



# Event Application Guidelines

This guide is intended to assist in the planning process of your event, advising you of the relevant requirements and **must be read** prior to completing the City of Bunbury event application forms.

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## INTRODUCTION

**Planning an event?** The City of Bunbury (the City) strongly encourages and supports community, industry, cultural and sporting groups to deliver their own events, and invites you to discuss your event with the City's Events Team. An important aspect of planning and organising events is the responsibility of the event organizer to ensure that their event is safe and successful.

This guide is intended to assist in the planning process of your event, guiding you through the relevant legislations and City requirements and **must be ready prior to completing the City of Bunbury event application forms.**

Whether it is a private family birthday party, or a large scale music festival, **all events meeting any of the below criteria are required to complete a Public or Private Event Application Form:**

- 30 people or more will be in attendance
- The group wishes to consume alcohol
- Use of temporary structures or activities including but not limited to marquees, bouncy castle, animal farm, pony rides, stages, etc.
- Formal sporting games/matches/training sessions
- Formal event or function where an area will be enclosed with fencing or similar
- Providing food and drinks to the public (this refers to commercial food suppliers including catering companies/food trucks etc, or any food being sold to the public. If you're unsure, please contact the City to discuss further.)



# APPLICATION PROCESS

## 1. RESERVE YOUR VENUE

To ensure your venue of choice is available, the first step is to call the City and tentatively reserve the venue for your event. To do this, please contact a member of the City's Events Team on (08) 9792 7000. Bookings are not confirmed until a permit has been granted and any applicable fees have been received.

## 2. SUBMIT YOUR EVENT APPLICATION

An Event Application should be submitted at least eight (8) weeks prior to your event, however should the event be considered large or high risk, an application can be made up to twelve (12) months in advance. Incomplete or late applications will not be accepted. Applications will not be accepted without a detailed site map attached. Due to the time involved in assessing applications, fees apply for event applications submitted less than ten (10) working days prior to an event.

## 3. APPLICATION IS DISTRIBUTED TO INTERNAL DEPARTMENTS FOR COMMENT

Once the mandatory sections of the application have been received, they will be distributed to the relevant internal departments of the City who will be asked to offer comments or advise of further requirements.

## 4. EVENT PERMIT CREATED AND DISTRIBUTED

When all comments have been received, the Events Bookings Officer can then create the event permit and send out to the applicant via email (or post if no email address is supplied). If any fees are applicable, an invoice will be sent out with the permit.

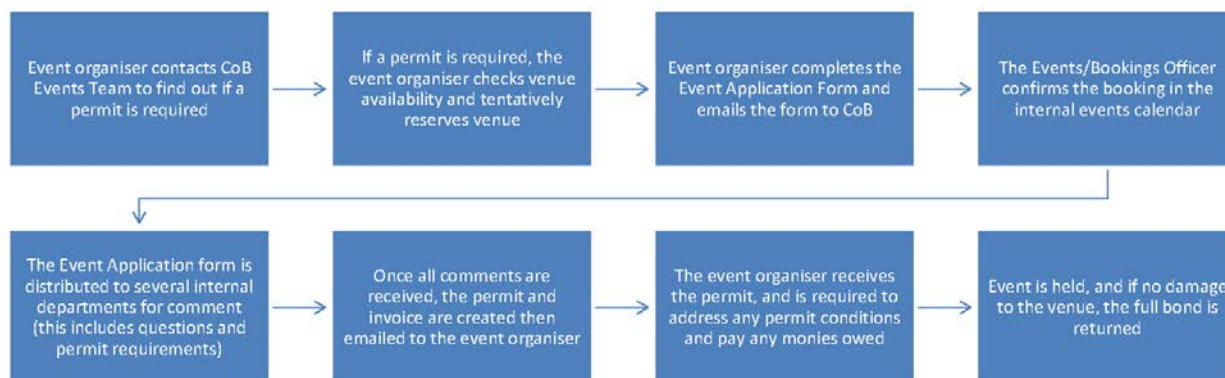
## 5. MEET PERMIT REQUIREMENTS AND PAY ANY FEES

Ensure you have read all sections of the permit once received, and address any requirements which may include providing extra information, advising local community of road closures, etc. If you have received an invoice, ensure the amount is paid in full prior to the due date.

## 6. CONDUCT YOUR EVENT

Conduct your event as approved in your Event Permit. If you have paid a bond, this will be returned to you pending a successful post-event site check has been completed. If it is a large event, a post-event meeting may be requested by the City.

Please contact the City's Events Team to discuss your event in more detail, to request quotes for fees and charges, or for any further information on (08) 9792 7000 or [events@bunbury.wa.gov.au](mailto:events@bunbury.wa.gov.au)



## ADDITIONAL APPLICATIONS OR DOCUMENTATION

All event applications require a site map and public liability insurance certificate (coverage of no less than \$20 million for high risk events, or \$10 million for low risk events), however depending upon your event, there may be additional applications, certifications, or documentation required which can include but is not limited to:

- Certificate of Construction/Installation (temporary structures)
- Application to Undertake Temporary Food Service
- Consent to Consume Liquor on a Park or Reserve
- Non-Complying Event Application (noise)
- Certificate of Electrical Compliance
- Risk Management Plan
- Security Management Plan
- Traffic Management Plan
- Parking Plan
- Waste management Plan
- Medical Plan

## ACCESS AND INCLUSION

The City is working towards making Bunbury the Most Accessible Regional City In Australia.

When planning your event, consideration should be given to a range of issues, which includes but is not limited to:

- Accessible paths, ramps, and entries/exits for people with mobility aids, prams, etc
- Accessible seating and designated areas for people with mobility aids, prams, etc
- Accessible toilets
- Accessible parking bays
- Site set-up and clear access ways
- Staff/volunteers to assist where required
- AUSLAN interpreters or screens showing subtitles if a performance/talk
- Clear and easy to read marketing and signage
- Access information included in marketing and promotional material, and promoting the event as accessible
- Information available in a range of formats (online/print/phone etc)

An Accessible Events Checklist can be found by clicking [here](#).

## SITE MAP

A detailed overhead site map is required for all events which must include any of the below that will be at your event:

- Food/market stalls
- Entertainment
- Stage
- Generators
- Lighting equipment
- Toilets (including accessible toilets)
- Seating
- Marquees/tents
- First aid posts
- Security posts
- Bin locations
- Entry/exit locations
- Licensed areas
- Fencing
- Emergency assembly area

It is recommended you use Google Maps or similar as a base for your site map.

## RISK MANAGEMENT PLAN

Risk Management Plans are legislatively required for all events with over 1,000 people in attendance, and may also be required for smaller but higher risk events. It is recommended that all events have a Risk Management Plan even when not required, and a template can be found by visiting [www.bunbury.wa.gov.au](http://www.bunbury.wa.gov.au) and searching "Risk Management Plan".

Risk Management Plans must be easy to follow and include, but is not limited to:

- Stakeholder list with contacts, roles, and responsibilities
- Emergency assembly point/points
- Procedure for managing lost/found children
- Risk assessment and adequate control measures

## TOILETS

The adequate number of toilets at an event is a crucial factor. For example, patrons waiting in large queues may become agitated or annoyed and this may lead to problematic behaviour at the event.

Existing or additional toilet facilities must:

- Be accessible for people with disability
- Be cleaned and re-stocked regularly
- Be located away from food
- Be weather protected
- Be well lit so as to not provide a security or safety risk
- Provide soap and hand drying equipment

The number of toilets required will depend on the following:

- Anticipated crowd numbers
- Event duration
- If alcohol is available
- Gender of patrons

There is a table that can be found on page 10 which shows suggested number of toilets for events.

## WASTE MANAGEMENT

The event organizer is responsible for the collection and disposal of litter from the venue during and immediately after the event. The number of bins required will depend on the type of event being planned, existing bins and the duration of the event.

It is recommended there is one 240L bin per 100 people. Bins can be hired from the City or a private waste management contractor. For large scale events, clean-up operations during the event may be required.

For weekend events, bins will be delivered on the Friday prior (unless the event organiser requests delivery earlier) and will be collected on the Monday.

## OPEN SPACE

Permission must be sought via the Event Application Form prior to piercing the ground to avoid damaging reticulation. A plan of the ground irrigation is available upon request.

Please note that fees will apply to mark and turn on/off any reticulation for your event.

## FOOD/BEVERAGES

All events that will be selling or serving food/beverages need to state this in their Event Application Form.

All food vendors/suppliers will be required to supply their Certificate of Registration, and we recommend that you request their public liability certificate for your own records.

If your event location already has food/beverage vendors who currently trade at your chosen venue, we suggest event organisers approach these vendors first before approaching outside vendors to trade at your event.

Further information may be requested by the City's Environmental Health Services once the application has been submitted.



## SUPPLYING/SERVING ALCOHOL

If alcohol is intended to be supplied at your event, a 'Consent to Consume Liquor on a Park or Reserve' form must be completed and submitted a minimum of 10 business days prior to the event. This intention also needs to be stated in the Event Application Form.

If alcohol is intended to be sold at your event either directly or indirectly (ie through purchase of event tickets which includes alcohol), the event organiser must contact the Department of Racing, Gaming & Liquor to obtain the appropriate liquor license. They can be contacted on (08) 9425 1888, and fees apply.

## TRAFFIC MANAGEMENT

Any event which may potentially create a traffic or pedestrian hazard (ie road closures, large volumes of traffic or pedestrians, footpath closures/blockage) will be required to submit a Traffic Management Plan which is to be completed and implemented by an accredited traffic management company.

This will need to be approved by the City, WA Police, and Main Roads. A Traffic Management Plan is required when submitting your road closure application to the WA Police.

The Traffic Management Plan should include:

- Alternative routes to be taken by traffic
- Parking arrangements
- Speed limits
- Parking for people with disability
- Variable message boards
- Public transport arrangements (if applicable)
- Signage
- Notifying local taxi and public transport providers of road closures or alternative services

For further information, please contact the City's Community Safety and Emergency Services Department on (08) 9792 7106.

## NOISE

Noise from your event needs to be assessed in regards to the impact of local residents and businesses.

Monitoring of noise is a national requirement and the City is required to regulate any event which may include live or recorded music, commentary, and construction noise.

If the noise from your event is likely to exceed the assigned noise levels as set out by the Environmental Protection Agency, you may be required to conduct noise monitoring and submit a Non-Complying Event Application to the City. Fees apply.

For further information, please contact the City's Environmental Health Department on (08) 9792 7100.

## TEMPORARY STRUCTURES

Temporary structures can include but are not limited to marquees, tents, stages, movie screens, spectator stands, fencing, and barriers.

Any temporary structure that will house the public or have a significant risk may require a Certificate of Construction/Installation to be completed by the supplier/installer of the temporary structures.

A Dial Before You Dig check may be required should any event structures pierce the ground. Learn more by visiting [www.1100.com.au](http://www.1100.com.au)



## FIRST AID

The level of first aid required will range from a basic first aid kit for low risk events, to significant first aid posts manned by qualified first aiders or paramedics for high risk events. Organisations such as St John Ambulance can be contacted to provide first aid services.

It is recommended that every event should have at least one qualified first aid officer dedicated to this role and is present for the duration of the event.

First aid should be increased when alcohol is available and/or the event involves patrons taking part in physical activity (eg a fun run).

A table can be found on page 10 which shows suggested numbers of first aid staff for events.

## SECURITY

It is recommended that each event has a person/s dedicated to security. Licensed options can include security guards or crowd controllers. Below is a breakdown showing the difference between the two.

- **Security Guard.** A security guard is defined as a person who watches, guards or protects any property. (these are best for having onsite overnight before or after an event if you have expensive infrastructure left on site)
- **Crowd Controller.** A crowd controller is a person who controls or monitors behaviour, screens people seeking entry into an event or removes people from the event for behavioural reasons (best for if you have an event where you think people may fight or cause trouble)

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 to the event date.

For fenced events, all entry/exit points are to be marshalled as well as external roaming guards to control fence jumping and potential crowd control outside the event.

## FIREWORKS

If you are planning on discharging fireworks at your event, you will be required to contact the Department of Mines, Industry Regulation and Safety (DMIRS) on (08) 9222 333 or by visiting [www.dmp.wa.gov.au](http://www.dmp.wa.gov.au) and will require approval from DMIRS, the WA Police, and the City.



## ANIMAL FARMS/RIDES

If you are planning on having animals at your event in any capacity, they are not to be within 21 metres of any food vendors or suppliers. There may also be additional conditions which will be included on your permit.



## EVENTS TRAILER

The City has an events trailer, with the following equipment available suitable for traffic management:

- Sign Legs (59)
- Bollards (70)
- Bollard Bases (70)
- Right Detour (9)
- Left Detour (9)
- Reduce Speed (7)
- Detour End (6)
- Detour Ahead (6)
- Road Closed (12)
- Lane Closed (2)
- Road Closed Ahead (2)
- Chevrons (14)
- Event Ahead (4)
- Event Ahead/Event End (6)
- Barrier Boards 1.5 M (4)
- Barrier Board Legs (4)
- Flag Bunting & Reels (orange) (5)
- Rolls of Orange Fencing

The collection and return of the trailer is the responsibility of the hirer. A hire fee applies, however may be waived for not-for-profit events.

To book the Events Trailer, please book through the City's Community Safety and Emergency Services Department on 9792 7106.



## MARKETING

Initial promotion or advertising of the event can begin as early as you would like. We recommend sharing information online approx. 4-6 months prior to the event with general details, and further details shared closer to the date.

You may wish to create a Marketing and Communication Plan which includes:

- overview of the event
- primary and secondary audiences
- communication objectives (ie raise awareness of a topic or encouraging participation of an event)
- stakeholders (people who may be affected by the event or are involved with the event)
- communication channels (eg tv, radio, print media, digital, social media etc)
- timeline

You can add your event to Bunbury's online event calendar by visiting [www.visitbunburygeographe.com.au](http://www.visitbunburygeographe.com.au) and click on the 'Events' tab and choose 'add local event'.

The following information must be included:

- Name of Event
- Date and time of the event
- Venue
- Cost
- Contact Number
- A Brief Description

Events of the following nature will NOT be permitted on the event calendar.

- Exclude or offend minority community groups
- Could present a hazard to the community or environment
- Political in nature or incorporate political activities
- Religious events
- Private functions

## ADVERTISING/DIRECTIONAL SIGNAGE

Event signage is permitted in selected locations within the City as per the map found [here](#) and as per below:

1. Koombana Drive - on the South side, between the caravan park and the roundabout near Dolphin Discovery Centre.
2. Ocean Drive and Symmons Street - West side of cricket nets, not to be facing the roundabout.
3. Ocean Drive and Hudson Road - West side of Ocean Drive, minimum 3m from edge of road.
4. Bussell Highway - rest area North of Washington Avenue, 3m from edge of road.
5. Blair Street and Halsley Street - Hands Oval South East corner only.
6. Sandridge Road and King Road - approximately 50m East of traffic lights on North side of Sandridge Road.

All signage is required to have a contact phone number on the bottom right hand corner, and signs placed at positions 2 and 5 may be attached to existing fencing. Signs are checked regularly to ensure they are compliant with the above conditions, and non-compliant signage will be removed and impounded.

There is also the option of hiring billboard or banner space, with both having fees applicable.

The City's Events billboards are located at the below locations:

- Ocean Drive (Scott Street corner)
- Koombana Drive (near George Baxter Promenade)
- Picton Road (near Bunbury Machinery opposite Henley Drive)

You are required to provide a copy of your Public Liability Insurance (PLI) certificate and a diagram of your signage, including exact wording that will appear on the billboard attached to the application form which can be found [here](#).

Fees for billboard hire are \$50 (inc GST) per sign per week for commercial events, or \$25 (inc GST) per sign per week for non-commercial events.

The City's has two locations where events banners can be installed as per below:

- Victoria Street (near Wellington Street)
- Victoria Street (near Symmons Street)

Fees for banner space include a \$200 installation and removal cost, and hire fee is \$130 per two week period.

## TABLES

The table below shows toilet figures for events where alcohol is available. If alcohol is not available, then reduce the requirements in the table below by 50%.

Total Attendance	Male Facilities			Female Facilities		Accessible Toilets
	WC's	Urinal Metres	Hand Basin	WC's	Hand Basin	
0 – 1000	2	1.5m	1	5	1	1
1000 – 2000	3	3m	2	10	2	1
2000 – 3000	4	4.5m	3	15	3	1
3000 – 4000	5	6m	4	20	4	1
4000 – 5000	6	7.5m	5	25	5	1
5000 – 6000	7	9m	5	30	6	2
6000 – 7000	8	10.5m	6	35	7	2
7000 – 8000	9	12m	7	40	8	2
8000 – 9000	10	13.5m	8	45	9	2
9000 – 10,000	11	15m	9	50	10	3

Below is a suggested guide for when planning first aid resources, however, your first aid provider or the City's Environmental Health Department may suggest different numbers in accordance with your specific event:

Event Size (# of patrons)	First Aid Posts	First Aid Staff
500	1	2
1000	1	4
2000	1	6
3000	1	7
4000	1	8
5000	2	10
6000	2	11
7000	2	12
8000	2	13
9000	2	14
10000+	To be determined by the City's Environmental Health Department	

## GRANT FUNDING PROGRAM

The City of Bunbury has a Grant Program which includes a section that covers events, in addition to community and arts categories. More information can be found by visiting the Grant Funding Program section of the website, or emailing [grants@bunbury.wa.gov.au](mailto:grants@bunbury.wa.gov.au)

## CONCLUSION

Thank you for reading through the City of Bunbury's Event Application Guidelines. If there is anything you are still unsure about, or would like to clarify, please don't hesitate to contact the City's Events team on (08) 9792 7000 or emailing them at [events@bunbury.wa.gov.au](mailto:events@bunbury.wa.gov.au)