

Enquiries to: City of Greater Geraldton
Department of Community Services
CC 005
Date: 18/05/2015



City of
Greater Geraldton
a vibrant future



Event Application Package

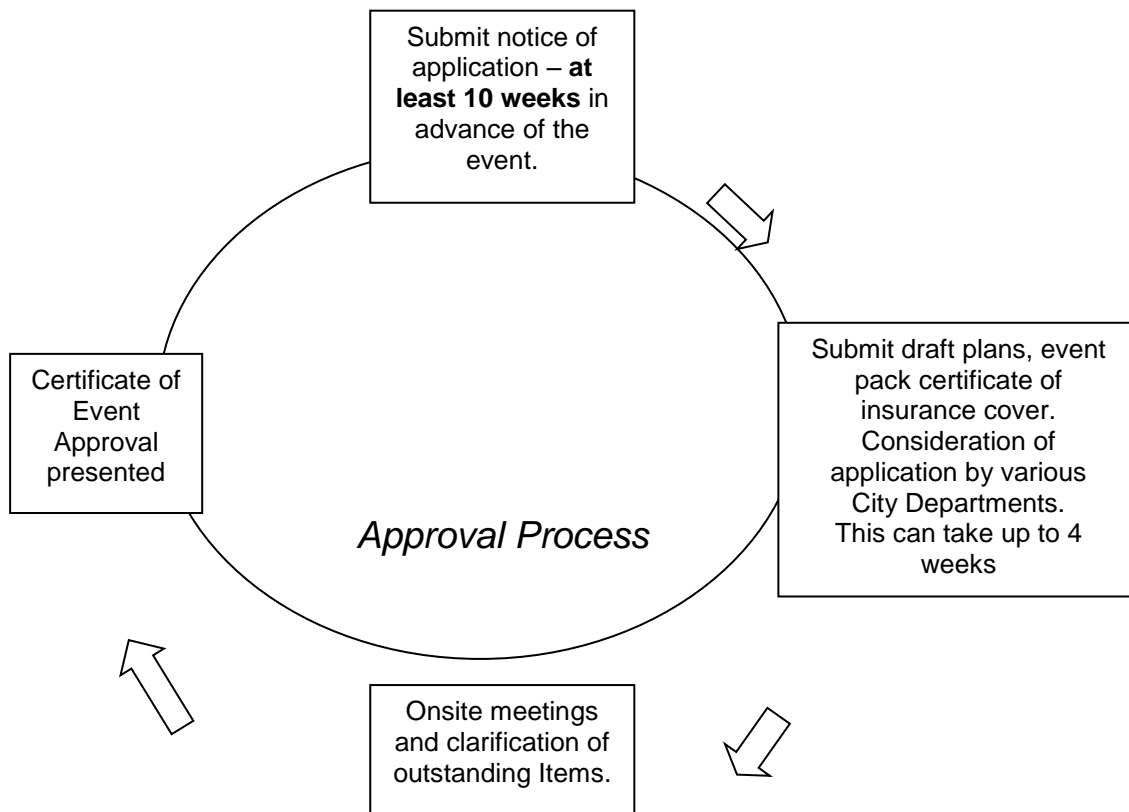


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APPLICATION PROCEDURE

Notice of applications should be submitted **at least 10 weeks PRIOR to the event**. Failure to do this means your **event may not be approved**.

More information, rather than too little, will assist in the prompt processing of your application.



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

INSURANCE

All insurances are the responsibility of the event organiser. No claims are to be made against the Council and/or its employees or official volunteers of the City.

All buildings and contents/property shall be adequately insured on a reinstatement or replacement basis. It is the responsibility of the event organiser to ensure that the policies of insurance will respond to claims that may arise by way of events.

The event organiser must take out a Public liability policy with an insurer approved by the City. The public liability policy should have a limit of liability of \$10 million. The application form must be accompanied with evidence of current insurances in the form of certificates of currency.

RISK MANAGEMENT PLANS

Risk management is a process of thinking systematically about all possible risks, problems or disasters before they happen and setting up procedures that will avoid the risk, or minimise its impact, or cope with its impact. It is basically a process where you can identify the risk and set up a strategy to control or deal with it.

A Risk Management Plan is recommended for all events however, if the event is likely to have 5000 or more participants, then a Risk Management Plan in accordance with AS4360 must be provided.

Risk management begins with three basic questions:

- What can go wrong?
- What will we do to prevent it?
- What will we do if it happens?

A risk management template is included in the application form.

FIRST AID

First Aid is to be provided for all events. The level of first aid required will range from a basic first aid kit for low risk events, up to well equipped first aid posts manned by qualified first aiders for high risk events. A qualified first aider is one which holds a current first aid certificate from an accredited training provider. See the table below for a suggested guide to the number of first aiders and posts as recommended by the St John Ambulance Australia.

Patrons	First Aiders	First Aid Posts
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2
20000	22+	4

Emergency vehicles must be able to access the whole site at all times.

FIRE SAFETY

The event organiser may be required to contact the City's Community Fire Manager at least 21 days prior to the event to discuss appropriate fire safety plans and needs. (In particular medium and high risk events)

In addition to contacting the City's Community Fire Manager the owner of the land and/or event organiser may be required to liaise with the Fire and Emergency Service Authority (FESA) prior to the event.

FIREWORKS

Where fireworks are to be used, approval is required from the Department of Mining & Petroleum. The application will be referred to the City of Greater Geraldton, Department of Transport and the Geraldton Port Authority for comment and approval. Consideration will be given to noise impacts and fire safety issues.

NOISE CONTROL

The event organiser shall control noise to ensure compliance with the *Environmental Protection (Noise) Regulations 1997* at all times.

Consideration should be given to the placement of speakers in relation to noise impact on neighbouring premises.

A letter drop is recommended for those residents who are likely to be affected by unreasonable noise. Security should be in place to encourage patrons to leave in a reasonable and quiet manner.

If noise levels are likely to be exceeded or if noise complaints have been received previously regarding events at a particular venue approval will be required for an 'Approved Non-complying Event' (Regulation 18). This approval is granted by the Chief Executive Officer of the City of Greater Geraldton and the Department of Environment and Conservation under the above regulations. Applications are to be made in writing and accompanied by a \$500 application fee at least 60 days prior to the event. The application fee may be waived or reduced for charitable and not-for-profit groups.

SECURITY AND CROWD CONTROL

The event organiser must contact the Local Police station, and the St Johns Ambulance to notify them of the event and provide full details.

The event organiser may be required to provide details of the Security and Crowd Control Plan to Council.

Crowd Controllers employed by the event organiser shall be licensed and be provided by a licensed crowd control agent as required under the provisions of the *Security and Related Activities (Control) Act 1996*.

Where alcohol is provided a ratio of 1 crowd controller per 100 patrons is the minimum. Additional Crowd Controllers may be required to patrol nearby streets and carparks.

Crowd Control is required at the end of the event until all patrons have dispersed.

Security provided for artists/performers are not to be regarded as patron security.

Security to stage, mixing desk or lighting scaffolding shall be provided to ensure that patrons do not enter or gain access.

If safety barriers are to be installed then it shall be in accordance with the requirements of "*Guidelines for Concerts, Events and Organised Gatherings*" as published by the Health Department of WA in 2004.

Patron numbers shall be counted and be provided to a Council Officer at any time on demand.

Unlocked entry points are to be manned by Crowd Controllers to prevent entry by unauthorised persons.

COUNCIL OWNED PARKS AND GARDENS

Approval will be necessary from the Parks and Gardens Services if the event is being held on Council owned land. The event organiser is to ensure that underground reticulation and powerlines are not damaged or interfered with in any manner whatsoever. Timers on automatic sprinklers and/or lighting may have to be adjusted. An onsite meeting with the facilitator and appropriate council staff must be arranged as part of the approval process.

PUBLIC BUILDINGS AND ENCLOSURES

If the event is to be held in a fenced area, tent and/or marquee, the area may need to be defined as a “public building”. If the area is a public building, there are certain requirements and conditions that must be complied with.

A public building cannot be used until a “Certificate of Approval” has been issued. A site plan of the proposed area/structure must be submitted for assessment with this application.

Certificates from a structural engineer may be required as part of the approval process.

More information about public buildings can be found at:

<http://www.public.health.wa.gov.au/cproot/1718/2/Public%20Buildings%20Guidelines%20Final.pdf>

http://www.cgg.wa.gov.au/Documents/Forms/Health/Health_Other/H017_Public_Building-Construct_Extend_or_Alter.pdf

EMERGENCY EVACUATION

Emergency exits shall be unobstructed and remain unlocked at all times during the event.

An Emergency evacuation plan is to be developed and provided to the City for approval. The event organiser is to ensure that the evacuation plan is distributed and explained to key personnel.

All crowd control staff are to be briefed on the location of emergency exits and the evacuation plan.

http://www.public.health.wa.gov.au/cproot/1520/2/Public_Buildings_Emergency_Evacuations_Regulation_26.pdf

ELECTRICITY

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

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

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

All electrical installations must be appropriately tagged and comply with all legislative requirements. A licensed electrical contractor may be required to certify the electrical installation and forward a Certificate of Electrical Compliance to the Environmental Health Service.

Further information is available at:

http://www.cgg.wa.gov.au/Documents/Forms/Health/Health_Other/H015_Certificate_of_Electrical_Compliance.pdf

http://www.public.health.wa.gov.au/cproot/1513/2/Electrical_and_Lighting.pdf

TOILETS

The event organiser shall ensure that toilet facilities are provided. The following toilet facilities for male and female persons based on a number of persons expected to attend the event.

Table for Events where Alcohol is Available

Total Attendance	Male Facilities			Female Facilities WC's	Hand Basins	
	WC's	Urinal metres	Urinals		Male	Female
Up to 1000	2	1.5	3	5	1	1
1000 - 2000	3	3	6	10	2	2
2000 - 3000	4	4.5	9	15	3	3
3000 - 4000	5	6	12	25	5	4
4000 - 5000	6	7.5	15	30	5	5
5000 - 6000	7	9	18	35	6	6
6000 - 7000	8	10.5	21	40	7	7
7000 - 8000	9	12	24	45	8	8
8000 - 9000	10	13.5	27	50	9	9
9000 - 10000	11	15	30	55	9	10
10000 - 11000	12	16.5	33	60	10	11
11000 - 12000	13	18	36	65	11	12
12000 - 13000	14	19.5	39	70	12	13
13000 - 14000	15	21	42	75	13	14
14000 - 15000	16	22.5	45	80	13	15

For events with attendance outside the numbers provided in the above table please contact the City's Environmental Health and Sustainability Service for further information.

Duration of event	Percentage of the above std
More than 8 hours	100%
6 hours but less than 8 hours	80%
4 hours but less than 6 hours	75%
Less than 4 hours	70%
No alcohol	50%

At least one unisex disabled toilet is required at each venue.

Where portable or chemical toilets are used for events, they must be monitored during the event for pump out requirements and must be located to facilitate easy pump out. The provider must be available during the day to pump out the toilets as required.

Toilets are to be checked regularly during the event to ensure that they are clean and that all consumables are readily available to patrons using them. Toilets are to be cleaned as required.

Adequate artificial lighting is to be provided for toilets for events occurring during hours of darkness.

Directional signage to toilets must be provided and signage must be visible.

FOOD AND DRINKS

All food and drink outlets are to be approved in writing by the City's Environmental Health and Sustainability Services no later than 14 working days prior to the event. These approvals will only be granted where an application has been made for a Stall Holders Permit and the proposed temporary food outlets comply with Australia New Zealand Food Standards Code.

Application for a stallholders permit:

http://www.cgg.wa.gov.au/Documents/Forms/Health/Food_Business/H009_Application_for_Stallholders_Permit.pdf

PROVISION OF WATER

Potable drinking water supply shall be available and easily accessible to patron's at large public events, especially events of significant duration or outdoor events.

PROVISION OF ALCOHOL

Where a liquor licence is required the event organiser shall provide details of the proposed liquor licence to Council for consideration no later than 30 days prior to the event. Copies of the licence shall be provided to Council no later than 72 hours prior to the event. The permit may be obtained from the Clerk of Courts at the Courthouse.

Department of Racing Gaming and Liquor www.rgl.wa.gov.au

The event organiser shall promote the consumption of non-alcoholic beverages.

Coffee, tea, soft drinks, water, low-alcohol beverages and food shall be available for the duration of the event. If supplies of non-alcoholic and low-alcohol beverages and food run out the sale of alcoholic beverages shall cease immediately.

The pricing of drinks shall be proportional to the alcohol content of the drink.

Competitions that include the actual consumption of alcohol will not be permitted.

The event organiser shall have in place a written procedure for assisting intoxicated patrons and written directions for bar staff regarding their obligations in relation to the serving of alcohol.

ON-SITE CAMPING

If on-site camping is required for site security etc then permission must be obtained prior to the event. You should discuss the requirements of your event with an Environmental Health Officer.

PARKING AND TRANSPORT

A parking and transport management plan may be required to be submitted to Council no later than 30 days prior to the event. There should be adequate parking so that neighbouring properties are not disturbed by vehicles visiting the venue.

Please note:

- An application for Road Closure or Temporary suspension of Road Traffic Act may be required in addition to this application. Forms are available from the WA Police service and fees may apply.
- Traffic Management Plans (when required) must be prepared by persons with current accreditation and will require separate approval before this application can be considered.

Further information regarding road closures can be found in the Main Roads WA *Traffic Management for Events – Code of Practice* at

<http://www.mainroads.wa.gov.au/UsingRoads/RoadTrafficInformation/TrafficManagement/Events/Pages/Events.aspx>

Contact the City's Engineering Services for advice on 9956 6600.

ACCESS BY COUNCIL STAFF

The event organiser shall ensure that authorised council staff have access to the whole venue. This can be arranged through the issuing of tickets or having the officer's name recorded at the door.

EVENT MEETINGS

For some high risk events it may be necessary to arrange pre and post event briefings with individuals or groups having a critical role in the control or operations of the event. As a minimum the event promoter and council staff will meet before and after the event.

CLEAN-UP AND RUBBISH REMOVAL

The event organiser shall be responsible for the collection, removal and disposal of litter from the venue, public areas and surrounding streets. All litter is to be removed within 24 hours of the event.

Adequate bins are required to be provided for patrons. For large events ongoing clean up operations during the event may be required.

Useful Contact Telephone Numbers

Geraldton Police	9923 4555
State Emergency Services (SES)	9921 6444
St Johns Ambulance	9964 5222
Fire and Emergency Services	9923 3044
Dial before you dig	1100
Main Roads Western Australia	9956 1200
Clerk of Courts (for Occasional Licenses)	9921 3722



Event Application

Applications must be submitted at least 10 weeks prior to your event.

Applicant Details

Name: _____
(full name)

Address: _____
(address)

Phone: _____ Mobile: _____

Email: _____

Event Details

Title of event: _____

Dates: _____

Start: _____ AM/PM Finish: _____ AM/PM

Set up time _____ AM/PM Finish: _____ AM/PM

Dismantling time: _____ AM/PM Finish: _____ AM/PM

Proposed venue Details:
e.g. name of reserve, building or public open space

Event Description:
e.g. sporting, commercial, entertainment

Primary purpose of Event:
e.g. fundraiser for community group

Entertainment: brief details (number of stalls, products, entertainment – bands, amplified music – animals, activities etc.)



Expected attendance numbers:

Target audience:
e.g. youth, adult, family etc

Is alcohol to be consumed on site? Yes No

Will food be available? Yes No

Details:

Food van

Kiosk

Stall

Event facilities:

Power Supply details:
(generators or existing)

Water Supply Details:
(Scheme or bottled)

Toilets available:

Male: Closets
Urinals
Hand wash basins

Female: Closets
Hand wash basins

Sound amplification: Yes No

Type of music:

Start: _____ AM/PM

Finish: _____ AM/PM

Set up time _____ AM/PM

Finish: _____ AM/PM

Dismantling time: _____ AM/PM

Finish: _____ AM/PM

Structures:

Tents/Marquees Yes No

Total area covered (m²)

How are they secured?

Enclosed structure: Yes No

Details:

Stages: Yes No

Details:



Parking:

Are special parking provisions needed to accommodate the anticipated crowd? Yes No

Road Closures:

Will there be any road closures needed for the event?

Full road closure: Yes No Partial road closure: Yes No

Traffic Management: Yes No

Have you included a traffic management plan with this application: Yes No

Public Liability:

Have you obtained appropriate insurance? Yes No

A copy of Public Liability Insurance is attached with application Yes

Fireworks Yes No

Risk Management

Using the Risk Action Plan below, identify potential risks to the public that may result from your activity.

The first 4 items have been completed as an example to assist you with completing the action plan.

Risk Action Plan

Risk Item	Preventative Actions	Response Actions
1.1 Medical Incidents < 2 casualties	First aid officer on duty	First aid officer to administer first aid
1.2 Medical Incidents < 10 casualties	First aid officer on duty	First aid officer to administer first aid or call for medical assistance
1.3 Casualties 2-10	First aid officer on duty	First aid officer to administer first aid or call for medical assistance
1.4 Dehydration	Water available to purchase or drinking taps on site	First aid
2.1 Asset Damage		
2.2 Damage to lawn by heavy vehicles		
2.3 Damage to Temporary Fence		
2.4 Excessive Noise		
2.5 Illegal Street traders and entertainers		
2.6 Littering		
2.7 Reticulation timing		
2.8 Lack of electrical Compliance approval		
3.1 Broken Glass		
3.2 Syringes		
4.1 Fire on stage		



4.2 Temporary structure fire		
4.3 Vehicle fire		
5.1 Injury sustained at the event		
6.1 Delays in Public Transport		
7.1 Communication failure		
7.2 Sound Equipment Failure		
8.1 Run out of food		
8.2 Run out of water		
8.3 Access to free water supply		
9.1 Bomb Threat		
9.2 Criminal conduct		
9.3 Disorderly conduct		
9.4 Illegal Alcohol Consumption		
9.5 Person on unsafe viewing platform		
9.6 Substance overdose		
10.1 Need to evacuate		
10.2 Structural Collapse		
11.1 Lost property		
11.2 Lost children		
12.1 Event delayed		
12.2 Lack of contact details		
13.1 Inclement weather (Plan B)		
13.2 Electrical storm		
13.3 Heavy Rains		
14.1 Contractor No show		
14.2 Inadequate briefing		
14.3 Lack of Performers		
14.4 Lack of crowd control staff		
14.5 Forced redeployment of emergency services		
14.6 Key personnel no show		
15.1 Wet/Slippery or uneven ground		
15.2 Lack of disabled access		
15.3 Overcrowding		
16.1 Public toilet failure		
16.2 Power failure		
17.1 Illegal parking and obstruction		
18.1 Car and Pedestrian Crash		
18.2 Lack of emergency service access		
19.1 Tripping over cables		
19.2 Stage invasion		
19.3 Stage electrocution		
19.4 Crowd surfing and diving		
20.1 Food contamination		
20.2 Lack of Refuse Disposal		
20.3 Non Compliance with Health (Food Hygiene) Regulations 1993		
20.4 Non Compliance with Health (Public Buildings) Regulations 1992		

Site Plan

A detailed layout of the event is to be included with your application. Please ensure the following is indicated on the map (if applicable). It is suggested that a copy of the finalised site plan be issued to police, fire services, SES, and other relevant emergency services, first aid and security personnel, and participants.

The following information must be included on the site plan.

Stage	First aid post(s)	Parking areas
Food stalls	Emergency Exits	Sale of alcohol areas
Electricity cables	Vehicle Access Points	Fenced off areas
seating	Location of tents / marquees	Consumption of alcohol
Site signage	Pedestrian access points	Location of additional toilets
Mixing desk	Water points	Evacuation plan
Crowd controllers		

Site Plan attached

Yes

Declaration

I / We

as the event organiser applying for approval to host an event in the City of Greater Geraldton, 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 Events Information and 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.

Signature:

Name:

Date:
