

City of Mandurah Recreation Services

3 Peel Street, Mandurah WA 6210 (PO Box 210)

Phone: 9550 3601 Fax: 9550 3737

Email: [recreationservices@mandurah.wa.gov.au](mailto:recreationservices@mandurah.wa.gov.au)

## Contact Details

Are you booking the Park/Public Open Space as an individual or on behalf of a company/organisation?      Individual      Company or Organisation

Name of person responsible for the booking: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Residential or Organisation Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you an incorporated body, sporting body, government agency, commercial business, corporation, school, association or profit making organisation?      Yes      No

*If yes, no insurance under the City of Mandurah policy will be provided and you will need to submit a copy of your Public Liability Insurance with this application. Please refer to point 12 on insurance.*

## Booking Details

Proposed Venue Details: e.g. name of reserve, facility or public open space:

\_\_\_\_\_

Address of Park/Garden/Public Open Space

\_\_\_\_\_

Intended use/Function/Name of activity:

\_\_\_\_\_

Start time: (including set-up): \_\_\_\_\_ Finish time: (including clean-up): \_\_\_\_\_

Operating time of activity: \_\_\_\_\_

Maximum Number of People Expected at Any Given Time: \_\_\_\_\_

Total Number of People Expected: \_\_\_\_\_

Please note that there are fees and charges applicable to the Health Services team for assessment of the application. Please see below for the charge applicable to your activity based on the number of expected attendee's. Please note that you will be invoiced for this once the application has been submitted:

- Less than or equal to 500 people = \$90
- 501 – 1000 people = \$163
- 1001 – 5000 people = \$325
- Greater than 5000 people = \$540





### Booking Dates

If you are seeking **additional days** to the Markets in Mandurah (Sunday Markets Trail) Program, please select those dates below.

#### JULY 2020

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### AUGUST 2020

M	T	W	T	F	S	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### SEPTEMBER 2020

M	T	W	T	F	S	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### OCTOBER 2020

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

#### NOVEMBER 2020

M	T	W	T	F	S	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

#### DECEMBER 2020

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### JANUARY 2021

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

#### FEBRUARY 2021

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

#### MARCH 2021

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### APRIL 2021

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### MAY 2021

M	T	W	T	F	S	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### JUNE 2021

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

School Holidays

Public Holidays

Markets in Mandurah

### Risk Management Plan

If you have 1000 people or more expected to attend the event at any one time, have you developed a Risk Management Plan in accordance with the standard AS/NZS ISO 31000:2009 *Risk management-Principles and guidelines*, and an event emergency plan in accordance with the relevant requirements of the standard AS 3745:1995 *Emergency control organization and procedures for buildings*?

YES – copy is attached with application

NO

## Activity Details

Approximately how many stallholders are you intending to have at your activity? \_\_\_\_\_

What are the type of Stall holders will you be having?  
\_\_\_\_\_  
\_\_\_\_\_

Are you utilising local businesses? Yes No

If yes, how many \_\_\_\_\_

Will you be selling food? Yes No

Will there be music or amplified sound? Yes No

Provide details of any noise sources expected from the event (e.g. music, bands, PA system, etc)  
\_\_\_\_\_  
\_\_\_\_\_

Please provide details of toilets that will be available on the site:

Number of male facilities: Toilets \_\_\_\_\_ Urinals \_\_\_\_\_ Wash Basins \_\_\_\_\_

Number of female facilities: Toilets \_\_\_\_\_ Wash Basins \_\_\_\_\_

Number of disabled facilities: Toilets \_\_\_\_\_ Wash Basins \_\_\_\_\_

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 (is it for a charitable cause)?  
\_\_\_\_\_  
\_\_\_\_\_

Are additional bins needed for the event (there is a small fee associated)? Yes No

If yes how many \_\_\_\_\_

## Structures

Will there be amusement activities such as bouncy castle, petting zoo, inflatable sides etc.? Yes No

*If Yes – Please provide a copy of the operators Public Liability Insurance and WorkSafe certificate*

Will you be setting up a structure such as marquee, tent or lighting towers? Yes No

Will your booking require any holes or tent pegs being driven into the ground? Yes No

If yes, provide details  
\_\_\_\_\_  
\_\_\_\_\_



## MARKET AND FOOD TRUCK BOOKING APPLICATION

Have you ever conducted this type of activity before and if so, when / where was it held? Yes  No

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Will the marquees be installed by a contractor? Yes  No   
*If Yes – A copy of WorkSafe details is required with this application and structural certification certificates will be required to be submitted to Health Services closer to the event date.*

Type of structures? \_\_\_\_\_  
 \_\_\_\_\_

Number of Structures \_\_\_\_\_

Will any structures be greater than 55sqm? Yes  No

Are you having 3m x 3m, or 6m x 3m marquee? 3mx3x3m  6m x 3m  Both

### Access

Will you require vehicle access to the reserve or public open space? Yes  No   
 If yes, how many vehicles will be on the reserve/public open space at one time? \_\_\_\_\_

Will the person completing this application be responsible for the vehicle access? Yes  No

*If No, please provide details on who will be responsible for the management of vehicle access?*

Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

Please provide details on how the vehicle access will be managed:  
 \_\_\_\_\_

*Note: The weight of some vehicles may damage significant infrastructure, footpaths or vegetation in these cases vehicle access may not be approved.*

Will you require the irrigation to be turned off for the duration of the activity? Yes  No

Will you be using power at the event? Yes  No

If yes, would you like to utilise City power if available? Yes  No



## RECREATION SERVICES

**PHONE: 9550 3601**

- Council considers maintaining the quality and condition of the City's parks for the use of all community groups a high priority. Please ensure that maintenance issues are brought to our attention e.g. damaged fences, defaced signs, etc.
- It is requested that the Park/Garden/Area hire is left in a clean and tidy condition at the conclusion of your event and that all rubbish be removed from the area
- Written confirmation will be provided once your booking has been confirmed, please note this application does not secure a booking.

### KEYS

If you are booking a City of Mandurah facility you will require a key to access the building. You may obtain the necessary key from **Recreation Services** 3 Peel Street Mandurah during business hours (Monday to Friday 1.00pm – 4.30pm). Keys may be collected on the day of, or one working day prior to the confirmed booking date.

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.

Is access to the following Required

#### Building

#### External Lights e.g. Flood lights

#### Gates/Chains

### SITE PLAN

A detailed layout of the event is to be included with your application form.

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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Stage (incl. measurements) | <input type="checkbox"/> Seating                               | <input type="checkbox"/> Vehicle Access Points                                  |
| <input type="checkbox"/> Food Stalls                | <input type="checkbox"/> First Aid Post(s)                     | <input type="checkbox"/> Location of marquees, tents (m <sup>2</sup> )          |
| <input type="checkbox"/> Electricity cables         | <input type="checkbox"/> Emergency Exits (incl. widths)        | <input type="checkbox"/> Sale or consumption of alcohol areas (m <sup>2</sup> ) |
| <input type="checkbox"/> Parking Areas              | <input type="checkbox"/> Fenced off Areas (incl. measurements) | <input type="checkbox"/> Location of additional toilet facilities               |
| <input type="checkbox"/> Site Signage               | <input type="checkbox"/> Lighting                              | <input type="checkbox"/> Any relevant facilities to your event                  |



**HEALTH SERVICES – APPROVALS****PHONE: 9550 3746**

It is the responsibility of Environmental Health Officers within Local Government to ensure that during any pop up vendor activity the public health and safety of patrons remains the most important aspect. It is required that all pop up vendor activities meet the full provisions of the *Health (Public Building) Regulations 1992*, and that all legal and public health and safety issues have been resolved before the activity takes place.

Legal requirements that will need to be addressed are as follows:

**APPLICATION OF APPROVAL**

Along with the Pop Up Vendors Application and Site Plan you are also required to submit an application for Certificate of Approval using Form 2 from the *Health (Public Building) Regulations 1992*. Please contact Health Services for the form.

**RISK MANAGEMENT AND EVACUATION PLANS**

To help manage the risks of your activity you may be required to submit a Risk Management Plan. Risk management plans are legally required when an activity has an expected attendance of 1000 or more at any one time. It is required that you contact the City's Health Services to obtain a copy of the guide to developing a risk management plan.

The organiser may also be required to formulate an Evacuation Plan as per the *Health (Public Building) Regulations 1992*. All staff must be made aware of the Evacuation Plan and have knowledge of the evacuation procedures.

**TENTS, MARQUEES, STAGES AND BOUNCY CASTLE**

The 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 activity. If the organiser is leasing this equipment from a supplier it is recommended that structural certification is obtained from the supplier prior to the goods being booked to avoid complications. Bouncy castles and amusement rides will need to have Worksafe documentation.

**ELECTRICITY**

The organiser is responsible for arranging the supply and installation of electricity for the booking. All generators, electrical cabling, switches, fuses and the like should be kept clear of patrons and properly and safely secured. This can be through the use of cable covers or placing out of reach. Generators should not contribute unduly to noise, vibration levels or odour.

All electrical installations and equipment must be appropriately tagged (within 12 months) 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.

Depending on the size of the activity a Form 5 might need to be completed by a licensed electrician. Contact Health Services for the form and whether it is required.

**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 i.e. residential or commercial and also the time of the day, etc.

Health Services are to be contacted if 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.



For all non-conforming noise event i.e. amplified music with regards to concerts or after 7pm the organisers will be required to apply to the CEO of the City of Mandurah using the relevant form *Application to hold a non-conforming noise event* for approval. For further details on this process please contact the City's Health Services team.

**FOOD AND DRINK STALLS**

The sale of food and drinks is governed by the *Food Act 2008* and *Food Standards Code*. Therefore any food or drink stall that will be operating must gain approval from this City's Health Services. Without approval you will be operating a food stall illegally. An application form and the relevant information of all food and drink stalls are to be forwarded to Health Services no later than **2 weeks prior** to the booking. City of Mandurah registered food business will just need to send an email notification, all other food vendors are to complete the temporary food stall application.

**TOILET FACILITIES**

Organisers are responsible for the provision of adequate ablution and sanitary facilities for participants. For an accurate assessment of the number of toilet facilities your event will require, please contact Health Services. Some sites have existing toilets but further portable toilets may need to be ordered for the event. Reference can be made to the Guidelines on the Application of the *Health (Public Buildings) Regulations 1992* on page 71.

Organisers need to ensure:

- Staff toilets are provided 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.
- Servicing arrangements have been made e.g. cleaning, re-stocking supplies.

**WASTE / RUSBBISH DISPOSAL**

Organisers are responsible for ensuring that the collection and removal of waste is adequate for the activity.

Issues that require consideration include:

- Recycling options – recycling should always be considered
- Requirements of emptying and servicing bins throughout the event
- Collection of food waste and packaging is considerable for prolonged events
- The general clean up both within and external to the venue must be completed as quickly as possible after the event by the event organisers
- Consideration may also be required for the disposal of needles and syringes. All cleaning staff should be briefed on the dangers associated with syringes and sharps containers must be used for collecting used syringes.

In most circumstances a waste management plan will be required to allow Health Services determine how waste will be managed on the site.

The City's waste alliance partner Cleanaway, is available to supply, empty and remove additional bins at a charge.

If additional facilities are required please contact Waste Management on 9550 3959.

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

**HEALTH SERVICES**

**Comments:** .....

.....

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## RANGER SERVICES

Should you wish to advertise the activity, there are nominated sites within the City of Mandurah where temporary public interest signage may be erected. The signs may be erected for a maximum of 10 days

You will need to obtain construction requirements and measurements for your sign. These details, as well as the form for approval, can be obtained from the City of Mandurah's Ranger Services.

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

**Not applicable**

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

### RANGER SERVICES

**Comments:** .....

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**MANDURAH POLICE & EMERGENCY SERVICES**

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

- Police** 131 444
- Fire and Emergency Services** 9535 6966
- Ambulance** 000 or 9334 1222 non-emergency
- Peel Health Campus** 9531 8000

**FIRST AID POSTS**

Organisers should provide first aid facilities irrespective of the size of the activity 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**

**DECLARATION**

**Declaration**

**NON-EXCLUSIVE RIGHTS ACKNOWLEDGEMENT**

I understand that this booking does not give me exclusive use of the area. Shelters, barbecues, tables and chairs or amenities of any kind cannot be booked within City of Mandurah.

**CONSUMPTION OF ALCOHOL ACKNOWLEDGMENT**

I understand Alcohol is strictly prohibited on any Public Open Space area unless authorised by City of Mandurah.

**BOOKING FEE ACKNOWLEDGMENT**

I understand a non-refundable booking administration fee will apply for each booking date.

I..... as the responsible person for the booking 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 agree that I have read and will abide by the City of Mandurah's terms and conditions of hire on the City of Mandurah website.

I understand that the Application is a guide and has been compiled with a number of statutory requirements. There could be other requirements that exist outside the application, I am responsible for these requirements.

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

