

# SPECIAL EVENT APPLICATION

A step by step guide to plan a  
successful event  
in the City of Mandurah.



## Events Team

City of Mandurah  
3 Peel Street  
MANDURAH WA 6210

Phone: (08) 9550 3601

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

# 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 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 i.e. sporting, concert, festival, fete, fair, street activity, fundraiser etc, if it is held 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 organizations that require approvals;

- Recreation Services
- Health Services
- City Parks
- Ranger Services
- Operational Services
- Facilities & Waste Management
- Mandurah Police Service
- St John's 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.

## **PLEASE NOTE:**

**This package is intended as a guide to the City of Mandurah requirements for documentation and is subject to change or amendment. There may be other requirements which the City may not be aware of which may be necessary for you to obtain to conduct the event. You should satisfy yourself that no other permission or licenses 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

# APPLICATION PROCEDURE

- STEP 1:** **Complete** the Event Application Form and Site Plan (**Page 4-8**)
- 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**', '**in progress**' 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;
- Events Team  
City of Mandurah  
PO Box 210  
Mandurah WA 6210**
- STEP 6:** You may not proceed with your event until written confirmation of your approval has been received from both **Recreation Services and Health Services**. This may take between 3 to 4 weeks or longer 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 e.g. 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 advising 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.

# 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.**

## ORGANISERS DETAILS

Name of event:  
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Applicant/organisation: .....

Contact person(s): .....

Postal address: .....

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

Email address: .....

## EVENT DETAILS

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Bump in Date and Time: .....

Bump out Date and Time: .....

Actual Event Dates and Duration: .....

Proposed Venue Details: e.g. name of reserve, facility or public open space  
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Event Description: e.g. sporting, commercial, types of entertainment.....  
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Primary Purpose of Event: e.g. fundraiser for community group.....  
.....  
.....

**Will food be served at the event:** Yes  No

**Will alcohol be served or permitted at the event:** Yes  No

**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.....

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

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### EXPECTED ATTENDANCE

Maximum Number of People Expected at Any Given Time: .....

Total Number of People Expected: .....

Maximum Number of People Expected in Licenced Area(s): .....

Target audience: e.g. youth, families .....

.....

**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 (is it for a charitable cause)?**

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

.....

### PUBLIC LIABILITY

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

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

### RISK MANAGEMENT PLAN

If you have more than 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

### HEALTH SERVICES FEES AND CHARGES

Please note that there are fees and charges applicable to your event payable to the Health Services team for assessment of the application. Please see below for the charge applicable to your event 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

### WASTE DISPOSAL

Are further bins needed for the event (there is a small fee associated)?

- YES – and how many .....                       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);***

### **1. 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.

### **2. 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 (Schedule of Fees available on the City of Mandurah website [www.mandurah.wa.gov.au](http://www.mandurah.wa.gov.au)).

### **3. 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. 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.

### **4. ATTENDANCE CAPACITIES**

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

### **5. 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.

### **6. KEYS**

You may obtain the necessary key for the facility 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.

Keys must be returned the same day or one working day after the booking date. Keys will not be issued unless all monies associated with the booking are paid and the Terms and Conditions signed.

### **7. 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.

## **8. SMOKING**

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

## **9. 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 endeavors to ensure the safety of all persons attending the event.

## **10. INSURANCE**

You are classified as a "Casual" hirer if you apply to hire a Council Facility or Reserve 12 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 13 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 submitted with the application. Failure to provide evidence of insurance entitles the City to revoke the hire agreement.

## **11. INDEMNITY**

Upon acceptance of the hire, the Casual or Annual Hirer undertakes to hold the City of Mandurah indemnified against 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.

## **12. 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.



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 and cleaning equipment are not provided.**

### **13. 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 the City of Mandurah.

### **14. 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 15.

### **15. 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.

### **16. BOND**

Bond amounts are in accordance with the agreed *Schedule of Fees*. 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.

### **17. 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 16.

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.

#### **18. 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.

#### **19. 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.

#### **20. VEHICLE ACCESS**

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

#### **21. TENTS/MARQUEES**

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

No stakes and/or pickets are to be placed into any part of the ground without the City's consent to avoid any damage to reticulation. Any repair of damage to the City's reticulation will be at the expense of the Hirer.

#### **22. SALE OF FOOD**

If you intend to sell food you are required to complete an *Application for Approval to Operate a Temporary Food Stall* form to be submitted to Health Services.

#### **23. 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.

#### **24. SIGNAGE**

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

#### **25. 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.

#### **26. 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.

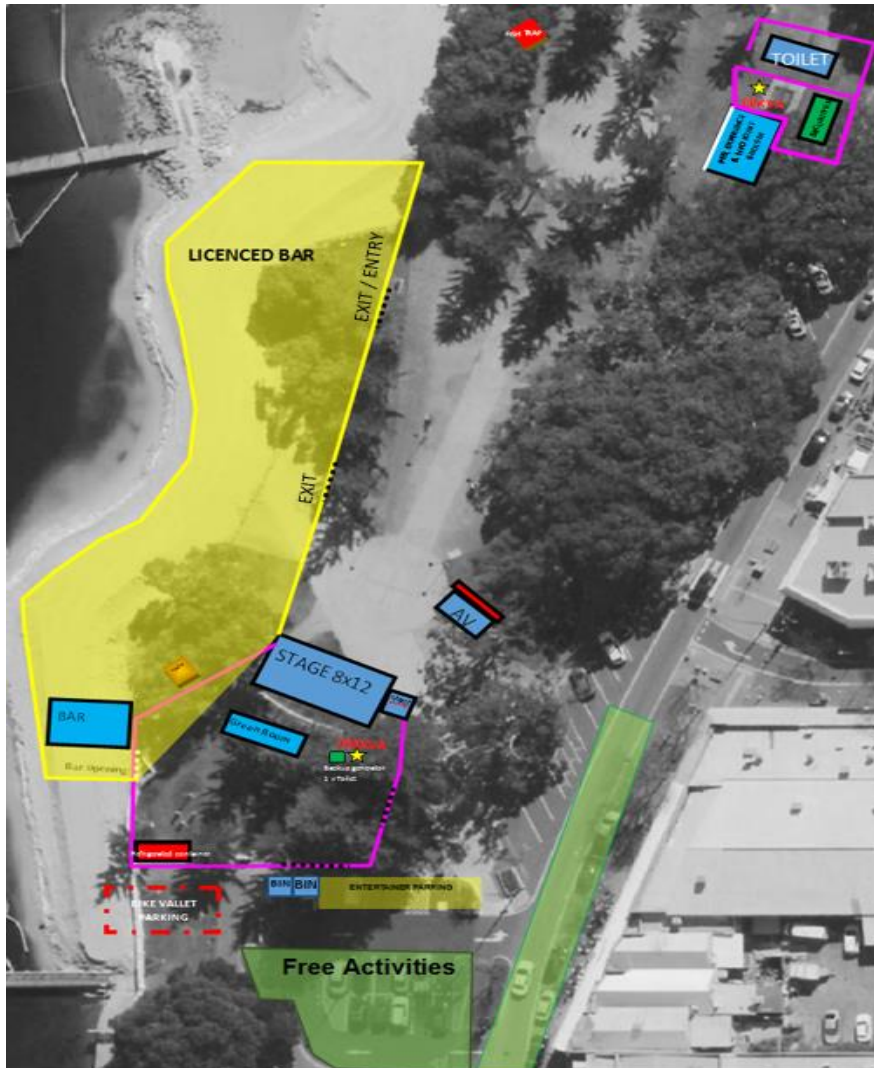
# SITE PLAN

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

**\* Example site plan below, to be used as a guide only and will require different information depending on individual event\***

**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                  |



# RECREATION SERVICES

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.

## 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 9550 3612.

- 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;**

## FEES AND CHARGES

Fees and bond charges will vary with each event. Bond charges are subject to a number of factors i.e. venue being hired, type of activity, number of participants and are at the discretion of the Manager Recreation Centres and Services and the Coordinator 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 the "Fee Category Assessment" form available on the City of Mandurah website [www.mandurah.wa.gov.au](http://www.mandurah.wa.gov.au) 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 the reception desk at the Recreation Services, 3 Peel Street Mandurah during business hours Monday to Friday 1.00pm – 4.30pm.

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

## 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 for the facility 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.

### **Access to the following is required:**

**Building**

**External Lights e.g. Flood lights**

**Gates/Chains**

## 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 Events Team, City of Mandurah prior to the event.

**Copy of Public Liability Insurance Certificate attached with application**

## LIQUOR CONSUMPTION

**Liquor consumption on public open space or reserve areas is strictly prohibited.**

### **Consumption of Alcohol**

Whether you are selling or just consuming alcohol at your event you are required to complete an '**Application to Consume Alcohol at a Council Facility**' form from the City of Mandurah. The cost of the permit is \$30.00

### **Sale of Alcohol**

If you intend to sell liquor you are required to apply for a liquor licence from the **Clerk of Courts** or the **Department of Racing, Gaming and Liquor**.

This permit may be obtained from the Clerk of Courts' office at 333 Pinjarra Road or by contacting (08) 9583 1100. This is only permitted if anticipated attendance is less than 500 people. Alternatively, applications must be lodged online via the Department of

Racing, Gaming and Liquor website [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au). **Allow a minimum of 14 days,** depending on the size of your event.

If a licence to sell liquor is approved, the licensee should ensure that a copy of the licence is forwarded to [eventsteam@mandurah.wa.gov.au](mailto:eventsteam@mandurah.wa.gov.au), City of Mandurah.

**\$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 or Department of Racing, Gaming and Liquor**

**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**

**Comments:** .....

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# HEALTH SERVICES – APPROVALS

PHONE: 9550 3746

It is the responsibility of Environmental Health Officers within Local Government to ensure that during any event the public health and safety of patrons remains the most important aspect. It is required that all events 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 an event takes place.

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

## APPLICATION OF APPROVAL

Along with the Special Event 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 event you may be required to submit a Risk Management Plan. Risk management plans are legally required when an event 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 event 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 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 the goods being booked to avoid complications. Some bouncy castles and amusement rides might need to submit Worksafe documentation.

## ELECTRICITY

The event organiser is responsible for arranging the supply and installation of electricity for the event. 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 event a Form 5 might need to be completed by a licenced 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 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.

If the event intends to hold a non-conforming noise event i.e. amplified music with regards to concerts or after 7pm the organisers will most likely 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 at the event 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 event. 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

Event 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.

Event 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

All event organisers are responsible for ensuring that the collection and removal of waste is adequate for the proposed event.

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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# CITY PARKS

## GROUND MARKINGS, TENTS/MARQUEES & VEHICLE ACCESS

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 are required to contact City Parks on 9550 3987.

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 repairing this damage.

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

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

## AVAILABLE WATER SOURCE

City Parks can assist in determining the nearest water supplies.

- Water requirements have been discussed with City Parks**
  
- 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**

**Comments:** .....

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# RANGER SERVICES

## PARKING REQUIREMENTS

If you expect that parking problems may occur at the location of your event, you will need to discuss additional parking with Ranger Services. Please phone 9550 3630.

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**

## 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. 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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# OPERATIONAL SERVICES

## 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 e.g. bike race or is closed for a very short period of time, i.e. 10 mins 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 3963 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 e.g. 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 is to be advertised in the local newspaper a minimum of one week prior to the event.

**Guidance on the above has been obtained from Operational Services on 9550 3963 and the appropriate application form has been obtained from the Mandurah Police Station.**

**Not applicable**

# MANDURAH POLICE & EMERGENCY SERVICES

## 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;

|                                    |                                       |
|------------------------------------|---------------------------------------|
| <b>Police</b>                      | <b>131 444</b>                        |
| <b>Fire and Emergency Services</b> | <b>9535 6966</b>                      |
| <b>Ambulance</b>                   | <b>000 or 9334 1222 non-emergency</b> |
| <b>Peel Health Campus</b>          | <b>9531 8000</b>                      |

## 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**

# CHECKLIST AND DECLARATION

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

| Section                                 | Task/Action/Time Frame  | Completed<br>(please ✓) | In progress<br>(please ✓) | N/A<br>(please ✓) |
|---|---|-------------------------|---------------------------|-------------------|
| <b>Events Team</b>                      | Special Event Application Form  |                         |                           |                   |
|   | Public Liability Insurance  |                         |                           |                   |
|   | Liquor Consumption  |                         |                           |                   |
| <b>Recreation Services</b>              | Facility and Reserve Booking  |                         |                           |                   |
|   | Fees and Bond Charges   |                         |                           |                   |
|   | Keys  |                         |                           |                   |
| <b>City Parks</b>                       | Vehicles, Ground Markings, Erection of Stakes/Pickets, Tents/Marquees |                         |                           |                   |
|   | Available Water Source  |                         |                           |                   |
| <b>Health Services</b>                  | Application for Approval (8 weeks prior)                              |                         |                           |                   |
|   | Risk Management & Evacuation Plans (8 weeks prior)                    |                         |                           |                   |
|   | Tents, Marquees, Stages & Bouncy Castles (2 weeks prior)              |                         |                           |                   |
|   | Electricity (on the day of event)                                     |                         |                           |                   |
|   | Noise (8 weeks prior)   |                         |                           |                   |
|   | Food and Drink Stalls (2 weeks prior)                                 |                         |                           |                   |
|   | Toilet Facilities (4 weeks prior)                                     |                         |                           |                   |
|   | Waste / Rubbish Disposal (2 weeks prior)                              |                         |                           |                   |
| <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 Application Package is a guide and has been compiled with a number of statutory requirements. There could be other requirements that exist outside the package, and that as the event organiser, I am responsible for these requirements.

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

**PLEASE FORWARD APPLICATION TO EVENTS TEAM,  
CITY OF MANDURAH ~ PO BOX 210 MANDURAH WA 6210 -  
eventsteam@mandurah.wa.gov.au**