



CITY OF VINCENT

FESTIVAL & EVENTS

INFORMATION
PACK

INTRODUCTION

The City is committed to develop and support events that provide entertainment and leisure opportunities for the community to enjoy. Festivals and events can assist to create local identity and all festivals have a direct positive impact on the City of Vincent, the local community and local businesses.

Planning and organising events is the responsibility of the Event Organiser to ensure the event is safe and successful. The City has a range of resources and applications to assist with the relevant legislative requirements necessary for organising events.

When submitting your application, there are a number of departments within the City that you may need to contact to discuss your application or seek advice and approvals from. The role of each department is as follows:

- **Community Partnerships**

Coordinate the application process, provide advice and connect you with the appropriate department at different stages of your event process

- **Community Safety**

For security advice, advertising signage, traders permits, parking enforcement and car park closures

- **Engineering Operations**

For approvals of traffic management

- **Environmental Health Services**

For statutory requirements in regards to public health and safety, including risk management plans, noise, temporary structures and power, liquor and food, event capacity, toilets, amusement rides, first aid, fire safety, fireworks and more.

- **Parks and Reserves**

For approval of use of parks, reserves and halls, reticulation and park maintenance, natural flora and fauna

- **Development Services**

For Development Applications and use of land and property

- **Waste Services**

For hire, delivery and servicing of waste bins

This document should be read in conjunction with the following:

- [Guidelines for Concerts, Events and Organised Gatherings \(WA Department of Health 2009\)](#)
- [Traffic Management for Events Codes of Practice \(Main Roads WA 2008\);](#)
- [City of Vincent Temporary Food Premises Guidelines;](#)
- City of Vincent Policies; and
 - [2.1.7 Parks, Reserves and Hall Facilities – Conditions of Use and Hire;](#)
 - [3.8.3 Concerts and Events;](#)
 - [3.10.8 Festivals;](#)
 - [7.5.1 Minor Nature Development;](#)
 - [Trading in Public Places Local Law](#)
- [City of Vincent adopted Fees and Charges schedule.](#)

We look forward to receiving your Application Form, and thank you for choosing to host your event in the City of Vincent!



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DISCLAIMER

The information contained within this package has been provided as a guide only. Additional information or approvals may be required from other agencies and it shall be the responsibility of the applicant to ensure all relevant approvals and information are obtained in relation to an event.



EVENT DETAILS



EVENT DETAILS

WHEN TO APPLY FOR YOUR EVENT

A good guide is to allow a minimum of 8 weeks for any low risk events, 4 months for medium risk events and 6 months for high risk events. This will ensure all requirements are addressed to deliver a safe and successful event.

The City reserves the right to decline an application if insufficient notice is provided.

COUNCIL HALLS AND RESERVES BOOKING

Once you have decided on the event location, date and times, please ensure your event falls within the City of Vincent – you can check our reserves online [here](#).

Buildings, parks and facilities owned by the City must be booked before they can be used to host your event. For further information, please contact the Booking Officer on 9273 6000.

PUBLIC EVENT APPROVALS

In order to conduct a public event, approvals must first be obtained from the City's Environmental Health Services.

To protect the health, welfare and safety of those attending, a number of aspects of your event must be considered. These include:

- Food Safety and Hygiene Practices;
- Venue Safety;
- Fire Safety;
- Electrical Safety.
- Emergency Evacuation Plans;
- Public Toilets;
- Noise Emissions; and Insurance

For further advice, please contact the Environmental Health Services Team on 9273 6000.



PLANNING APPROVAL

You may require Planning Approval or a Development Application if your event:

- Changes the permitted use of an area (e.g. turns a public reserve into a private event, removes car parking facilities from an establishment to create an open space etc.);
- Has a commercial aspect (e.g. ticketed event, markets selling goods, fun run with registration fees etc.); or
- Runs over a period of time or a series of consecutive events.

Timeframes for applications vary and can take up to 5 months.

For further advice, please contact the Planning Team on 9273 6000.

ACCESS AND INCLUSION

Your event should be accessible and inclusive to everyone, including people with a disability, people using mobility aids, older people and people using prams. This is also likely to increase attendance to your event.



When planning your event, you will need to consider the following:

- Accessible paths, ramps, entries and exits for people with mobility aids and prams etc.;
- Accessible seating and designated areas for people with mobility aids and prams etc.;
- Accessible toilets;
- Accessible parking bays;
- Site set up and ease of getting around;
- Staff and volunteers to provide assistance;
- Sound amplification, hearing loops and quiet zones (for the hard of hearing);
- Public transport access;
- Marketing, signage design and positioning (font style, size, colour etc.);
- Access information included in communications and marketing material (including a contact number for more information) and promoting your event as accessible;
- The availability of staff/volunteer to provide assistance; and
- Information available in a range of formats (or available on request).

You can refer to the Disability Services Commission Creating Accessible Events checklist:

http://www.disability.wa.gov.au/understanding-disability1/understanding-disability/accessibility/services_events/

For further advice, please contact the Community Partnerships Team on 9273 6000.



SITE PLAN

A detailed site plan is an integral part of your application and will be used by all relevant departments within the City to assess your event.

You are required to develop a detailed site plan/diagram to scale or of reasonable scale and quality to attach to your application, illustrating the proposed event layout. You must supply an overall site plan, however you can supply additional, more detailed plans for particular purposes (e.g. parking plan, signage, stages etc.).

Plans should include:

- Location in relevance to the closest intersection;
- Nearest residents house (in metres);
- Fencing;
- Entrances and exits (must include dimensions);
- Emergency assembly area(s);
- Stage and other entertainment attractions (include dimensions);
- Amusement rides (specify type);
- Marquees, tents and structures (include dimensions);
- Food stalls;
- Lighting and lighting towers;
- Generators, electrical cables and equipment;
- Speakers;
- Toilet facilities (including accessible);
- Location, type and number of fire safety equipment;
- Liquor licensed areas;
- First aid post/s;
- Vehicle access points, including emergency vehicle access through whole site;
- Fire extinguishers and hose reels (number and type);
- Restricted areas; and
- Event parking area.



HEALTH REQUIREMENTS



HEALTH REQUIREMENTS

HIGH RISK OR LICENSED EVENTS

Licensed events (partial or completely licensed), or events that change the use of a public area may require additional assessment and possibly Council approval, which will significantly increase the time frame required to process your application.

LIQUOR LICENSING

If you intend to sell or supply alcohol at your event, you must obtain approvals from the Department of Racing, Gaming and Liquor. Please contact 9425 1888 for further information or visit www.rgl.wa.gov.au

Please be advised the following steps may need to be considered as part of your application:

- Advice needs to be sought from WA Police; and
- Approval needs to be sought from the City of Vincent.



SECURITY

It's essential that your event has a person/s dedicated to the security at your event. This may be a licensed security officer/company or a volunteer at your event. This person/s should have the skills in communicating, dealing with people and contacts for higher security authorities, or the police.

- As per the policy 'Security at Licensed Premises' governed by the Department of Racing Gaming and Liquor, any event that involves liquor sales or consumption should adhere to the ratio of 2 crowd controllers for the first 100 patrons, and 1 crowd controller for each additional 100 patrons or part thereof. Depending on the nature of your event, additional crowd controllers may be required;
- For large high risk events, Police attendance may be required. Contact the local Police Station to discuss your event a minimum of 12 weeks prior;
- For minor events where there is no sale or consumption of liquor or any major infrastructure, volunteer personnel may assist with security during your event;
- Security personnel are to remain on duty at the conclusion of your event until the orderly dispersion of patrons has occurred;
- For fenced events, all entry and exit points are to be marshalled, as well as external roaming crowd control officers;
- Police Officers or City of Vincent Officers are not security personnel; and
- You are required to provide the contact details, including mobile phone numbers, of the responsible person who will be in attendance at and over the course of your event.

ELECTRICAL SAFETY

On site power may or may not be available at your venue, this can be confirmed once you've made your booking. If no on-site power is available, you will be responsible for arranging the supply and installation of electricity for your event.

For temporary power supply such as generators a licensed electrician (electrical contractor) is required to check all installations and complete a Form 5 'Certificate of Electrical Compliance' prior to the commencement of your event. This will be required to be provided to the City's Environmental Health Officers on the day of your event or it will not be approved to go ahead.



Furthermore:

- All generators, electrical cabling, switches, fuses and the like should be kept clear of patrons and be properly and safely secured. No cables are to lie on the ground unless adequately protected;
- Residual current devices and circuit breakers must be used to protect electrical outlets and appliances; and
- All leads or portable outlets must have been tagged and tested within 6 months by a licensed electrician.

FIRE SAFETY

All firefighting equipment must be kept fully charged and maintained in accordance with Australian Standard 1851.1. This standard required extinguishers to be tested at least every 6 months and the test dates to be clearly identified on each extinguisher.

As a general guide:

One 4.5kg B type dry chemical power extinguisher must be located adjacent to:

- Any electrical generator or switchboard;
- Any flammable liquid or gas containers; and
- Any food preparation or cooking area.

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

- Within 10m of each designated exit (within a building/temporary structure); and
- Backstage/back of house areas.

VENUE SAFETY

Venue safety is governed by the Health Act 1911 and the Health (Public Buildings) Regulations 1992. Under this legislation the area where the event is held, indoor or outdoor, is considered a public building area for the duration of your event.

The Health Act 1911 defines any place of assembly as a public building. It also requires the City to issue a Certificate of Approval. The Act provides the head of power to enable the approving authority – local government – to ensure that all health and safety related issues in and about your event are addressed, sets capacity and can close events and prevent ticket sales.

A Temporary Public Building will require the completion of the below forms (where applicable):

- Form 1 'Application to Construct, Extend or Alter a Public Building' along with the accompanying information – 30 days prior to your event;
- Form 2 'Application for Certificate of Approval' – 30 days prior to your event; and
- Form 5 'Certificate of Electrical Compliance' must also be completed on the day by the contracted electrician (refer to Electrical Safety in this document for more information)

TEMPORARY STRUCTURES, SPECTATOR STANDS, MARQUEES AND STAGES

Some temporary structures require sign off by the installer to state the structure is safe. Please include details of any temporary structures in your event application and on your site plan. Such as:

- Marquees and shade tents;
- Stages, balconies, sky decks, platforms – particularly over 1m high;
- Fencing or crowd control barriers, including entrances and exits for fenced areas; and
- Some spectator stands, tents, marquees and stages are classified as temporary structures and may require a building licence for their construction.

Details and plans of all structures greater than 3x3m that are proposed to be erected at your event stall be submitted with your application to 'Construct, Extend or Alter a Public Building (Form 1)'.

Please ensure the following forms are submitted for all structures erected at your event (to be completed by the installer of the structure):

- Advise of Structures Form (for each structure greater than 9m²) to be completed on the day of your event with the Public Liability Insurance Certificate; and
- Certificate of Structures form (for each structure greater than 55m²) to be completed prior to the event and submitted to the City with design documentation and/or engineering certification (no less than 3 years old) and Public Liability Insurance Certificate.



The above forms are required to confirm that the structures have been erected in accordance with all design criteria, engineering details or manufactures instructions and that all structures have been constructed to be structurally sound.

AMUSEMENTS RIDES AND STRUCTURES

Amusement Rides must comply with Australian Standard 3553 and be inspected and maintained by a competent person. Yearly inspections of structures, and regular maintenance, should be recorded in a logbook. You should ensure each operator has an up to date logbook and plant registration with Worksafe.

If amusement rides are present at your event, the following is required to be submitted to the City's Environmental Health Services prior to your event:

- 'Plant Registration' (from Worksafe) is required for all amusement rides, if specific ride/structure does not require 'Plant Registration' then please provide confirmation of this from Worksafe or a qualified Engineer;
- A log book of maintenance or a signed statement from the operator to the effect that 'all rides are operated, maintained, inspected and records kept in accordance with the requirements of the Regulations 4.52 of the Occupation Safety and Health Requirements 1996'. Operations must be aware of these regulations; and
- Current Public Liability Insurance.

For all other activities such as face painting, craft activities and petting zoos etc. the City recommends obtaining a copy of the suppliers Public Liability Insurance certificate and working with children checks.

FIREWORKS

If you intend to conduct fireworks at your event, you must obtain a relevant application form from the Department of Mines and Petroleum. Download a copy from their website www.dmp.wa.gov.au, this should be submitted at least 8 weeks prior to your event.

Prior to this, any fireworks and pyrotechnic displays require the endorsement of the City. The approval is controlled by the Department of Mines and Petroleum who determine safety requirements, including the handling, storage and safe clearance distances require for the displays.

The City may also be involved in assessing the noise impact from such activities. The Environmental Protection (Noise) Regulations 1997 establishes the prescribed standard for noise emissions. Most fireworks displays exceed the standard noise emissions.

Where the City endorses these displays, it is subject to the approval of the WA Police, Fire and Emergency Services Authority, the Department of Mines and Petroleum and all conditions stipulated being adhered to.



NOISE

For all events within the City that are likely to generate sound and noise that will be received at a nearby noise sensitive premises, a noise management plan will need to be developed and submitted as part of your application.

A Noise Management Plan will need to address the following:

- Proposed event date, start time, finish time and venue;
- Bump in and bump out (i.e. set up and take down) times for your event;
- Anticipated sound level emission impact on the surrounding properties (from all activities associated with you event);
- How sound levels will be monitored and managed during your event;
- Details of compliant management procedures to be implemented (must have a constantly manned telephone number during your event for handling complaints etc.);
- Details of how the affected surrounding community will be notified of your event (e.g. letter drop – to include the complaint phone number, start and finish times and venue etc.);



- Details of stage and speaker location;
- Details of sound engineering methods to be used to reduce noise impact on the surrounding community; and
- How compliance with the Council Policy 3.8.3 Concerts and Events Policy will be achieved.

Further to the above, the Environmental Protection (Noise) Regulations 1997 (the Regulations) specify 'assigned levels' of noise that may be received by any premises at any time. Often noise associated with events (including set up and pack down) will not be able to comply with the requirements of the Regulations. As such, should any part of your event be likely to exceed the assigned levels, separate approval may be required.

NOISE – BUMP IN/BUMP OUT

In accordance with the Regulations, 'construction works' are permitted to be undertaken within the hours of 7am – 7pm Monday – Saturday (excluding public holidays). Should your event bump in / bump out be undertaken outside of these hours, you will be required to submit an application for exemption under Regulation 13.

A Noise Management Plan will need to address the following:

- Details of dates and times that an exemption is required;
- Details of, and reasons for, any work at the site that is likely to be conducted outside of 7am – 7pm on any days which is not a Sunday or public holiday;
- Details of, and the duration of, activities on the construction site likely to result in noise emissions that fail to comply with the standard prescribed under Regulation 7;
- Predictions of noise emissions at the site;
- Details of measures to be implemented to control noise emissions, as far as practicable;
- Complaint response procedure to be adopted; and
- Confirmation that a letter drop will be undertaken to all potentially affected residential premises, advising of works to be conducted, and a complaint telephone number that will be manned for the duration of the works. Please refer to 'Notifying Authorities' for more details.

NOISE – AMPLIFIED MUSIC, PA, MUSICAL INSTRUMENTS

If significant noise is to be created, you may be required to apply for approval of a 'Non Complying Event' under Regulation 18 of the Environmental Protection (Noise) Regulations 1997. The approval is granted by the City of Vincent.

An application for approval must be made at least 60 days prior to your event and be accompanied by a \$1,000 application fee. This application must be made, along with the submission of a Noise Management Plan, developed by an Acoustic Consultant, providing sound engineering details. Please contact the City's Environmental Health Services as soon as practicable to determine whether your event requires a Regulation 18.

TRADING IN PUBLIC PLACES

Any trading in a public place (this may include private land) that is associated with your event is to be in accordance with the City of Vincent's Trading in Public Places Local Law 1999. This includes any sale of goods, merchandise sales, service provision or food sales. Note: No food is to be prepared in a residential kitchen for subsequent sale unless approved by the City. Please refer to the City's Temporary Food Premises Guidelines.

STALL HOLDER AND TRADING IN THOROUGHFARES AND PUBLIC PLACES

There are several considerations that need to be made with approving market, retail stallholders, street entertainers and other trading in public places. The following is considered:

- If the entertainer/busker is part of your event, no Traders Permit will be required. It is highly recommended that you seek a copy of the entertainers/buskers Public Liability Insurance Certificate; and
- If the entertainer/busker is planning to perform on the street/mall outside of an event, a Traders Permit will be required. Public Liability insurance of \$10million and a letter of indemnity is required.

Any trading in a public place (this may include private land) that is associated with your event is to be in accordance with the City's Trading in Public Places Local Law 1999.

For further information, please check the requirements with the City's Ranger Services.



FOOD SAFETY AND HYGIENE

The preparation, storage, heating and sale of food at your event must comply with the requirements of the Food Act 2008 and the Australia New Zealand Food Standards Code.

All food stalls, food sampling and product samples at your event must obtain a one-off stallholders licence, this includes food for sale, food that is supplied free of charge and packaged sample foods.

Each stallholder must submit a completed application at least 2 weeks prior to your event, containing:

- Completed "Temporary Food Premises Application Form";
- Certificate of Food Registration (if applicable);
- Accurate plan of the stall; and
- Copy of their current Public Liability Insurance.

Please refer to the City's Temporary Food Premises Guidelines for further information. All documentation must be supplied for each application, regardless if they have traded at events within the City previously. Incomplete or late applications may not be accepted.

In accordance with the City's Policy 3.8.3 Concerts and Events if more than 5 individual food service outlets are proposed, you will be required to coordinate the collection and submission of the application forms.

PUBLIC TOILETS

Public toilets must be provided in accordance with the Health (Public Building) Regulations 1992 and be sufficient for the number of people attending your event under the provisions of the Building Code Australia (BCA). The toilets must be checked and serviced throughout your event.

The number of toilets provided must comply with the minimum facility numbers outlined in the tables below:

Event Capacity	Facilities 1/85	Female WC 50%	Male WC	Male Urinals	Hand Wash basins for each gender
2000	24	12	3	9	5
3000	35	18	4	13	7
4000	47	24	6	18	9
5000	59	29	7	22	12
6000	71	35	9	26	14
7000	82	41	10	31	16
8000	94	47	12	35	19
9000	106	53	13	40	21
10000	118	59	15	44	24
11000	129	65	16	49	26
12000	141	71	18	53	28
13000	153	76	19	57	31
14000	165	82	21	62	33
15000	176	88	22	66	35
16000	188	94	24	71	38
17000	200	100	25	75	40
18000	212	106	26	79	42
19000	224	112	28	84	45
20000	235	118	29	88	47
21000	247	124	31	93	49
22000	259	129	32	97	52
23000	271	135	34	101	54
24000	282	141	35	106	56
25000	294	147	37	110	59
26000	306	153	38	115	61
27000	318	159	40	119	64
28000	329	165	41	124	66
29000	341	171	43	128	68
30000	353	176	44	132	71
40000	471	235	59	176	94

Please note: Basic Ratio 1/85
50% females; males divided 25% WC / 75% urinals, hand wash basins 20% of facilities divided equally males and females.



You will also need to ensure:

- Accessible toilets are provided;
- Adequate gender signage is displayed on all toilets provided;
- Lighting is supplied to toilets if your event runs after sunset; and
- When portable chemical type units or effluent holding tanks are used for events longer than 4 hours they must be located so that they can be pumped out during your event.

ENVIRONMENTAL CONSIDERATIONS

The City encourages you to make your event as 'green' as possible. It may also help in other ways, such as reducing costs and printing materials.

Here are a few simple tips to help:

- Waste – reduce, reuse and recycle. Some easy ways to implement this could be to request food vendors to reduce the amount of containers given out and use biodegradable containers;
- Promoting the Travel Smart message – encourage people to walk, cycle, car pool or catch public transport to reduce their carbon footprint and help reduce the need for parking bays;
- Reuse signage from previous years events; and
- Promote your event online via Facebook, Twitter and free event listing websites.



OTHER PERMITS, APPROVALS AND FEES

If your event requires additional permits from other departments within the City, your event will not be approved until these permits have been approved. Please note that your event fee does not include any additional permits or statutory permits that may need to be issued by the City.

In addition, the following legislations may be applicable to your event:

Permit Type	Description	Timeframes
Health Services	Temporary food premises permit	4 weeks prior
Street Trading Activities	Permit for sale of goods and services	At least 21 days prior
Building Services	Permit for building structures in association with your event	At least 5 days prior
Rangers Services	Reserved parking permits	At least 21 days prior
Engineering Services / Site Service Permits	Permit for use of crane, travel towers and other machinery	At least 5 days prior
Engineering Services	Traffic management plan assessment and advice	At least 21 days prior
Other Organisations outside of Vincent		
Police	Approvals, permits	TBC by Police
MainRoads	Consent to use MainRoads declared roads	TBC by MainRoads
Transperth	Public transport plan	TBC by Transperth
Liquor Licence	Permit	TBC by DRGL

In addition, the following legislations may be applicable to your event:

City of Vincent Local Laws	Building Code of Australia
Disability Discrimination Act (1992)	Environmental Protection (Noise) Regulations 1997
Explosives and Dangerous Goods Act 1961	Heath Act 1911
Health (Public Buildings) Regulations 1992	Australia New Zealand Food Standards Code
Security at Licensed Premises Policy (Department of Racing Gaming and Liquor)	Food Act 2008
Liquor Licensing Act 1988	Local Government Act 1995
Occupational Health Safety and Welfare Act and Regulations	Public Order in Streets Act 1984
Public Meetings and Processions Regulations 1984	Road Traffic Act 1974
Road Traffic (events on Roads) Regulations 1991	Security and Related Activities (Control) Act 1996
State Disability Services Act (1993)	Tobacco Control Act 2006



MANAGEMENT PLANS



MANAGEMENT PLANS

RISK MANAGEMENT AND EMERGENCY MANAGEMENT

A risk management plan (RMP) is required for your event to ensure the safety of participants. The RMP and emergency management plan (EMP) must be submitted to the City at least 28 days prior to the event for assessment.

Depending on the nature of your event, smaller events may also require a RMP and EMP and/or a Medical Plan. The RMP shall ensure compliance with Risk Management Principles and Guidelines ISO 31000:2009.

Please refer to the Guidelines for Concerts, Events and Organised Gatherings (WA Department of Health 2009) for more information.

WASTE MANAGEMENT

You will be responsible for the cleaning arrangements during and after your event, via volunteers or waste contractors. All premises used for events, reserves and halls, are to be left completely free of rubbish and debris, and be left in the same condition in which the venue was found.

The number of bins required will depend on the type of event being planned and the duration. Generally the ratio is 1 bin per 50 people for events where food and drink will be consumed, and 1 bin per 150 people where no or minimal food and drink will be consumed.

Please note that bins must be emptied and serviced throughout your event and rubbish must be picked up. The general clean up both within and external to the venue, must be completed immediately after your event.

It's your responsibility to ensure there are sufficient waste receptacles provided to ensure all waste generated by the event is disposed of properly. Consideration should also be given to the provision of recycling bins for cans, plastics and other recyclables generated at your event. Should you need to obtain additional bins, please contact the City's Waste Services on 9273 6000.

TRAFFIC MANAGEMENT PLAN

A Traffic Management Plan (TMP) will be required if you intend to close roads or alter traffic routes. You will be required to engage a Main Roads WA accredited Traffic Management Contractor, who will prepare a TMP and Traffic Control Diagrams (TCD's) for the City's approval.

In addition to understanding the road closures, you will be responsible for notifying the relevant service authorities such as Police, Fire, Ambulance, Transperth etc.

A WA Police Service Schedule 1 Form 1 Road Traffic Act 1974 Application for an order for a road closure (Reg.6(2)) is to be submitted to the City.

The TMP will need to be in accordance with AS1742 Main Roads WA Traffic Management for Events – Code of Practice.



CAR PARKING CLOSURES

Event parking permits and closure of car parks must be undertaken in accordance with the City's Local Laws. Requests for event parking permits and car park closures need to be submitted in writing to the City's Community Safety Services a minimum 4 weeks prior to your event. This request must include event name and date, date and time of closure and re-open and reason for closure. Fees apply for the closure of car parks.



PARKING PLAN

Your application will require a parking plan if your event has a parking bay shortfall and/or which may attract an attendance of 1000 or more. A parking plan must contain a map showing:

- Event location;
- Patron entrance and exits;
- Parking area – showing number of parking bays;
- Parking regulatory signage;
- Location and number of parking marshals you will be providing;
- Parking bays for ACROD holders; and
- All existing and current parking requirements for other users not involved in your event.

Additional requirements to be outlined:

- How you intend to manage parking over the course of your event;
- Any alternative transport arrangements (e.g. public transport), include schedules;
- How it is intended to notify patrons of the parking;
- Arrangements for your event; and
- Parking areas available.

Your parking plan will be assessed for approval by the City's Community Safety and Engineering Teams.

FIRST AID

Your event must have at least one qualified First Aid Officer. This can be a certified volunteer, paid employee or an organisation such as St John or Royal Life Saving. The First Aid Officer must be on site at all times during your event.

To assist you to determine the medical resources required for your event, a Medical Risk Classification tool has been developed by the Department of Health, contained within the Guidelines for Concerts, Events and Organised Gatherings 2009.

PUBLIC LIABILITY INSURANCE

A copy of your Public Liability Insurance (Certificate of Currency) with a cover of no less than \$20 million (or as required by the City) must be provided with the application form. Your event will not be allowed to go ahead without a copy of this being provided. Please contact your insurance company to check that your event is covered.



NOTIFICATION





NOTIFYING AUTHORITIES

If your event exceeds 1000 people, it is your responsibility as the event organiser to notify the following authorities of your event to ensure they are aware of your event, should their services be required:

- Local Police;
- Fire and Rescue;
- Department of Health (Event Registration);
- Department of Transport (Taxis); and
- Transperth and Perth Transport Authority.

Ensure you provide all details inclusive of the following:

- Event name;
- Location;
- Type of event;
- Expected attendance – overall;
- Expected attendance – at busiest time;
- Alcohol consumption – yes or no;
- Start and finish time; and
- Event organiser contact details.

Below is a list of Local Police Stations. You will need to contact the one which falls in the suburb of your event:

North Perth Leederville West Leederville Mount Hawthorn	Wembley Local Police 9214 7100 379 Cambridge Street, Wembley
William Street Perth Highgate	Perth Local Police 9422 7111 2 Fitzgerald Street, Northbridge
Mount Lawley	Bayswater Local Police 9473 5500 73 77 Whatley Crescent, Bayswater

STAKEHOLDER NOTIFICATION PLAN

In order to minimise any impact on surrounding stakeholders, communication is required and is vital to the success of your event.

A formal letter must be sent to all stakeholders within the event precinct. The City's Officers can help you develop a list of important stakeholders in your event precinct who should be targeted directly and identify the areas and streets to be included in your distribution. It is your responsibility to ensure that adequate stakeholder notification is conducted.

Your letter must include the following:

- The name, date and location of your event (include bump in, bump out times);
- The purpose of your event;
- The expected number of participants;
- Activities being conducted as part of your event;
- What are likely disruptions to residents and businesses may encounter with noise, transport, road closures etc.; and
- A mobile phone number for queries on the day of your event.

Your first letter must be written as a 'proposal' (keeping in mind your event has not yet been approved by the City) and a draft submitted to the City's Environmental Health Officers for approval before distribution. A follow up notification letter must be sent 2 weeks prior to the event once a permit has been issued and all details confirmed. Depending on the nature of the event, stakeholder sign off may be required.



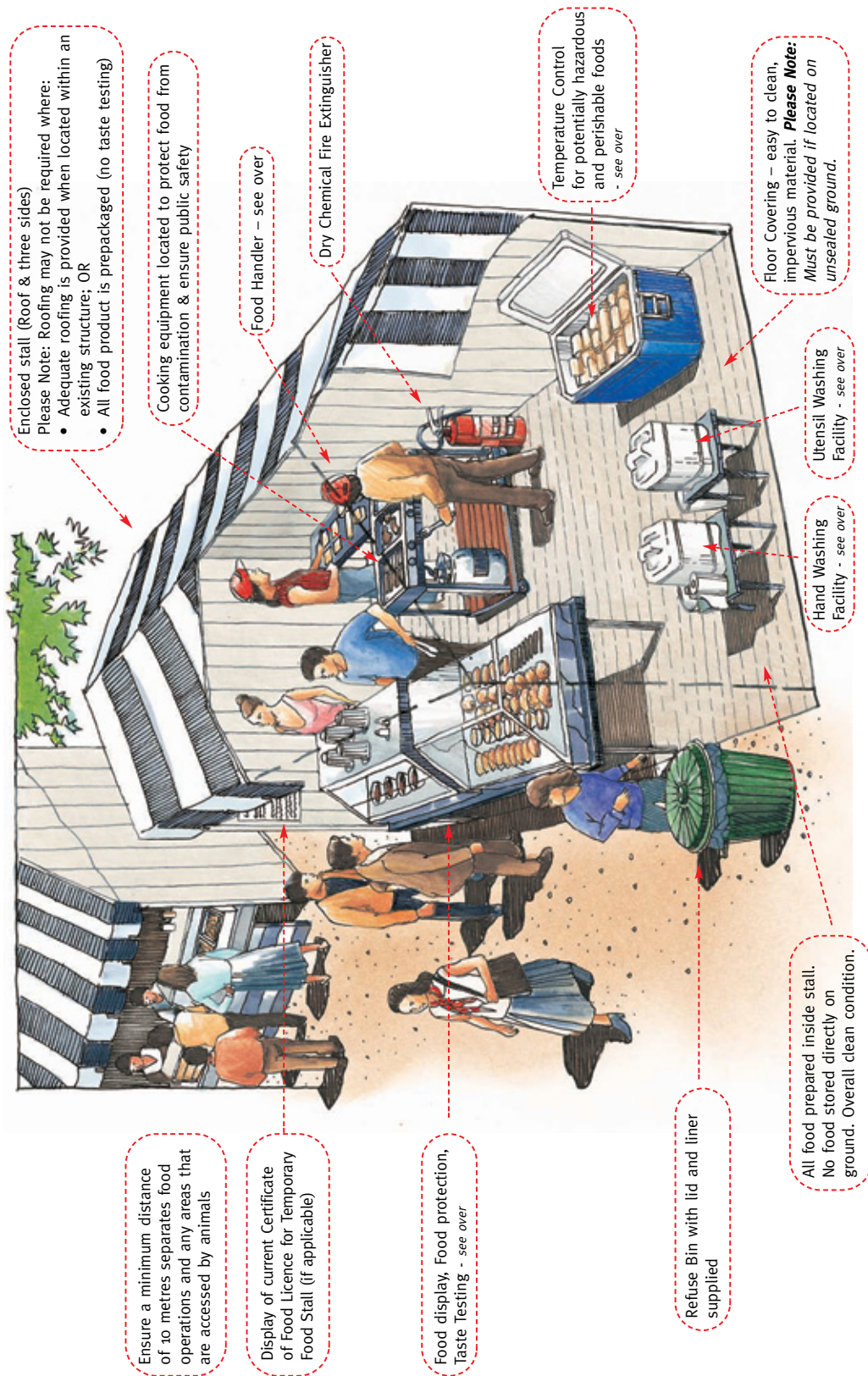
HEALTH PERMITS



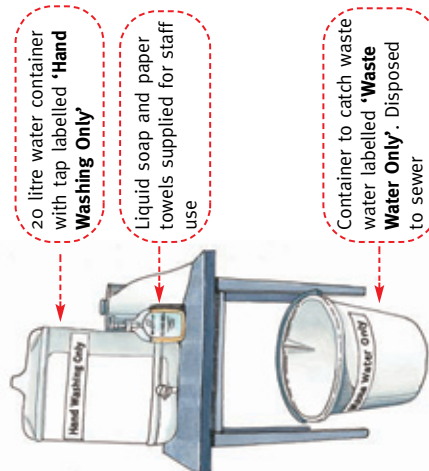


HEALTH PERMITS

ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



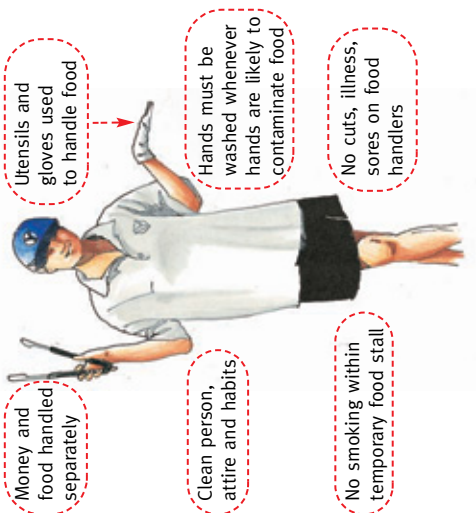
Minimum hand washing facilities



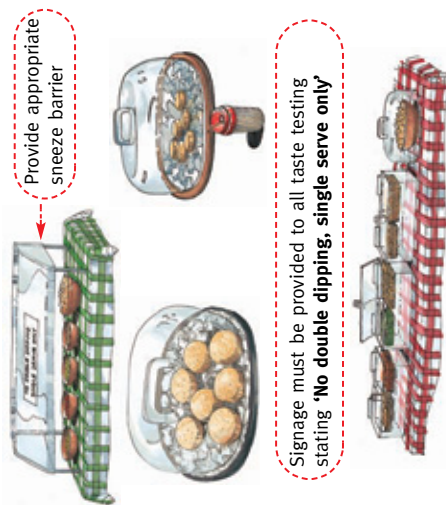
Minimum utensil washing facilities



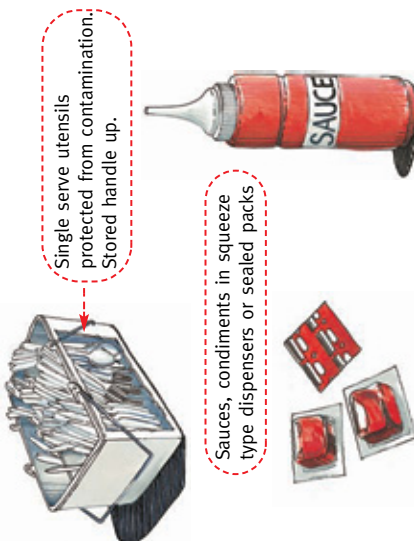
Food Handlers



Food display, food protection, taste testing



Sauces, condiments and single serve utensils



Temperature control of potentially hazardous food



For further information on this topic, please contact Council



CITY OF VINCENT

FORM 1
HEALTH ACT 1911
HEALTH (PUBLIC BUILDINGS) REGULATION 1992

APPLICATION TO CONSTRUCT, EXTEND OR ALTER A PUBLIC BUILDING

PO Box 82, Leederville, 6902
Phone: 08 9273 6533
Fax: 08 9273 6099
Email: mail@vincent.wa.gov.au

PREMISE DETAILS

I, being the owner/agent hereby apply under Section 176 of the Health Act to construct, extend or alter a public building:

Name of:	
Location:	
Nearest Cross Street:	
Intention for Use:	

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

Any of the following may sign this notice:

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

Signed:	
Owner / Agent:	
Address:	
Phone:	
Fax:	
Email:	



CITY OF VINCENT

SAMPLE ONLY

FORM 1
HEALTH ACT 1911
HEALTH (PUBLIC BUILDINGS) REGULATION 1992

PO Box 82, Leederville, 6902
Phone: 08 9273 6533
Fax: 08 9273 6099
Email: mail@vincent.wa.gov.au

In Person 244 Vincent Street, Leederville
Monday – Friday, 8.00am – 5.00pm

By Mail City of Vincent, PO Box 82, Leederville WA 6902
Do not send cash in the mail. Complete the credit card payment details below, or forward a cheque or money order made out to the City of Vincent.

Please complete the following details and submit the form in its entirety to the City of Vincennes. Please note, American Express and Diners Club are not accepted.

Credit Card Number:					/					/					/					
Card Expiry Date:																				
Amount:	\$																			
Name on Card:	\$																			
Signature:																				

New public building / public builder alteration (i.e. variation, alteration, construction or extension, where a Building Licence is not required)	Low Risk Medium Risk High Risk
Temporary public building (i.e. stages, marquees, max accommodation for concerts)	Low Risk Medium Risk High Risk
<p>Low Risk – Concerts and events with less than 2000 attendees</p> <p>Medium Risk – Concerts and events between 2000 – 5000 attendees</p> <p>High Risk – Concerts and events exceeding 5000 attendees</p>	

*Note: Fee equal to considering the cost of the application, not to exceed \$794, as per Schedule 1, Health (Public Buildings) Regulation 1992. Your signature hereon is authority for us to issue a sales voucher for the full amount (shown in the space provided above) as an acknowledgement that the sales voucher, if endorsed "Mail Order", to be treated as having been duly signed by the cardholder. Please forward the entire form with the details clearly completed.



SAMPLE ONLY



CITY OF VINCENT

FORM 2
HEALTH ACT 1911 (Reg 5)
HEALTH (PUBLIC BUILDINGS) REGULATION 1992

APPLICATION FOR CERTIFICATE OF APPROVAL

PO Box 82, Leederville, 6902
Phone: 08 9273 6533
Fax: 08 9273 6099
Email: mail@vincent.wa.gov.au

PREMISE DETAILS

I, being the owner / agent, hereby apply for a Certificate of Approval in respect of:

Name of:	
Location:	
Nearest Cross Street:	

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

Construction / extension / alteration of which was completed on:	
In accordance with your approval given on:	

Signed:	
Owner / Agent:	
Address:	
Phone:	
Fax:	
Email:	



CITY OF VINCENT

SAMPLE ONLY

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CITY OF VINCENT

LIQUOR LICENCE PERMIT AND
GAMING APPLICATION

PO Box 82, Leederville, 6902

Phone: 08 9273 6533

Fax: 08 9273 6099

Email: mail@vincent.wa.gov.au

Applications are to be submitted to Health Services with the appropriate fee (details below), and a written submission regarding the application (minimum 14 days prior to the event), which is to include the following:

- Event Name;
- Copy of the application to the Department of Racing, Gaming and Liquor;
- Details of the proposed event, including the proposed extended hours and area (if applicable); and
- Noise control measures.

Please note: in some cases, you will be requested to undertake a letter drop to surrounding residents advising them of the proposed event, and providing them with a mobile number should they experience disturbances during noise and antisocial behaviour, as a result of the event. A copy of this correspondence will also need to be submitted to Health Services as part of your application.

Written conditional approval will then be issued by the City to the event organiser, the local Police Station and the Department of Racing, Gaming and Liquor.

Should you have any queries, please contact Health Services on 9273 6533 or mail@vincent.wa.gov.au

PAYMENT OPTIONS

In Person 244 Vincent Street, Leederville
Monday – Friday, 8.00am – 5.00pm

By Mail City of Vincent, PO Box 82, Leederville WA 6902
Do not send cash in the mail. Complete the credit card payment details below, or forward a cheque or money order made out to the City of Vincent.

CREDIT CARD PAYMENT DETAILS

Please complete the following details and submit the form in its entirety to the City of Vincent. Please note, American Express and Diners Club are not accepted.

Credit Card Number:						/					/					/			
Card Expiry Date:																			
Amount:	\$																		
Name on Card:	\$																		
Signature:																			

*Note: Fee is waived for Recreational Clubs holding Non-Member Functions (max 12 per year).





CITY OF VINCENT

**REGULATION 13
OUT OF HOURS CONSTRUCTION WORK
APPLICATION**

PO Box 82, Leederville, 6902

Phone: 08 9273 6533

Fax: 08 9273 6099

Email: mail@vincent.wa.gov.au**ENVIRONMENTAL PROTECTION (NOISE) REGULATION 1997**

Regulation 13 applications are to be submitted to Health Services at least 7 days prior to the proposed works (to be submitted 30 days prior to concert events – for erection and dismantle of stages etc.) with the appropriate fee (detailed on the Payment Options form – attached), along with a Noise Management Plan detailing how noise emissions will be managed.

The Noise Management Plan must detail the following:

Non-complying Construction Work Approvals

The CEO of the Local Government authority may approve out-of-hours construction work, when a noise management plan is submitted outlining the following:

1. Details of dates, and times that an exemption is sought;
2. Details of, and reasons for, any work on the construction site that is likely to be conducted outside of 0700 hours and 1900 hours on any day, which is not a Sunday or Public Holiday;
3. Details of, and the duration of, activities on the construction site likely to result in noise emissions that fail to comply with the standard prescribed under Regulation 7;
4. Predictions of noise emissions on the construction site (an Acoustic Consultant should be able to provide indicative levels);
5. Details of measures to be implemented to control noise (including vibration) emissions, as far as practicable;
6. Complaint response procedures to be adopted; and
7. Confirmation that a letter / flyer drop will be undertaken to all potentially affected residential premises, advising of works to be conducted, and a complaint mobile number that will be manned for the duration of the works.

Should you have any queries, please contact Health Services on 9273 6533 or mail@vincent.wa.gov.au



CITY OF VINCENT

SAMPLE ONLY

Email: mail@vincent.wa.gov.au



CITY OF VINCENT

FORM 5
HEALTH ACT 1911 (Reg 10)
HEALTH (PUBLIC BUILDINGS) REGULATION 1992

CERTIFICATE OF ELECTRICAL COMPLIANCE

PO Box 82, Leederville, 6902
Phone: 08 9273 6533
Fax: 08 9273 6099
Email: mail@vincent.wa.gov.au

To City of Vincent
PO Box 82
LEEDERVILLE WA 6902

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

The Noise Management Plan must detail the following:

DETAILS OF BUILDING (including structure / marquee):

Name of:	
Location:	
Nearest Cross Street:	

PARTICULARS OF INSTALLATION

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

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

Signature	Date

Contractors / in house Electrical Installer's details

Business Name:	
Registration No:	
Address:	
Phone:	
Fax:	

This form is to be forwarded to the City of Vincent when work is completed.



CITY OF VINCENT

SAMPLE ONLY



CITY OF VINCENT

FOOD ACT 2008, FOOD REGULATION 2009 AND
AUSTRALIA NEW ZEALAND FOOD STANDARDS CODE

TEMPORARY FOOD PREMISES APPLICATION

PO Box 82, Leederville, 6902
Phone: 08 9273 6533
Fax: 08 9273 6099
Email: mail@vincent.wa.gov.au

**** NOTIFICATION ONLY****PROPRIETORS / BUSINESS DETAILS**

Proprietors Name:		
Postal Address:		
ABN:		
Trading Name:		
Phone:		
Fax:		
Email:		
Primary Language Spoken:		
Total No of Staff Trading:		
Has any staff member completed food safety training?		
Has approval to trade been given by another Local Government in the past?		
If yes, please attach Certificate of Registration		
Name of person in charge:		
Title of person in charge:		
Details of any other associated food premises:		

EVENT DETAILS

Name of Event:	
Date(s):	
Location:	
Operating Hours:	
Details of stall / vehicle structure: (Inc. registration)	



Types of food to be sold:	
Details of premises where food is purchased, prepared or packaged:	
Diagrammatic layout of food stall / vehicle structure attached:	

CONDITIONS

I / We the applicant(s) agree to:

- Abide by all conditions and timeframes detailed in the City of Vincent Temporary Food Premises Guidelines;
- Where applicable, sell food which is appropriately labelled (i.e. ingredients and use by date marked) undamaged, re-packaged food / drink obtained from a reputable supplier / producer;
- Ensure that the food premise is set up and operated in accordance with the requirements of relevant food legislation for both the structure and food safety practices of the stall;
- Not to commence trading until receiving a Special Events Permit from the City of Vincent;
- Immediately abide by the direction of an City's Environmental Health Officers or Event Organiser advising me to cease trading; and
- Check that the proposed location of the food stall is appropriate to the food stall is appropriate so as not to adversely affect the food, safety and quality (please attach a diagrammatic layout of your temporary food premise – refer to Appendix 2 of the City of Vincent Temporary Food Premise Guidelines for further information).

I / We the applicant(s) have read and understood the above conditions, and acknowledge that any non-compliance identified may result in approval being refused, and a Special Event Permit to trade not being issued.

Signature	Date





CITY OF VINCENT

TEMPORARY FOOD PREMISES PAYMENT

PO Box 82, Leederville, 6902

Phone: 08 9273 6533

Fax: 08 9273 6099

Email: mail@vincent.wa.gov.au

APPLICABLE FEES

A fee will be charged based on risk assessment of the type of food being sold. Please contact Health Services on 9273 6533 or mail@vincent.wa.gov.au prior to submitting this form to discuss the nature of the application.

PAYMENT OPTIONS

In Person 244 Vincent Street, Leederville
Monday – Friday, 8.00am – 5.00pm

By Mail City of Vincent, PO Box 82, Leederville WA 6902
Do not send cash in the mail. Complete the credit card payment details below, or forward a cheque or money order made out to the City of Vincent.

CREDIT CARD PAYMENT DETAILS

Please complete the following details and submit the form in its entirety to the City of Vincent. Please note, American Express and Diners Club are not accepted.

Credit Card Number:						/					/				/					
Card Expiry Date:																				
Amount:	\$																			
Name on Card:	\$																			
Signature:																				

Your signature hereon is authority for us to issue a sales voucher for the full amount (shown in the space provided above) as an acknowledgement that the sales voucher, if endorsed "Mail Order", to be treated as having been duly signed by the cardholder. Please forward the entire form with the details clearly completed.



CITY OF VINCENT

SAMPLE ONLY

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FEES & CHARGES





SCHEDULE OF FEES AND CHARGES

EVENT APPLICATION FEE

	2016/2017 FEE	GST APPLICABLE
Events up to 1 day	\$210	Y
Events up to 2 days	\$420	Y

RESERVE HIRE RATES

	2016/2017 FEE	GST APPLICABLE
COMMUNITY RATES		
First two hours	\$42	Y
Second two hours	\$35	Y
Thereafter	\$29	Y
Minimum charge	\$42	Y
Maximum charge	\$243	Y
Pavillion minimum hire charge	\$88	Y
Half day event	\$625	Y
Full day Event	\$1250	Y
COMMECRIAL RATES		
First two hours	\$223	Y
Second two hours	\$164	Y
Thereafter	\$118	Y
Minimum charge	\$223	Y
Half day event	\$1,500	Y
Full day Event	\$2,800	Y



TOWN CENTRE RESERVES (7AM-6PM)

	2016/2017 FEE	GST APPLICABLE
NOT FOR PROFIT ORGANISATIONS		
Meetings, Lectures, Music, Theatre etc	\$25 per hour	Y
COMMUNITY ACTIVITIES		
Activity for which a fee is not charged (Dance, Theatre, Music, Movie Screening, Keep Fit, Yoga etc)	\$28 per hour	Y
Fundraisers/Events/Activities for which a fee is charged (Dance, Theatre, Music, Movie Screening, Keep Fit, Yoga etc)	\$39 per hour	Y
COMMERCIAL/PRIVATE		
Weddings, Parties, Dance, Theatre, Music, Movie Screening, General Hire etc	\$70 per hour	Y

TOWN CENTRE RESERVES (6PM-12AM)

	2016/2017 FEE	GST APPLICABLE
NOT FOR PROFIT ORGANISATIONS		
Meetings, Lectures, Music, Theatre etc	\$30 per hour	Y
COMMUNITY ACTIVITIES		
Activity for which a fee is not charged (Dance, Theatre, Music, Movie Screening, Keep Fit, Yoga etc)	\$35 per hour	Y
Fundraisers/Events/Activities for which a fee is charged (Dance, Theatre, Music, Movie Screening, Keep Fit, Yoga etc)	\$47 per hour	Y
COMMERCIAL/PRIVATE		
Weddings, Parties, Dance, Theatre, Music, Movie Screening, General Hire etc	\$82 per hour	Y

RESERVE DEPOSITS/BONDS

	2016/2017 FEE	GST APPLICABLE
Ground Bond/Key Deposit	\$250	N
Event Bond	\$500 minimum \$10,000 maximum	N
Extra Key	\$150	Y



LIQUOR PERMITS

	2016/2017 FEE	GST APPLICABLE
Charge per day consumption	\$46	N
Charge per day sale	\$116	N

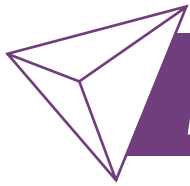
POWER REQUIRED

	2016/2017 FEE	GST APPLICABLE
Charge per booking per day	\$61	Y



APPLICATION PROCESS





APPLICATION PROCESS

Application Form and Pack available online:
www.vincent.wa.gov.au/Services/Arts_Culture/Events_Festivals

Submit your event Application Form to the City:
mail@vincent.wa.gov.au

The Events Team review content, dates and advises of any
conflicting bookings

The Events Team meet with all associated Departments to discuss
feasibility and any issues - i.e. if Planning Approval is required or
suitability of your event location

The City will meet with you to discuss your event and the next steps

You will receive an Event Acknowledgement email, which lists all
fees and conditions

* refer to the City's Environmental Health Services for approvals and permits

You will be requested to submit required fees, permit applications, copies
of stakeholder engagement and any other required information

An Event Acknowledgment is provided, with outlined conditions

