



# Special Event Application Package

A step by step guide to successful event planning in the City of Mandurah



*"Participating in an Active Community"*

RECREATION SERVICES  
PO Box 210  
MANDURAH WA 6210  
Tel: 9550 3601 FAX: 9581 1026

Revised 18 July 2007

# General Information

---

You will need to proceed with the Special Event Application Package if your event complies with one or more of the following categories;

- **The event will require permits or approvals from more than one department within the City of Mandurah**
- **The event is a one-off or irregular occurrence outside the normal activity of your organisation e.g. carnival**
- **The event is a gathering of people for a common purpose at any one time**
- **The event is targeting the whole community**

The Special Event Application Package outlines the requirements that must be met in order to gain approval to hold your event. Regardless of what type of event is being held ie sporting, concert, festival, fete, fair, street activity, fundraiser etc, if it is on a council owned reserve, building or public open space area, an application describing the details of the event is necessary in order to gain approval.

The package aims to simplify the process of issuing and obtaining approval for the event for both the City of Mandurah and the event organiser. It is hoped that the documents provide you with the necessary information to ensure that your event is a success.

You will find that the package has been divided into a number of different sections. These sections include City of Mandurah Departments and organisations that require approvals;

- Recreation Services
- City Parks
- Environmental Health
- Ranger Services
- Operational Services
- Cleanaway – Waste Alliance
- Mandurah Police Service
- St Johns Ambulance

As the event organiser it is your responsibility to work through the package and contact the necessary departments/organisations. Be sure to ask as many questions as possible, Council Officers are there to help with advice, alternatives and/or general enquiries. There are spaces under each department/organisation for you to record the officer's name and date and any subsequent actions to show the relevant departments have been contacted.

## **PLEASE NOTE**

**This package is intended as a guide to the City of Mandurah's requirements for documentation and is subject to change or amendment. There may be other requirements of which the City may not be aware which may be necessary for you to conduct the event. You should satisfy yourself that no other permission or licences are required before making an application to the City of Mandurah. No liability is accepted by the City for any failure of the applicant to conduct any event by reason of reliance on the information in this package.**

# Application Procedure

- STEP 1:** **Complete** the Special Event Application Form (**Page 4-7**)
- STEP 2:** Thoroughly **read** through the rest of the application pack and determine the applicable departments you will need to contact;
- STEP 3:** **Contact** the required departments to ascertain their specific requirements. PLEASE NOTE: Some events may require actions and approvals for every issue, while others may only need to address a few. This is dependent on the size and nature of your event;
- STEP 4:** **Carry out** any actions required by the particular departments; **Mark off** the task boxes as '**completed**' or '**not applicable**'.
- PLEASE NOTE: Record any outcomes or discussions with Officers including the Officer's name, date and any additional comments in the spaces provided;
- STEP 5:** **Submit** your application **AT LEAST 8 WEEKS PRIOR** to your event to;

**Recreation Services  
City of Mandurah  
P O Box 210  
Mandurah WA 6210**

- STEP 6:** You may not proceed with your event until written confirmation of your approval has been received from Recreation Services, this may take between 3 to 4 weeks depending on the scale and size of your event;
- PLEASE NOTE: Any special conditions (if applicable to your event) will be outlined in your confirmation letter. It is your responsibility to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are obtained.

In reviewing your application, the City of Mandurah will have to consider the likely impact on residents eg noise or nuisance, alcohol consumption, number of patrons and any additional factors.

Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer council approval for an event to an alternative venue, date or time, without re-negotiating with Council.

## PLEASE NOTE:

**Your event is not approved until the City of Mandurah is satisfied with all sections of the checklist and event details. You may not advertise or proceed with the event until a letter of approval is received and all conditions met.**

*Good Luck*

We trust you find this guide useful and we look forward to receiving your application  
**Minimum 8 WEEKS PRIOR TO YOUR PROPOSED EVENT**



# Special Event Application

This form is an application only. If approved, your booking will be confirmed in writing.  
Applications must be submitted at least 8 weeks prior to your event.



"Participating in an Active Community"  
RECREATION SERVICES  
PO Box 210  
MANDURAH WA 6250  
Tel: 9535 9366 Fax: 9551 1026

## Organiser's Details

Name of event: .....

Applicant/organisation: .....

Contact person (if different from above): .....

Postal address: .....

Telephone (hm): ..... (wk)..... (mb).....

Email address: .....

## Event Details

Date: .....

Start time (including set up): .....

Finish time (including clean up): .....

Proposed Venue Details: E.g. name of reserve, building or public open space  
.....

Event Description E.g. Sporting, commercial, types of entertainment  
.....  
.....  
.....

Primary Purpose of Event. e.g. fundraiser for community group  
.....  
.....  
.....

Expected Attendance  
Numbers: .....  
Type of audience e.g. youth .....

Participants Costs e.g. are you charging people to attend or be a part of the event, such as stall holders. If so, what are the fees and what are they to be put towards?  
.....  
.....  
.....

*Have you ever conducted this event before and if so, when / where was it held?*  
.....  
.....

## Public Liability

Have you investigated public liability & duty of care issues and obtained appropriate insurance?

YES – copy of Certificate of Currency is attached with application  NO

# **Conditions of Hire Agreement**

**Please read the following carefully prior to signing your declaration on the bottom of your declaration at the end of the application pack (refer to checklist);**

**\* Applicants must be 18 years of age or older \***

## **1. BOOKING APPLICATION**

Usage of Council's facilities or reserves must be applied for by completing in full the *Facility and/or Reserve Hire Application* form and returning the completed form(s) to Recreation Services, City of Mandurah, P O Box 210 MANDURAH WA 6210.

## **2. CONFIRMATION OF BOOKING**

All applicants must follow the procedures outlined in the *Facility and/or Reserve Hire Application* form. The Hirer will be responsible for ensuring the use of the Facility and/or Reserve complies with the approved purpose and all other conditions of hire.

Any Hirer granted approval to use a Council Facility and/or Reserve is at no time permitted to sub-lease or make it available for hire to any other individual or group. Unauthorised use or entry to a facility at any time without the written consent from Council may result in legal implications.

## **3. SCHEDULE OF FEES**

Compliance with Council's Recreation Pricing Policy and Schedule of Fees for Facility and/or Reserve bookings forms part of these conditions.

## **4. USAGE TIMES**

Approval to use a Council Facility and/or Reserve applies only to the times and dates outlined on the booking confirmation. Please refer to Section 2. You must allow for set-up and clean-up times on your *Facility and/or Reserve Hire Application* form.

If the function extends past the approved time, additional hire fees will be charged. This is also subject to below. Under no circumstances is any function to extend beyond 12 Midnight. Premises must be vacated and no loitering is permitted.

## **5. ATTENDANCE CAPACITIES**

Attendance must not exceed the accommodation capacities determined by the Department of Health. In the event that such numbers are exceeded, the Hirer takes full responsibility for any legal action such as the termination of their function.

## **6. ADVERTISING**

The Hirer must not advertise their private function / party by any medium including fliers, newspapers, posters or the Internet without the prior consent of Council obtained in writing.

## **7. KEYS**

Keys must be obtained from the Council's Administration building between the hours of 8.15am and 4.30pm Monday to Friday on the day of or one working day prior to the booking date. If you cannot collect the key during these hours, alternative arrangements must be made with the Recreation Assistant – Bookings Officer at least 5 working days prior to the scheduled date of the booking.

Keys must be returned the same day or one working day after the booking date. The Hirer will be required to pay a key bond in accordance with Council's Schedule of Fees. Keys will not be issued unless all monies associated with the booking are paid and the Terms and Conditions signed. For seasonal or regular hirer's, you are required to return all keys to Recreation Services at the conclusion of your hire term.

## **8. CONSUMPTION OF ALCOHOL**

The Hirer must comply with provisions of the *Liquor Licensing Act 1988*. Alcohol is strictly prohibited on any Public Open Space or Reserve area. No alcohol is to be consumed in any facility without an Alcohol Consumption Permit being obtained from the City of Mandurah. *Application to Consume Alcohol at a Council Facility* form is required. (Proof of age required). No alcohol is to be sold at any facility without the appropriate license being obtained from the Clerk of Courts. Allow 14 days for this process. Alcohol or other drinks are not to be served in glass containers (including stubbies, bottles and glasses) and will only be supplied by the Hirer in cans or plastic cups. Supply by the Hirer of any bulk alcohol (including keg beer) will incur a higher bond. The Hirer must disclose this information on the *Application to Consume Alcohol at a Council Facility*. Alcohol consumption is restricted to indoor premises only and is not to be consumed outside of the facility.

## **9. SMOKING**

Smoking is strictly prohibited in all Council facilities. Smoking must be restricted to outdoor areas only and any discarded butts disposed of appropriately.

## **10. SAFETY**

All electrical cords, fittings, switches and other electrical appliances used by the Hirer must comply with the appropriate Australian Standards and display a current electrical test tag. The Hirer will use its best endeavours to ensure the safety of all persons attending the event.

## **11. INSURANCE**

You are classified as a "Casual" hirer if you apply to hire a Council Facility or Reserve 10 times or less per year and as such, you are covered under the City's *Casual Users Liability Insurance*

**\*\* PLEASE NOTE THAT THIS EXCLUDES INCORPORATED BODIES \*\***

You are classified as an "Annual" hirer if you apply to hire a Council Facility or Reserve 11 times or more per year. The Annual hirer shall have current insurance cover for Public Liability to the value of \$10,000,000.

A certified copy of the Certificate of Insurance is to be attached to the *Facility and/or Reserve Hire Application*. Failure to provide evidence of insurance entitles the City to revoke the hire agreement.

## **12. INDEMNITY**

Upon acceptance of the hire, the Casual or Annual Hirer undertakes to hold the City of Mandurah indemnified again all claims, losses, actions, damages, costs (including legal costs) and expenses whatsoever arising out of or in connection with the hiring of the venue:

Personal injury (including death or disease) to the Hirer or any invitee or third party unless and then only to the extent that the Hirer proves said injury was due to the negligence of the City; Loss of or damage to any property owned by the Hirer, the City or any third party;

Breach or non-compliance with any statute or regulation or local law of any public, municipal or other authority.

## **13. CLEANING**

It is the responsibility of the Hirer to leave the facility clean and tidy. All food scraps, rubbish, decorations and equipment are to be removed or (in the case of tables/chairs) correctly stored immediately at the conclusion of each booking.

Cleaning must be completed by the time specified on the booking confirmation.

If contract cleaning is required as a result of your booking, a separate charge or forfeiture of your bond may occur. Basic cleaning equipment is provided in all Council facilities; however it is the Hirer's responsibility to provide any additional equipment necessary to ensure the premises are left clean and tidy. (Please note that Vacuum Cleaners are not provided).

#### 14. DAMAGE

Please ensure that any notable damage is reported prior to the commencement of your booking as it will be deemed that this damage occurred during the course of your function. All damage is to be reported to Recreation Services during business hours (Monday to Friday) or to Ranger Services up until 8.00pm. (7 days per week).

The Hirer is responsible for any breakage, damage or loss to Council's property or equipment, which occurs during the Hirer's use of the Facility and/or Reserve. The cost of repairing or replacing any breakage, damage or loss will be borne by the Hirer and will be deducted from the bond. The driving of nails, tacks, screws etc into walls or furniture is forbidden.

The Hirer will be responsible for any damage to the surrounding facilities as a result of the function. The cost of repairing such damage will be deducted from the bond. This includes, but is not limited to, damage to parking bollards, piping, trees, shrubs, fences, grass, signs, lighting etc.

In the event that costs to clean / repair any damage that exceeds the bond, the Hirer will be invoiced and this will be a debt due and owing to Council.

#### 15. SECURITY

The Hirer shall ensure that all lights are turned off and any doors, windows and gates locked at the completion of each booking. Failure to secure the premises could result in a Ranger call-out. Refer to section 16.

#### 16. CALL-OUTS

Should a City of Mandurah Ranger be called out as a result of the Hirer's non-compliance with any condition of hire, a call-out fee will be deducted from the bond (Minimum 3 hours).

The Ranger shall have authority to terminate the hire arrangement forthwith in the event of non-compliance if in the reasonable opinion of the Ranger the breach is likely to continue.

Should a Police call-out be required and/or a noise abatement notice issued as a result of the Hirer's failure to comply with a noise warning this will result in full forfeiture of the bond.

#### 17. BOND

Bond amounts are in accordance with the agreed *Schedule of Fees* for the Year 2006/07. These will be reviewed annually as part of the standard Council budgetary process.

Failure to pay the bond stipulated in your confirmation letter by the due date will render any booking or agreement void.

Failure to comply with the Terms and Conditions outlined in this document may result in the forfeiture of all or a portion of your bond.

For Seasonal and Annual Hire bonds, the City has the right to apply your bond to any breach of the conditions including failure to pay seasonal accounts, late cancellation or booking fees, unauthorised use or any other as deemed necessary by the Manager Recreation Services.

Should the available Seasonal or Annual bond amount fall below \$100.00 due to deductions, replacement funds up to the initial amount are required.

#### 18. REPAYMENT OF BOND

The Hirer acknowledges that failure to comply with all or any of these conditions may result in a forfeiture of all or a portion of the bond and that the City reserves its right to impose additional charges for cleaning, repair of damage and/or as mentioned in Section 17.

The Hirer acknowledges that a breach of the hire arrangement may result in the City refusing to agree to any future hiring to the applicant, including any future confirmed bookings.

#### 19. COMPLIANCE WITH LEGISLATION

The Hirer must comply with the provisions of all relevant State and Commonwealth legislation and in particular, the *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997*. The Hirer acknowledges a breach of the *Environmental Protection Act 1986* may result in enforcement action by Police or Environmental Health Officers including, the issuing of a Noise Abatement Direction which can in the event of non-compliance, lead to a maximum penalty of \$25,000, Infringement Notices \$250 or \$500 and/ or the seizure of noisy equipment.

#### 20. COMPLIANCE WITH LOCAL LAWS

The Hirer must ensure compliance with the City of Mandurah's Local Laws.

If the Hirer intends to sell food at the venue, the Hirer must obtain a permit from Council's Environmental Health Services and other appropriate trading permits.

#### 21. SPECIAL EVENTS

The Hirer acknowledges that if they are hiring a Council Facility and/or Reserve for the purpose of hosting a special event, they will be required to complete the City's *Special Event Application Package* and abide by any special conditions as outlined in the confirmation letter.

#### 22. VEHICLE ACCESS

No vehicle is authorised to access any facility, reserve or public open space area without obtaining prior consent from Council.

#### 23. TENTS/MARQUEES

No tent or marquee is to be erected at any facility, reserve or public open space area without obtaining prior consent from Council.

No stakes and/or pickets are to be placed into any part of the ground without Council's consent in order not to damage reticulation.

Any repair of damage to Council's reticulation will be at the expense of the Hirer.

#### 24. SALE OF FOOD

If you intend to sell food you are required to complete an *Application to Sell Food from a Temporary Food Premise* form to be submitted to Environmental Services.

#### 25. LINEMARKING

All line markings on reserves are the responsibility of the Hirer. A water-based paint is to be used.

Other materials are prohibited due to toxic effects to both people and the reserve.

#### 26. SIGNAGE

No signage is to be erected at a Council Facility and/or Reserve without prior written approval from the Manager Recreation Services.

#### 27. STORAGE

Any items left by the Hirer at a Council Facility and/or Reserve run the risk of being utilised by other parties. Council accepts no responsibility for use, damage or theft of these items.

#### 28. SPECIAL CONDITIONS

The hirer acknowledges that any special conditions set out in the booking confirmation shall apply and be incorporated in this agreement. In the event of any conflict between these conditions and the special conditions, the later shall take priority.

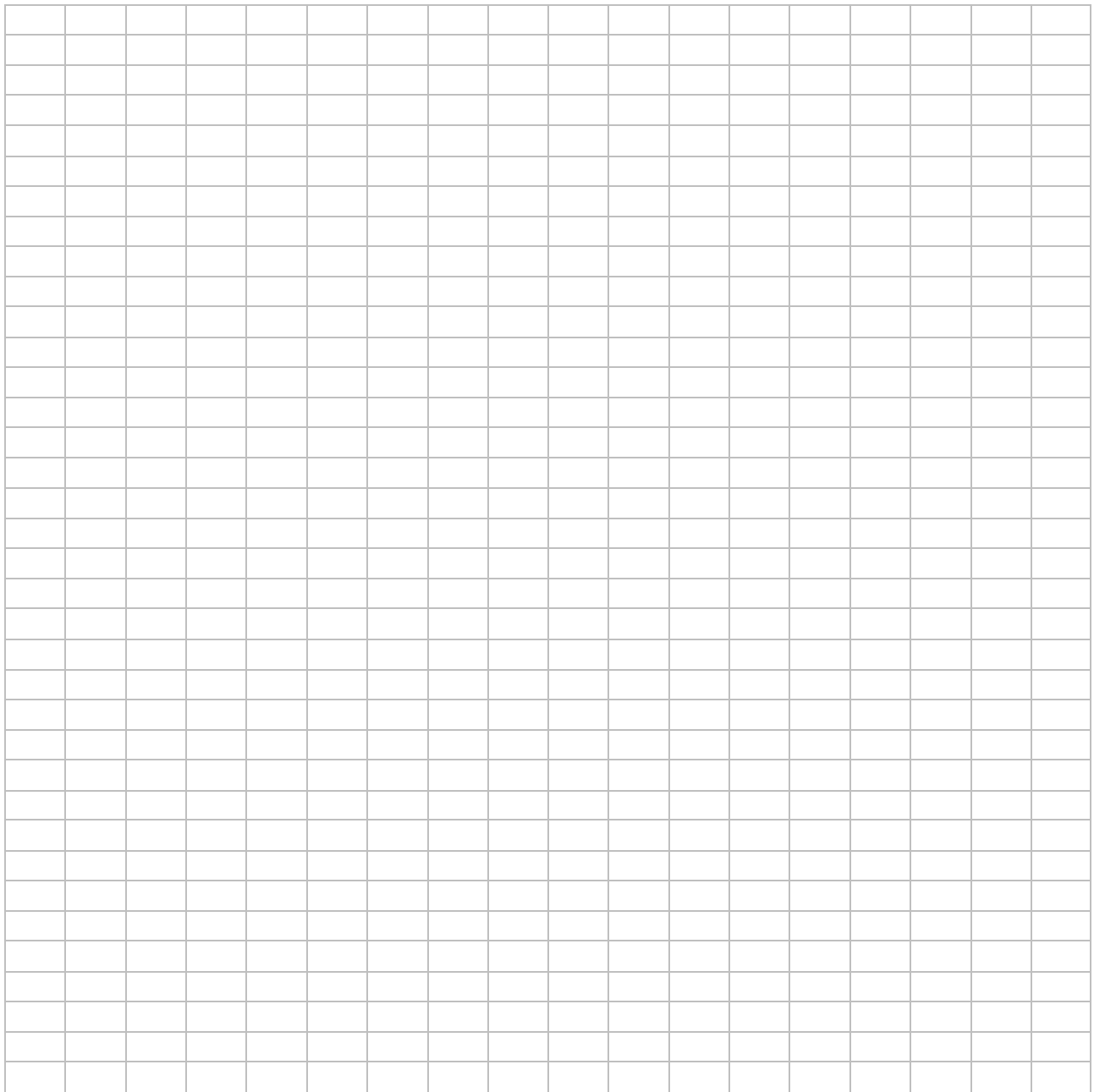
## Site Plan

A detailed layout of the event is to be included with your application form. Where possible Recreation Services *may* be able to provide a site map, otherwise groups should prepare a brief sketch on the grid below.

Please ensure the following is indicated on the map (if applicable);

- Stage
- Food Stalls
- Electricity cables
- Parking Areas
- Site Signage
- Seating
- First Aid Post(s)
- Emergency Exits
- Fenced off Areas
- Vehicle Access Points
- Location of marquees, tents
- Sale or consumption of alcohol areas
- Location of additional toilet facilities

\* Site Plan must also include a traffic management plan \*

A large empty grid for drawing a site plan. The grid consists of 20 columns and 30 rows of small squares, providing a space for the applicant to sketch the event layout.

## Risk Management Plan

### Step 1 – Identification

Please list any risks you can identify that may be specific for your type of activity. Pages may be attached if space is insufficient. Generic examples may include:

Low Risk	Risk	L	C	Prevention
Human behavior	Excess litter			
Medium Risk				
Environment	Extreme weather - heat			

### Step 2 - Assessment

Assess each of the risks listed as follows:

- ▶ Likelihood \* - Almost Certain (A), Possible (B), Doubtful (C) or Rare (D)
- ▶ Consequence\*\* - Insignificant (1), Minor (2), Major (3) or Disastrous (4)

Example: If excess litter is Possible and the consequences Minor the table would be filled in **B2**.

Low Risk	Risk	L*	C**	Prevention
Human behavior	Excess litter	B	2	
Medium Risk				
Environment	Extreme weather - heat	B	3	

### Step 3 – Treatment

Consider the actions that can be taken to reduce the likelihood or consequences of the risk. Include under **Prevention** – proposed action, resources used, who is responsible and timeframes.

Low Risk	Risk	L	C	Prevention
Human behavior	Excess litter	B	2	Provide extra bins and coordinate clean up crew – John to coordinate 2 weeks before and after event.
Medium Risk				
Environment	Extreme weather - heat	B	3	St Johns ambulance on hand, provide shaded areas, sunscreen and plenty of water – Cindy to organize services 1 month before event

### Step 4 – Accountability

To ensure that those responsible for preventative actions know their assigned task/s, organise a meeting, distribute the risk management plan and get those involved to acknowledge they understand their role/s.

## Risk Management Plan

Please copy and distribute the completed risk management list to all those listed under the Prevention Section to ensure they are aware of their responsibility in regards to your activity.

Category of Risk	Risk	L	C	Prevention
<b>LOW Risk</b>				
<b>MEDIUM Risk</b>				
<b>HIGH Risk</b>				

I.....have copied and distributed the completed checklist to all those responsible as requested by Recreation Services, City of Mandurah.

Signed..... Date.....

# RECREATION SERVICES

Phone: 9550 3601

Please complete the following by placing a (✓) in the appropriate task box and entering the Officer's name, date and comments at the end of each section, if applicable to your event;

## 1. Facility and Reserve Bookings

Before proceeding any further with your application it is important to determine if the reserve or facility is available for your event.

For bookings of reserves and/or facilities that may be suitable for your event, contact Recreation Services on the number above.

- Availability of the venue has been checked and a tentative booking has been made;**
- The Conditions of Hire Agreement (as attached to the application form) has been read and understood;**

## 2. Fees and Bond Charges

Fees and bond charges will vary with each event. Bond charges are subject to a number of factors ie venue being hired, type of activity, number of participants and are at the discretion of the Manager of Recreation Services and the Co-ordinator City Parks.

Your club or organisation may be eligible for a fee waiver or reduction if you meet the 'Donations to Community Groups' policy and guidelines. Please refer to **Appendix 4** to determine if your group is eligible.

Final payments will be detailed in your confirmation letter from Recreation Services. Any payments together with your confirmation letter are to be made at Council's Administration Centre, 3 Peel Street, Mandurah.

- Acknowledge hire charges as per the Schedule of Fees (appendix 3)**
- Recreation Services have been contacted regarding applicable bond charges**
- A Fee Category Assessment form has been completed if applicable (appendix 4)**

## 3. Keys

If you are booking a City of Mandurah facility you will require a key to access the building. A \$50 key bond is applicable and will be included with your fees and charges. Key collection and return are made at the City of Mandurah's Administration Centre, 3 Peel Street, Mandurah.

The City also has locks on gates, power and lighting boxes. You will need to identify if you require access to any of these facilities. Contact Recreation Services for information on any additional keys required for your event.

**Access to the following is required**

- Building**     **External Lights e.g. Flood lights**     **Gates/Chains**     **Not applicable**

## 4. Public Liability Insurance

As the event organiser you must arrange Public Liability Insurance to the value of \$10 million for large events and \$2.5 million for smaller events. This is to protect the interests of both organisers and patrons.

- *Small events – up to 300 participants/invitees*
- *Large events – 300 participants/invitees and over*

Your certificate of currency for this policy must be sighted by the City of Mandurah's Recreation Services prior to the event.

**Copy of Public Liability Insurance to be attached with application (refer to appendix 1)**

## . Liquor Consumption

**\*\* Alcohol Consumption on Public Open Space or Reserve areas is strictly prohibited \*\***

### Consumption of Alcohol

Whether you are selling or just consuming (not selling) alcohol at your event you are required to complete an 'Application to Consume Alcohol at a Council Facility' from the City of Mandurah.

The cost of the permit is \$30 and is included in your fees and charges.

### Sale of Alcohol

If you intend to sell liquor you are required to apply for a liquor licence from the **Clerk of Courts**. This permit may be obtained from their offices at 333 Pinjarra Road or by contacting (08) 9583 1100.

**Allow a minimum of 14 days.**

If a licence to sell liquor is approved the licensee should ensure that a copy of the licence is forwarded to the City of Mandurah, Recreation Services.

**\$30.00 Application to Consume Alcohol is required from the City of Mandurah**

**Licence to sell alcohol has been obtained from the Clerk of Courts**

**Not applicable**

*For confirmation on information and approvals obtained by Council Officers and for your own personal reference, please record the following details;*

### RECREATION SERVICES

**Council Officer's Name:** ..... **Date:** .....

**Comments:** .....

.....  
.....  
.....  
.....

# CITY PARKS

Phone: 9550 3971

## 1. Ground Markings & Erection of Stakes/Pickets, Tent/Marquees, Vehicles

If you wish to drive a vehicle onto a reserve, erect a marquee, tent or any other structure which require posts to be put in the ground, you need to contact City Parks on the above number.

Vehicles and posts have the potential to damage the underground reticulation system and cause enormous damage. Representatives from City Parks are available to meet you on site to discuss your requirements. If you are responsible for damaging the reticulation system you will be liable for the cost of the repairing this damage.

Marquees and tents with guy ropes are not recommended as they pose a liability problem given that people may trip on them.

- City Parks have been contacted regarding vehicle access, ground markings and erection of stakes/pickets/tents etc
- Not applicable

## 2. Available Water Sources

City Parks can assist in determining the nearest water supplies.

A more detailed survey map showing nearest water supplies, electricity and site dimensions maybe available from Recreation Services.

- Water requirements have been discussed with City Parks (if applicable)
- Recreation Services have been contacted for a copy of a survey map
- Not applicable

*For confirmation on information and approvals obtained by Council Officers and for your own personal reference, please record the following details;*

### CITY PARKS

Council Officer's Name: ..... Date: .....

Comments: .....  
.....  
.....

# ENVIRONMENTAL HEALTH

Phone: 9550 3746

## 1. Food and Drink Stalls

If you intend to sell food or drinks at your event you must obtain approval from the City's Environmental Health Services Department which is done via written application.

Please contact the City of Mandurah's Environmental Health Services regarding the appropriate application form, food licences and food hygiene regulations.

- Approval to operate a mobile food service facility for commercial gain application submitted**
- Approval to operate a mobile food service facility community and fund-raising events submitted**
- Not applicable**

## 1. Toilet Facilities

Event organisers are responsible for the provision of adequate ablution facilities for participants.

For an accurate assessment of the number of toilet facilities your event will require, please contact Environmental Health Services.

When additional temporary toilets are required, arrangements need to be made regarding servicing such as the supply of additional toilet paper and cleaning arrangements. Some locations have existing toilets at the site and can be taken into account in determining the number of additional toilets required.

Event Organisers also need to ensure;

- Staff toilets are separate from patron toilets where food is prepared and sold.
- Disabled toilets are provided.
- Adequate gender signage is displayed on all additional toilets provided.
- Lighting is supplied to toilets if your event is held from 6pm onwards.

- Additional toilets have been arranged**
- Not applicable**

## 3. Noise

All events must comply with the Environmental Protection (Noise) Regulations 1997. The regulations specify permitted noise emissions depending on the type of surrounding land use ie residential or commercial and also the time of the day etc.

Environmental Health Services are to be contacted for events using amplified systems including PA systems and any other musical instruments, stereos or equipment likely to emit significant levels of sound. Full details of all equipment are to be provided to determine potential noise related issues.

- Environmental Health Services have been contacted regarding noise considerations**
- Not Applicable**

## 4. Electricity

The event organiser is responsible for arranging the supply and installation of electricity for the event.

All electricity cables laid out are either to be laid UNDERGROUND or OVER HEAD in compliance with all necessary legislation. NO electricity cables are to lie on the ground unless adequately protected to the satisfaction of Environmental Health Services as they can present a serious hazard.

All generators, electrical cabling, switches, fuses and the like should be kept clear of patrons and properly and safely secured. Generators should not contribute unduly to noise or vibration levels.

All electrical installations must be appropriately tagged and comply with all legislative requirements. A licensed electrical contractor may be required to certify the electrical installation depending upon the size and nature of the work undertaken.

**Liaise with Environmental Health Services for the installation of electricity**

**Not applicable**

## 5. Tents, Marquees and Stages – Compliance with the Health (Public Buildings Regulations) 1992

Compliance with the above legislation is essential. The event organiser is to provide the relevant documentation for all public building structures such as tents, marquees and stages **at least 14 working days prior** to the event. If the event organiser is leasing this equipment from a supplier it is recommended that structural certification is obtained from the supplier prior to of the goods being booked to avoid complications.

**Environmental Health Services have been contacted regarding tents, marquees and stages**

**Not Applicable**

## 6. Evacuation Plans

The event organiser may be required to formulate an Evacuation Plan as per the Health (Public Building) Regulations 1992 if deemed necessary.

All staff are to be made aware of the Evacuation Plan and have knowledge of the evacuation procedures.

Event Organisers need to liaise with Environmental Health Services in relation to this matter.

**If necessary, an evacuation plan has been developed**

**Not Applicable**

*For confirmation on information and approvals obtained by Council Officers and for your own personal reference, please record the following details;*

### ENVIRONMENTAL SERVICES

**Council Officer's Name:** ..... **Date:** .....

**Comments:** .....  
.....  
.....

# CLEANAWAY - WASTE ALLIANCE

Phone: 9550 4700

## 1. Rubbish

All event organisers are responsible for the cleaning arrangements during and after the event. All premises used for events, reserves and halls, are to be left completely free of rubbish and debris.

The City of Mandurah's Environmental Services can assist you with additional waste management requirements. The City's waste alliance partner, Cleanaway is available to supply, empty and remove additional bins at a charge. To determine whether additional facilities will be required please contact the City of Mandurah's Environmental Health Services.

**Additional bins and waste management requirements have been organised with Environmental Health Services**

**Not Applicable**

*For confirmation on information and approvals obtained by Council Officers and for your own personal reference, please record the following details;*

### CLEANAWAY - WASTE ALLIANCE

**Council Officer's Name:** ..... **Date:** .....

**Comments:** .....

.....  
.....  
.....  
.....

# RANGER SERVICES

Phone: 9550 3630

## 1. Parking Requirements

If you expect that parking problems may occur at the location of your event, you will need to arrange additional parking with Ranger Services.

A traffic management plan will need to be included, incorporating how the plan will be implemented and managed. Disabled access must be provided and public transport should be encouraged.

A traffic management plan has been included with the site plan in section 9

Not applicable

## 2. Temporary Signage

Should you wish to advertise your event, there are nominated sites within the City of Mandurah where temporary public interest signage may be erected.

You will need to obtain construction requirements and measurements for your sign. These details, as well as forms for approval, can be obtained from the City of Mandurah's Ranger Services or can be downloaded from the City's webpage [www.mandurah.wa.gov.au](http://www.mandurah.wa.gov.au)

The signs may be erected for a maximum of 10 days.

An application for Public Interest sign has been obtained and submitted to Ranger Services

Not applicable

**Ranger Services are available for emergencies until 8pm  
Contact 9550 3630**

*For confirmation on information and approvals obtained by Council Officers and for your own personal reference, please record the following details;*

### RANGER SERVICES

Council Officer's Name: ..... Date: .....

Comments: .....  
.....  
.....  
.....

# OPERATIONAL SERVICES

Phone: 9550 3967

## 1. Events on Roads

In order to conduct events on roads an application must be lodged with the nearest Police Station to the proposed event. The application may take the form of a;

- a) **Temporary Road Closure** – is required for major events where the road needs to be closed to traffic for a significant length of time
- b) **Temporary Suspension of the Road Traffic Act/Regulations** – where the road is not closed eg bike race or is closed for a very short period of time, ie 10mins while the parade is in progress.

Application forms for either of the above can be obtained from the Mandurah Police Station. Please be aware of the prescribed time periods existing to assess your application which are indicated on the forms.

After completing the details on the appropriate form, you will be required to contact;

- City of Mandurah's Operational Services on 9550 3967 in order to obtain Council approval, or
- Main Roads WA on 9323 4111 if the road is under the control of the Commissioner of Main Roads eg Fremantle Rd, Mandurah Bypass, Old Coast Road, Pinjarra Rd east of Fremantle Rd.

Following approval from Council or Main Roads, the applicant needs to submit the completed forms to the nearest police station. The police charge a fee for a Temporary Road Closure application, determined by the size of the event.

The police do not charge for a Temporary Suspension of the Road Traffic Act/Regulations.

**Please Note:** Any associated costs for a Temporary Road Closure where the event involves a street or locality event which does not involve large public participation, the applicant must obtain and record the consent of not less than two-thirds of the occupiers of land immediately adjacent to the road it is proposing to close (details of this format are located on the reverse side of the Temporary Road Closure application form)

### Additional Conditions for temporary road closures:

1. A traffic management plan is required to be submitted together with the application for a temporary road closure.
2. The temporary road closure advertised in the local newspaper a minimum of 1 week prior to the event.

**Guidance on the above has been obtained from Operational Services on 9550 3967 and the appropriate application form has been obtained from the Mandurah Police Station**

**Not applicable**

*For confirmation on information and approvals obtained by Council Officers and for your own personal reference, please record the following details;*

## OPERATIONAL SERVICES

**Council Officer's Name:** ..... **Date:** .....

**Comments:** .....  
.....  
.....  
.....

# MANDURAH POLICE SERVICE

Phone: 9581 0222

## 1. Notification of Event/Police Presence

The Mandurah Police Service need to be notified if the following is applicable;

- Number of people attending - where approximately 200 people or more are anticipated
- If Alcohol will be on sale or consumed at the event
- To obtain a Temporary Road Closure or Temporary Suspension of the Road Traffic Act/Regulations application form
- To sign an application for a fireworks display permit obtained from the Department of Mineral and Petroleum Resources
- Not Applicable

The event organiser should have easy access to a mobile telephone and the following contact numbers in case of an emergency;

Police	-	9581 0222
Fire and Emergency Services	-	9535 6966
Ambulance	-	000 or 9334 1222 non emergency
Peel Health Campus	-	9531 8000

*For confirmation on information and approvals obtained by Council Officers and for your own personal reference, please record the following details;*

### MANDURAH POLICE SERVICE

Officer's Name: ..... Date: .....

Comments: .....  
.....  
.....  
.....  
.....

# ST JOHN AMBULANCE

Phone: 9334 1222

## 1. First Aid Posts

The event organiser should provide first aid facilities irrespective of the size of event or expected patronage.

Contact St John Ambulance to discuss adequate first aid facilities at your event.

**St John Ambulance Australia (WA) have been contacted regarding adequate first aid facilities**

*For confirmation on information and approvals obtained by Council Officers and for your own personal reference, please record the following details;*

### ST JOHNS AMBULANCE

Officer's Name: ..... Date: .....

Comments: .....

.....

.....

.....

.....

# Checklist & Declaration

Please complete the checklist below as confirmation of your approvals or tasks as outlined in the guide.

Section	Task/Action	Completed (please ✓)	In progress (please ✓)	Not applicable (please ✓)
<b>Recreation Services</b>	Special Event Application Form			
	Facility and Reserve Booking			
	Fees and Bond Charges			
	Keys			
	Public Liability Insurance			
	Liquor Consumption			
	Fireworks			
<b>City Parks</b>	Vehicles, Ground Markings, Erection of Stakes/Pickets, Tents/Marquees			
	Available Water Source			
<b>Environmental Health Services</b>	Food and Drink Stalls			
	Toilet Facilities			
	Noise			
	Electricity			
	Tents, Marquees and Stages			
	Evacuation Plans			
<b>Cleanaway</b>	Rubbish			
<b>Ranger Services</b>	Parking Requirements			
	Temporary Signage			
<b>Operational Services</b>	Events on Roads			
<b>Mandurah Police</b>	Notification of Event/Police Presence			
<b>St John Ambulance Australia (WA)</b>	Provision of Volunteer First Aid and Ambulance Services			

I..... as the event organiser applying for approval to host an event in the City of Mandurah, acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified hire period and will ensure compliance with the City's conditions of hire and local laws. I will indemnify the City against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Special Event Package is a guide and has been compiled with number of statutory requirements. There could be other requirements that exist outside the package and that as the event organiser I am responsible.

**Signature:**..... **Date:** .....

**PLEASE FORWARD APPLICATION TO RECREATION SERVICES,  
CITY OF MANDURAH ~ PO BOX 210 MANDURAH WA 6210**