the event.
- [Structural Engineer Certification](#) – completed by the installer of any structures, on the day of the event.

## 2.5 Planning approval

Your event may require planning approval in the following situations:

- If your event is held on private land.
- If your event changes the use of an area e.g. if a parking facility is turned into a public event space, or when a private party is held on public land.
- If your event runs over a period of time or is part of a series of consecutive events.

Planning approval is not required if your event's duration is less than 48 hours (over a 12 month period). If you are unsure whether you will need planning approval, please contact the Events Coordinator on 9272 0694.

If planning approval is required, please complete an Application for Development Approval. A fee is applicable and must be paid when lodging the application.

Please note that planning applications may need to be considered by Council. As such, it is necessary to lodge your application at least 60 days prior to the event date.

## 2.6 Risk Management

After submitting your application, the City of Bayswater may require the submission of a Risk Management Plan prior to the event. An example of the City's Risk Management Plan can be found below:

[Example Risk Management Plan](#)

[Example Risk Management Worksheet](#)

The requirements of the plan will be discussed with you, if relevant.

## 2.7 Amusement rides

If you plan to have amusement rides at your event, the City will require 'Evidence of Plant Registration' from Worksafe, and a copy of the Public Liability Insurance for each ride.

If the 'Evidence of Plant Registration' is not available, evidence from Worksafe must be provided, advising that this is not required.

The basic requirement for amusement rides is that they comply with AS3553. This means they are regularly maintained and inspected by a competent person and that repairs and inspections are recorded in a logbook.

## 2.8 Liquor licence

If alcohol is intended to be sold or supplied at your event, then the necessary approval must be obtained from the [Department of Racing Gaming and Liquor](#).

Please note: further security may be required as per the terms and conditions in your liquor licence. In some instances, your application may need to be referred to the City for further assessment.

## 2.9 Food stalls

If you or anyone else wishes to prepare or sell food onsite, you will have to make sure that a [Temporary Food Business Application](#) form is lodged with your Event Application, for all food stalls proposed for the event. The minimum standards for food stalls are described in the form.

Do not forget to list the food stalls on your Site Plan, and to provide the City with a copy of the stalls' public liability insurance.

## 2.10 Fireworks

If you wish to discharge fireworks, you will require approval from the [Department of Mines and Petroleum](#), Department of Fire and Emergency Services (DFES), the WA Police the City of Bayswater. Applications seeking consent from the City of Bayswater for a permit to discharge fireworks must be accompanied by the following information:

- A copy of the relevant application form lodged with the *Dangerous Goods Section* of the Department of Consumer and Employment Protection.
- A site plan indicating the size and location of the proposed area of discharge.

Make sure that the details of the permit to discharge fireworks are forwarded to the City of Bayswater once approved by the Department of Mines and Petroleum, together with the approvals from the fire authorities and police. Please also attach a copy of the letter which will be sent to all surrounding residents.

## 2.11 Traffic Management Plans

In case your event is likely to have a significant impact on parking requirements, crowd movements or traffic congestion then a traffic management plan is required together with your Event Application Form. It is advised to consider options such as moving the event to a different location, restricting traffic or closing a road completely when conflicts between pedestrians and vehicles are expected.

Provide detailed information in your Traffic Management Plan on how your event will impact traffic, parking and access to residential houses and business premises and actions to mitigate these effects. For instance, demonstrate how traffic marshals will assist in minimising the expected impact on traffic.

It is required to provide sufficient parking bays for persons with a disability for the proposed number of people attending the event. A ratio of one (1) parking bay for persons with a disability per 100 car parking bays should be used.

Applications to close roads need to be lodged with the [WA Police](#), and require approval from the City of Bayswater. It is also important to notify Main Roads WA and the Department of Fire and Emergency Services (DFES). If your event is on a road or part of a road, please contact the WA Police to discuss your event and any other considerations before lodging your Event Application Form with the City.

## 2.12 Noise

The impact of noise from your event on local residents will have to be addressed in your Event Application Form. The City of Bayswater may require a Noise Management Plan additionally.

Any noise generated at the event should not unreasonably impact upon nearby residences by exceeding 'assigned levels' under the *Environmental Protection (Noise) Regulations 1997*. If it is expected that noise levels will be exceeded, you must request approval as a 'Non-complying Event', in accordance with regulation 18 of the *Environmental Protection (Noise) Regulations 1997*. This request must be submitted at least **60 days** prior to the event date.

Please be aware that there is a \$1,000 application fee as set by State Governments' *Environmental Protection (Noise) Regulations 1997*. Late fees may apply if the application is made less than 60 days prior to the event date.

## 3. General information and regulation

The following paragraphs will provide you with general information that may be applicable to your event, and will assist you in completing the Event Application Form.

### 3.1 Fire safety

Ensure that you have the appropriate number of fire extinguishers on site at your event, and that relevant staff are trained to use them safely.

One 4.5 kg B type dry chemical powder extinguisher must be located:

- Next to any electrical generator or switchboard.
- Next to any flammable liquid or gas containers.
- Within 10 metres of each exit – (If designated exits are provided).
- Backstage.

One 4.5 kg AB (E) dry chemical extinguisher must be provided next to

- Any food preparation and/or cooking area.

You must ensure that all extinguishers are kept fully charged and maintained in accordance with *AS 1851.1*. This requires extinguishers to be tested regularly, and the test details clearly identified on each extinguisher. For fire separation purposes, it is important to have at least six metres separation between temporary structures.

Last, but not least, access for emergency services must be maintained to all erected structures.

### 3.2 Seating at your event

If you are proposing seating at your event, the following requirements must be given consideration:

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

### 3.3 Exits, exit signage and exit width

For a safe evacuation in case of an emergency, it is important to comply with the following regulations, which are applicable to enclosed areas with walls or fencing:

- There must be more than one exit if more than 50 people are to be accommodated.
- There must be no more than 20 metres of travel to any exit or to a point where there is access to two exits - the furthest exit shall be no more than 40 metres from the starting point.
- Exits shall open in the direction of egress and be able to be operated with a single hand action.
- Sliding doors cannot be used as exits for places with more than 50 people.
- The City of Bayswater will require exits to be identified by an electrically operated sign that complies with AS 2293.
- The aggregate width of exits must comply with the *Building Code of Australia* Section D1.6.

### 3.4 Electrical installations

To ensure safe electrical installations, it is important to observe the following:

- Electrical leads are not to create trip hazards.
- Electrical outlets are to be protected by residual current devices.
- All electrical cables and residual current devices are to be tested and tagged every six months.
- Joints and connections are not to be accessible to the public or exposed to damp conditions.
- Installations must comply with *AS 3002 Electrical Installations* for shows and carnivals.

For more detailed information regarding electrical requirements, please refer to the supply authority or Office of Energy requirements, *AS 3000*, *AS 3002* and the *Health (Public Buildings) Regulations 1992*.

### 3.5 Area Lighting

Areas available to the public at night, including concert areas, should always be illuminated. For general areas, illumination to an average as low as 10 lux at ground level with no area less than 5 lux, is acceptable. Lighting should be energised approximately one hour prior to sunset to allow time for any unserviceable lights to be repaired before sunset.

For crowded areas, especially for concerts and areas licensed to consume alcohol, there must be a system in place that will allow areas to be flood-lighted instantaneously in the event of an emergency. The supplies and controls for these lights should be independent of any production lights and controlled from a location attended at all times by a designated person. They should not be controlled at the mixer desk.

### 3.6 Emergency lighting

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

### 3.7 Sanitary facilities

The number of people expected to attend the event will impact the number of toilets and hand basins to be required onsite. If temporary toilets are required to match this number, then satisfactory arrangements are to be made for their servicing.

**The City of Bayswater requires that at least one accessible toilet (toilet for people with disabilities) is provided at every event.**

Total attendance at any one time	Male Facilities			Female Facilities		
	WCs	Urinals (Trough or Wall Hung)		Hand Basins	WCs	Hand basins
		Trough	Wall Hung			
Up to 1,000	2	1.5 metres	3	1	5	1
1,000-2,000	3	3 metres	6	2	10	2
2,000-3,000	4	4.5 metres	9	3	15	3
3,000-4,000	5	6 metres	12	4	20	4
4,000-5,000	6	7,5 metres	15	5	25	5
5,000-6,000	7	9 metres	18	5	30	6
6,000-7,000	8	10,5 metres	21	6	35	7
7,000-8,000	9	12 metres	24	7	40	8
8,000-9,000	10	13,5 metres	27	8	45	9
9,000-10,000	11	15 metres	30	9	50	10
10,000-11,000	12	16,5 metres	33	9	55	11
11,000-12,000	13	18 metres	36	10	60	12
12,000-13,000	14	19,5 metres	39	11	65	13
13,000-14,000	15	21 metres	42	12	70	14
14,000-15,000	16	22,5 metres	45	13	75	15

- If event duration is less than 4 hours → reduce numbers in table by 20%
- If event duration is between 4 and 6 hours → reduce numbers in table by 15%
- If event duration is between 6 and 8 hours → reduce numbers in table by 10%
- If there is no alcohol → **reduce the numbers in table by a further 50%**

### 3.8 Security

It is important to make adequate security arrangements for your event. In line with policy of the Department of Health, the City of Bayswater requires the following security arrangements at your event:

- Two crowd controllers for the first 100 people attending the event, and one crowd controller for each additional 100 attendees or part thereof.

NUMBER OF PATRONS	CROWD CONTROLLERS
Less than 100	2
Up to 200	4
Up to 300	6
Up to 400	8
Up to 500	10

For lower-risk events, such as family-friendly events, the numbers are normally reduced to one crowd controller per 200 patrons. This ratio method should only be used as a guide for low-risk events.

Crowd controllers at events where alcohol is consumed have to be licensed under the securities and *Related Activities (Control) Act 1996*.

It is essential to develop and implement a strategy for ensuring that crowd controllers or volunteer personnel are able to effectively and clearly communicate with each other while on duty management throughout the duration of the event. While radio communication is the preferred method, it is acknowledged that some other form of communication may be adequate.



Crowd controllers or volunteer personnel are required to stay on duty at the conclusion of the event until attendees have left the event in an orderly fashion. Security by the applicant is to extend to other nearby properties, likely to be affected.

The applicant is required to liaise with the WA Police prior to the event. Police officers on duty at or near the event are not to be regarded as security personnel, in relation to satisfying the security requirements.

### 3.9 Waste management

Ensure that appropriate arrangements are made for the collection and removal of all litter occurring as a result of the event. You may request additional bins to be provided by the City of Bayswater as part of the Event Application Form. Please contact the City's Waste Management Services on 9272 0688 for prices, as there is a sliding scale depending on the number of bins being supplied.

Please make sure to clean up after your event. If the area where the event is held is left in an untidy/unclean condition and the City is required to undertake a clean-up, the applicant may be charged the appropriate clean-up fee, as determined by the City of Bayswater.

### 3.10 First aid provision

All events must have at least one dedicated and qualified First Aid Officer, who will be present for the duration of the event to provide assistance if required. The following table will assist in determining the number of qualified first aid officers and posts required for your event.

Number of patrons	Qualified First Aid personnel	First Aid posts
Less than 500	1-2	1
Up to 1,500	4	1
Up to 3,000	6	1
Up to 5,000	8	1
Up to 7,000	10	2
Up to 9,000	12	2
Up to 10,000	14	2
More than 10,000	First aid facilities shall be as determined by the City of Bayswater in consultation with the applicant and First Aid Provider	

It is recommended that oxygen equipment, a semi-automatic defibrillator and basic first aid supplies are available at every event. First aid personnel must have appropriate professional indemnity insurance and hold current first aid qualifications from an accredited training provider.

Ensure that first aid posts have suitable vehicle access, including signage, and are permanently staffed to ensure information and assistance is available immediately in respect to any trouble/safety concerns.

### 3.11 Circuses

All applications to hold a circus within the City of Bayswater need to demonstrate compliance with the *Code of Practice for the Conduct of Circuses in Western Australia* and the *Animal Welfare Act 2002*. The City will require a complete list of all animals kept at the circus, including a list of performing animals, if applicable. The City may not support circuses that contain exotic animals. Please contact the Events Coordinator on 9272 0694 to discuss your application to hold a circus, before submitting your Event Application Form.

### 3.12 Advertising and directional signage

If you wish to advertise the event with signage on either public or private land in the lead-up to the event, please indicate this on the Event Application Form. City approval is required:

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

Community groups may place signs on public or private land, showing the name, location and date of the event, for a period not exceeding 10 days prior to an event occurring, for the purpose of advertising a community event.

Signs are to be removed within two days of the event ending, and shall not exceed an area of 5m<sup>2</sup>.

### 3.13 Event capacity

The maximum number of people allowed to attend an event will depend on one or more of the following factors:

- Floor area – The *Health (Public Buildings) Regulations 1992* specify ratios of persons per square metre of available area. If formal seating is provided, the number of seats will have an impact on capacity.
- Toilet facilities – Toilet ratios are dependent upon the event type and duration. Toilet requirements are shown in this guideline under 'Sanitary Facilities.'
- Exits – If the event has specific exits, the number and aggregate width of exits may also limit the capacity. The *Building Code of Australia* is used to determine this capacity.
- Ventilation requirements – For traditional buildings, both the *Health (Public Buildings) Regulations 1992* and the BCA require mechanical ventilation to comply with AS 1668.2, Mechanical Ventilation for Buildings. This standard specifies a ratio for supply air quantities and therefore may limit the building capacity if the air quantities are insufficient.

### 3.14 City of Bayswater attendance at event

An Environmental Health Officer from the City of Bayswater will attend each major event in order to:

- Collect the completed [Application for Certificate of Approval](#), [Certificate of Electrical Compliance](#) form and [Structural Engineers Certification](#).
- Assess each food stall for compliance with the *Food Act 2008* and the *Australia New Zealand Food Standards Code* (Standard 3.1.1, 3.2.2, and 3.2.3).
- Issue a *Maximum Accommodation Certificate of Approval* to the event organiser.

For minor events (and depending upon the nature of the event), an Environmental Health Officer may not attend the event; and in this case, the Certificate of Electrical Compliance form and the Certification of Structures form shall be submitted to the City of Bayswater on that day.

### 3.15 Unapproved events

Events that do not receive all relevant approvals may not proceed. It is the ultimate responsibility of the event organiser to ensure all relevant approvals have been obtained from the City of Bayswater and other approving agencies.

Should the relevant approvals not be obtained and the event organiser intends to proceed with the event, the City of Bayswater is required to act in accordance with its statutory obligations under the *Health Act 1911*, in order to protect public health and safety.

Should this situation arise, the City of Bayswater will, in accordance with section 179 of the *Health Act 1911*, direct the Event Organiser to:

- Not proceed with the event;
- Ensure that the event is not opened to the public; and
- Refuse to allow any person to enter the event.