



# Public Events Guide





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# About this guide

The City of Swan plays host to a wide range of events each year ranging from small market days to major festivals.

These events generate a sense of community, provide entertainment, bring visitors to our City and make it a great place to live, work and play.

The City is responsible for approving all events run in the City of Swan to ensure that they comply with a range of health and safety requirements. This includes public events on both City owned land and privately owned properties.

This guide is intended to assist public event organisers through the event approval process.

It outlines your role in planning your event, including the documents required for the City to process your event approval.

## What is a Public Event

A public event means any single, one off event, either indoor or outdoor, where people assemble for sporting, entertainment or other common purposes. This includes outdoor concerts, fairs, markets, outdoor movie nights, festivals etc.

## Exemptions

Public events do not include private, invitation only functions such as weddings and parties, or where a facility is being used within its intended purpose and capacity (i.e. Art exhibitions, club level sporting days.)

If you are unsure whether your event requires a public event approval, please contact our events team on **9267 9637** or at **[public.events@swan.wa.gov.au](mailto:public.events@swan.wa.gov.au)**.



## Our role

The City's events team can assist you in navigating the event approval process, including:

- Advice on event approval requirements specific to your event.
- Liaising with all other City teams on your behalf, including reserving and booking City facilities.
- Checking your proposed event date against our existing events calendar to ensure there are no major clashes.
- Processing your event approval within four weeks of receiving all required information.

Please note, your application cannot be processed until all required information is received.

## Your role

As the event organiser, you are responsible for planning the event and ensuring it complies with relevant laws and regulations as well as conforming to the requirements of the City of Swan and other agencies.

It is also your role to provide all required information to the City in a timely manner to ensure that your event approval can be processed. It is recommended that you submit your completed event application and supporting documents at least six weeks prior to your event date.

As part of the City of Swan event application process you will be required to submit:

- Completed Public Event Application form.
- Site map which includes key items such as site entries and exits, parking areas, first aid, power locations, key infrastructure, emergency assembly areas and amenities.
- Certificate of Currency for relevant insurances (where the event is held on City of Swan owned land).
- Traffic management plan (where required).
- Certification documents and insurances for any rides and amusements you will have at your event. This includes bouncy castles and other inflatables.
- Relevant food business notification forms and insurances where you will be having food trucks or other food service at your event.
- Other documents as requested by the City.

For events where attendance will be over 1,000 guests at any one time, or where otherwise requested by the City of Swan, you will be required to submit:

- Risk Management Plan.
- Emergency Management Plan.





# Your application

We will now go through each section of the Public Event Application form and provide details on the requirements in each section.

If you have any further questions, or are unsure of the requirements for your event, please contact our events team at **public.events@swan.wa.gov.au** or on **9267 9637** at any stage throughout the process.

## 1. Event details

Please include your event name, venue name and address, and brief description of the event.

The timings are broken down into the setup and pack down periods and the duration of the event itself.

If your event will run over multiple days or is a series of events running over multiple event dates, please feel free to include an attachment outlining all dates and times.

This information allows our team to assess the impact on surrounding residents and check for potential clashes with other events in the area.

Where the event is to be held at a City owned venue, this information also allows us to check availability, make a tentative booking and ensure the site is prepared for the event.

## 2. Event organiser details

This allows us to contact you throughout the events approval process and also provides relevant City staff with a key contact for the event day.

## 3. Event specifics

Please advise whether your event is open to the general public or by invitation only.

You will also need to provide the total anticipated attendance numbers, as well as the maximum expected numbers at any one time.

This information assists our team in assessing the risk rating for the event and informs the requirements for various amenities, risk management and support services.

## Site Plan

An essential part of your event application is a site map which includes the following:

- **Power**  
Location/s, source (i.e. generator, existing), distance from power outlet to fixture
- **Temporary Infrastructure**  
Location/s, type (i.e. marquee, stage etc), size
- **Water**  
Location/s, type
- **Entry/Exits**  
Pedestrians, vehicles, emergency services, accessibility, emergency muster points and routes
- **Permanent Structures**  
Locations of any permanent facilities that will be used for your events
- **Parking**  
Location, number of car spaces, accessible parking
- **Safety**  
First aid locations and type, fire extinguishers, barriers etc



#### 4. Traffic and parking

It is important that all events have sufficient traffic and parking management in place to ensure safety of patrons, smooth flow of vehicles and to limit the impact on surrounding properties.

This may include directional signage and barriers, volunteer marshals, paid traffic management personnel or all of the above.

Event car parking can be made up of existing formal car bays, temporary parking areas (e.g. nearby vacant lots and/or ovals) or a mixture of both. Please ensure you have gained permission from property owners if you intend to use a space that is not normally designated for parking.

You will need to demonstrate to our team that you have sufficient parking for the number of expected attendees and that you have considered the impact on surrounding properties and roadways.

The City also encourages event organisers to consider options for public transport to the event (i.e. Nearby bus/train station, shuttle bus).

For major events where the impact on traffic flow and surrounding properties will be substantial, a formal traffic management plan will be required by the City.

This must be prepared and implemented by an approved or ticketed traffic management contractor, and will require approval from the City.

You may also need to gain approval from Main Roads and WA Police. Please discuss this with your traffic management company who will be able to advise of the requirements specific to your event.

Feel free to contact the City's events team if you are unsure of the traffic and parking management requirements for your event.



## Structures and facilities

If you will be erecting any temporary structures such as marquees, stages, tiered seating etc., the installer must sign off that each structure has been installed to the engineers specifications and relevant standards. This form will be provided with your event approval and must be returned to the City once completed.

Small pop up marquees (such as those used for market stalls) are exempt from this requirement, however you should ensure they are erected and secured as per the manufacturers specifications.

Where an event will include amusement structures, the following information for each structure is required to be provided with the event application:

- Annual certificate of inspection of the amusement structure;
- Copy of WorkSafe plant registration;
- For Class 1 amusement structures, an assessment or certification letter that shows the assessment methodology.

## Power

As the event manager, you are responsible for ensuring there is adequate power onsite for your event, including existing power outlets, portable generators or a mixture of both.

You should consider the distance between the power source and the temporary fixture to limit the distance that cables are covering.

Cable covers and/or barricades should be installed wherever cords and leads will be present in areas of foot traffic.

All electrical items should be tested and tagged prior to use.

The City will also require a licensed electrician to sign off on all temporary electrical works onsite. This form will be provided as part of your event approval.

## Toilets

Sufficient toilets must be provided for the number of guests you are expecting at your event.

As a guide, you must provide at minimum:

- One closet fixture for every 200 female patrons.
- One closet fixture or urinal for every 200 male patrons made up of a minimum of 30 per cent closet fixtures and the balance in urinals.
- One wash basin for every 200 patrons.
- At least one universal access toilet.

Toilets can be existing permanent facilities, portable ablutions or a mixture of both.

The City may amend these ratios depending on factors such as event duration and food/alcohol service.

All toilets must be:

- Equipped with appropriate signage and screening.
- Able to be pumped out if required.
- Provided with adequate lighting (minimum 40 lux) during hours of darkness.
- Stocked with hand washing facilities including water, hand soap and paper towels/hand dryers.

You must ensure that toilets are checked regularly throughout the event to ensure cleanliness and to restock amenities.





## Food and Beverage

If selling or serving food at your event, you must ensure appropriate food handling practices are in place to minimise the potential health risks.

All food outlets must comply with the requirements of the *Food Act 2008*.

If the event is on City owned or controlled land, all food vendors must obtain a 'deemed license' using the relevant notification form.

### Non Registered Food Vendors

This includes community groups and charities holding a sausage sizzle or cake stall at your event.

They are required to complete and submit the Notification Form for an Exempt Food Business and comply with the requirements of the *Food Act 2008*.

### Registered Food Vendors

This includes registered food businesses such as food trucks or catering companies selling food at your event.

They are required to complete and submit the Notification Form for an Exempt Food Business and comply with the requirements of the *Food Act 2008*.

In addition, registered food vendors must submit their Food Business Certificate from the Local Government where they have registered.

Where the event is on City owned land, your vendors will also be required to submit their insurance certificate of currency.

If you intend on having multiple food vendors at your event, we encourage you to collate details of all vendors and submit using the Notification of Multiple Food Businesses at a Public Event form.

Each vendor will still be required to provide the relevant supporting documentation.

## Food Safety Training

It is recommended that all food handlers complete the I'm Alert online food safety training program which is available for free through the City's website at [www.swan.wa.gov.au](http://www.swan.wa.gov.au).

## Drinking Water

It is recommended that free drinking water be made available for patrons at your event.

Depending on the size, type and timing of your event, this may be a condition of your event approval.

Wherever possible, we encourage the use of drinking fountains or portable water stations which enable the use of refillable water bottles and reduce the environmental impact of your event.

If the nature of the event is such that water is being sold to patrons, then it must be in plentiful supply, easily accessible and at reasonable cost.

## Service of Alcohol

Council Local Laws do not allow consumption of alcohol in public places without prior approval.

If alcohol is to be sold, served or consumed at your event, you should first seek approval from the Department of Racing, Gaming and Liquor no later than 60 days prior to your event. For more information on requirements around liquor licensing, please visit [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au).

Alcohol must always be sold, served and consumed responsibly in addition to offering non-alcoholic beverages for consumption.

The event organiser should also ensure that all staff are trained in Responsible Service of Alcohol and that there are adequate procedures in place for dealing with intoxicated persons.

Competitions which involve the consumption of alcohol are not permitted at events.



# Waste management

As an event manager, you are responsible for the collection, removal and disposal of all rubbish from the venue and surrounding areas. All litter is to be removed within 24 hours of the event.

Adequate waste and recycling bins are required to be provided for the event.

The City offers a discounted rate on bin hire for events and these can be delivered to your venue. If you require bins from the City, please call waste services on 9267 9267 to arrange prior to your event.

The City encourages all event organisers to be more sustainable by reducing or eliminating single use plastics and facilitating correct recycling practices. For more information about what you can do to help the environment, please see our Handy Hints for making your event more sustainable.

## Risk and emergency procedures

### Risk Management

Event managers are required to assess all possible risks which may arise throughout the running of your event.

For events where attendance will exceed 1,000 patrons at any one time, it is compulsory to submit a Risk Management Plan as part of your application.

Risk Management Plans are to be developed in accordance with AS/NZS ISO 31000:2009 as per regulation 4 (2) of the *Health (Public Building) Regulations 1992*.

Example Risk Management Plans and Risk assessments to assist you with this process are available upon request.

Your Risk Management Plan should consider Emergency Management planning to ensure you are equipped to deal with any type of emergency which may arise.

Your emergency management plan should be flexible and easy to follow with clearly defined roles and responsibilities for staff, volunteers and contractors.

A clear path (the length and width of a fire truck) should be kept clear for emergency vehicle access throughout your event.

Emergency exits should be unobstructed and remain unlocked at all times throughout the event.

Your plan should also outline emergency evacuation procedures and muster areas.

### Insurance

All events held on City owned or controlled land require a minimum of \$10 million Public Liability Insurance Coverage. This must be included with your public event application.

Adequate insurance coverage is also required for event staff, volunteers, stallholders, entertainers and all contractors.

Information on insurance for community groups can be found on the Local Community Insurance Services website at [www.lcis.com.au](http://www.lcis.com.au).

Event managers are also encouraged to hold adequate insurances even if the event is being held at a privately owned venue.

### Crowd Control

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

For events where crowd control is required, the following ratio is recommended.

- One crowd controller for every 200 patrons where alcohol is not being served at the event.
- One crowd controller for every 100 patrons where alcohol is being served at the event, or as otherwise required as part of your liquor license by the Department of Racing, Gaming and Liquor.
- Additional guards to prevent access to back of house areas, guard equipment and prevent unauthorised access to site should be considered as required.

Crowd control is required from prior to the event site opening and after the event until all crowds have dispersed.

If safety barriers are to be installed, they must be in accordance with the requirements of the Guidelines for Concerts, Events and Organised Gatherings as published by the Department of Health.

If you are unsure of the crowd control requirements for your event, please contact the City of Swan events team prior to submitting your application.

## First Aid

Adequate First Aid facilities and/or personnel are required to be present at all events.

The level of first aid required ranges from a first aid kit and qualified first aider for low risk events, to professional first aid stations for high risk events.

As a guide, we suggest the following ratios:

- First aid kit and at least one qualified first aider for events up to 500 people.
- Two first aiders per 500 patrons for events of over 500 and up to 5,000 people. This includes one formal first aid post.
- Two first aiders per 1,000 patrons for events of over 5,000 people. This includes 2 formal first aid posts.

## Fire Safety

Event organisers should ensure fire extinguishers and/or other fire prevention equipment is placed in high risk areas such as food trucks and nearby to electrical equipment.

Your Emergency Management Plan should cover procedures to be followed in the event of a fire.

## Fireworks

If you are planning a fireworks display as part of your event, you must get approval from the Department of Mines, Industry Regulation and Safety.

Your application will be referred to the City for approval as part of this process where consideration will be given to noise impacts and safety issues.

## Noise management

As the event manager you control event related noise to ensure compliance with the *Environmental Protection (Noise) Regulations 1997* at all times.

Consideration should be given to the placement of speakers to reduce the noise impact on neighbouring properties.

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 Event Noise Exemption (Reg 18). This approval is granted by the CEO of the City of Swan.

A Reg 18 application is required no later than six weeks prior to your event. If the application is received after this time, a late fee will be payable.

## Consultation with the community

Approximately three weeks prior to your event, it is best practice to contact surrounding businesses and residents to let them know that the event is to take place and outline any potential impacts. For certain events, this will be a condition of your event approval.

The notification should include key timings, expected impacts and treatments and a key contact number for any complaints to be registered during the event period.

Notifications may be done by letterbox drop and/or direct mail.

Depending on the location, timing, type and size of the event, the City may also require you to notify WA Police, Fire and Emergency Services and St John Ambulance.

An Event Notification template for surrounding properties is available by contacting the City's events team.

## Health and welfare of patrons

Perth's summer heat can be harsh. Event organisers must provide adequate shade for event patrons to protect against the sun.

For daytime events, you're encouraged to promote the SunSmart message to staff and patrons. Sunscreen should also be provided at no cost.

Water misters or other cooling systems should also be considered in the warmer months.

Where provided, misters should use water of a potable standard.

Event organisers are also encouraged to promote the Fight the Bite mosquito bite prevention message to staff and patrons.

This includes encouraging loose fitting clothing covering as much of the body as possible and using insect repellent.

Information and free promotional material for Fight the Bite can be provided by the City's events team on request.



# Fees

Fee Type	Description
Event Application	Less than 1000 patrons at one time <b>Nil</b>
	1000 - 4999 patrons at any one time <b>\$348</b>
	5000 or more patrons at any one time <b>\$871</b>
Venue Hire Fees	City owned venues are subject to hire fees – these will be confirmed at the time of booking.
Extra Bins	<b>\$25</b> per bin
Liquor Licence Application	<b>\$168</b> (Section 39 Certificate)
	<b>\$250</b> (Section 40 Certificate)
Noise Exemption Fee	<b>\$1,000</b>  There is a <b>\$250</b> late fee if submitted less than 60 days prior to the event. Charitable and Community Groups are exempt.
Traffic Management Plan Approval	Free for community groups and not-for-profit organisations.

## Services

The City of Swan also offers additional support to event organisers including:

Free events management workshops training. Contact [public.events@swan.wa.gov.au](mailto:public.events@swan.wa.gov.au) for more information.

Grant funding and support for community events. Visit [www.swan.wa.gov.au/funding](http://www.swan.wa.gov.au/funding) for more information on available funding.

Pop Up Movie Trailer to hire for free as part of your community event. Please contact the events team for more information.

## Resources

All relevant forms mentioned in this guide can be found [www.swan.wa.gov.au/hold-event](http://www.swan.wa.gov.au/hold-event) or by emailing [public.events@swan.wa.gov.au](mailto:public.events@swan.wa.gov.au)

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This document can be made available in  
alternative formats and languages on request.

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