



TOWN OF  
**MOSMAN PARK**

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# Holding a Public Event Guidelines



# WORKING WITH THE TOWN OF MOSMAN PARK

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The Town of Mosman Park is committed to developing and supporting events that provide entertainment and leisure opportunities for the community, and through this guideline, acknowledges the need to protect the amenity and health of the public that may be impacted upon by events. This guideline is aimed at providing established procedures and guidelines for the staging of major and minor events to ensure that they are safe and successful.

## EVENT APPLICATIONS

Event applications are assessed by various departments within the Town of Mosman Park, depending on the size and requirements of the events. Please be aware that you may be contacted by various Council staff as your application proceeds through the assessment phase.

## LEGISLATION

The Event Organiser must ensure that the event meets all statutory requirements as is set out in written law. Applicable legislation may include;

- *Health Act (Miscellaneous Provisions) 1911*
- *Health (Public Buildings) Regulations 1992*
- *Town of Mosman Park Local Laws*
- *Food Regulations 2009 or the Australia New Zealand Food Standards Code*
- *Building Code of Australia*
- *Local Government Act 1995*
- *Occupational Health Safety and Welfare Act and Regulations*
- *Environmental Protection (Noise) Regulations 1997*
- *Liquor Licensing Act 1988*
- *Security and Related Activities (Control) Act 1996*
- *State Disability Services Act (1993)*
- *Disability Discrimination Act (1992)*
- *Security and Related Activities (Control) Act 1996*
- *Explosive and Dangerous Goods Act 1961*
- *National Construction Code*

This legislation is available at [www.slp.wa.gov.au](http://www.slp.wa.gov.au) or the State Law Publisher's Office, Ground Floor, 10 William Street, Perth 6000.

## TYPES OF EVENTS & PROCESSING TIMEFRAMES

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Most event applications can be assessed within the timeframes set out in the table below. These timeframes allow for appropriate planning of the event and to gather all required information. The below table outlines event classifications and application submission times.

<b>Low Risk</b>	Generally less than 400 persons unless risk assessment determines otherwise.	Submit application 21 business days before event
<b>Medium Risk</b>	Generally 401 - 1000 persons unless risk assessment determines otherwise.	Submit application 30 business days before event
<b>High Risk</b>	Generally more than 1000 persons unless risk assessment determines otherwise,	Submit application 60 business days before event

### Low Risk Events

Low Impact Events will be required to submit the minimum following documentation - .

- Event Application Form;
- Site Plan;
- Public Liability Insurance for a minimum of \$10 million;

### Medium Risk Events

Medium Impact Events will be required to submit the following minimum documentation:

- Event Application form;
- Site Plan;
- Public Liability Insurance for a minimum of \$10 million;

It is noted that upon assessment of the application further information or documentation may be required.

### High Risk Events

In addition to the Medium Risk Event requirements, the following is required for High Risk Events:

- Risk Management Plan;
- Emergency Evacuation Plan;
- Traffic Management Plan (for any event or activity within the road reserve only);
- Copy of communication advising Emergency Services and Police of the Event;

It is noted that upon assessment of the application further information or documentation may be required.

### Other Documentation

Other documentation that may be required includes:

- Community Notification;

- Application for Signage for Community Event;
- Food, and Amusement Stallholder Applications.

### Site Plans

A site plan should be as detailed as possible and include the following if applicable to the event –

- All structures, fencing, food stalls, lighting, toilets and first aid posts.
- Area of the land identified for patron use.
- Stage and speaker layout.
- Direction of nearest residential property.
- Location of all fire extinguishers, exits, fire safety equipment and access points for vehicles.
- Location of Emergency Assembly Points.
- Location of all electrical equipment, generators and primary power supply.
- Liquor licensed areas.
- Bins.
- Parking Arrangements.
- Pyrotechnics locations.

### EVENT REVIEW

Where appropriate, the applicant or the Town of Mosman Park staff may request a meeting with all stakeholders to review an event within forty five days (45) from the date the event was held.

## EVENT SAFETY

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### TEMPORARY STRUCTURES (STAGES, MARQUEES AND TENTS ETC.)

Some temporary structures require sign off by the installer to state the structure is safe. This sign off ensures that the installer is confident that all structures are installed to the manufacturer's specifications, and adequately secured. 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 shall be submitted with your Event application.

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

### Advice of Structures form

For each structure greater the 9m<sup>2</sup>. To be completed on the day of the event with the Public Liability Insurance Certificate; and

### Certificate of Structures form

For each structure greater than 55m<sup>2</sup>. To be completed prior to the event and submitted to the town with design documentation and/or engineering certification (no less than 3 years old) and a Public Liability Insurance Certificate.

Further information can be found on the WA Department of Health website [here](#).

### AMUSEMENT STRUCTURES

Amusement rides are required to comply with the *Occupational Safety and Health Regulations 1996* and Australian Standard AS3553. When operated for hire or reward amusement rides must be designed, operated, maintained and inspected in accordance with this Standard.

Amusement rides must be registered with Work Safe. Amusement ride owners must maintain public liability insurance, ensure annual safety inspections are conducted, employ appropriately trained operators, and maintain log books for inspection. Further guidance on the requirements for amusement rides can be found on the Safe Work Australia website [here](#).

### ELECTRICAL INSTALLATIONS

All electrical installations must comply with the Supply Authority or Office of Energy requirements, AS 3000, AS 3002 plus any special requirements of the *Health (Public Buildings) Regulations 1992*.

An electrical contractor must certify that permanent and temporary electrical installations comply with the *Health (Public Buildings) Regulations 1992*, by submitting a **Form 5 (Certificate of Electrical Compliance)** to the Town of Mosman Park.

For events it is important that -

- There are no single-phase generators 10kva or below.
- Electrical equipment is supplied from reticulated supplies originating at supply authority mains or large generators.
- Electrical leads do not create trip hazards.
- Electrical outlets are protected by Residual Current Device's.
- Leads and residual current devices are tested and tagged every twelve months.
- Joints and connections are not accessible to the public or exposed to damp conditions.
- Installations must comply with AS 3002 Electrical Installations for shows and carnivals.
- The *Health (Public Buildings) Regulations 1992* require that a licensed electrical worker tests the items every twelve months.
- A tag to identify the item, test date and the electrical worker should be fixed to the tested equipment.
- Double adaptors or piggy back plugs are not permitted, although those on existing stage lighting effects are generally accepted by relevant authorities.
- New equipment requires a tag to define when it was brought into service.
- Installations and generators must comply with all relevant Australian Standards.

Further information on safe electrical installation can be found in the *Guidelines for concerts, events and organised gatherings* document [here](#).

## EVACUATION PLANS & RISK MANAGEMENT PLANS

Evacuation plans are required for all medium and high risk events due to the potential risks associated with the event, however are also recommended for smaller events.

- An evacuation plan must satisfy the requirements of AS 3745-2010. Plans must be easy to follow and include; a clear assembly point or points, to enable groups that have become separated to be reunited.
- Special consideration must be given in situations where children may be in a different location to their parents or guardians and appropriate actions for these situations.
- Applicable plans should recognise all of the emergency risk situations identified in the risk management plan.
- Staff induction training (how do staff know what to do and when in an emergency) should be considered.
- A communications procedure, both internal and external should be included.

A Risk Management Plan identifies possible risks that could occur at an Event, as well as the strategies that will be put in place to manage risk. A Risk Management Plan is required for events with expected patronage over 5000 persons, however are again recommended for smaller events. Risk Management Plans are required to be developed in accordance with AS/NZS 4360:2004.

A risk management plan should address all health and safety issues at the event such as noise emissions, restricted parking, waste management, patron behaviour, emergency exits and fire hazards.

## FIRE SAFETY

Fire safety equipment is required in the following conditions:

- One 4.5kg B (E) dry chemical powder fire extinguisher must be located adjacent to:
  - Any electrical generator or switchboard
  - Any flammable liquid or gas containers
  - Any food preparation/cooking area
- Pressured water type extinguishers or 4.5kg AB (E) dry chemical extinguishers must be provided:
  - Within 10 metres of each exit 1 (one)
  - Backstage – 2 (two).
- For buildings, firefighting equipment must be supplied in accordance with the Building Code of Australia or as recommended by DFES or another suitably qualified group.
- Each fire extinguisher should be positioned on a hook or bracket located no more than 1200mm above the adjacent floor and the extinguisher base should be more than 100mm above the floor.
- All equipment must be maintained in accordance with AS 1851 Maintenance Standards. This standard requires extinguishers to be tested regularly and the test details clearly identified on each extinguisher.

- For further information regarding firefighting equipment required, please refer to the Department of Fire and Emergency Services website [here](#).

## SECURITY

Security may be required for an Event depending on a number of factors, including the type of Event, expected number of patrons and whether alcohol is provided. If security or crowd control is required, security arrangements are to be made and enforced by the Event Organiser and shall be to the satisfaction of the Town. It is important that any security or crowd controllers are appropriately licensed under the *Security and Related Activities (Control) Act 1996*, as well as ensuring there are both male and female security staff on duty.

The number of crowd controllers to patrons for major and minor events where a liquor licence has been obtained from the Director, Liquor Licensing (i.e. a licenced area is provided); are to be employed at a ratio of two crowd controllers for the first 100 patrons, and one crowd controller for each additional 100 patrons or part thereof.

The number of crowd controllers to patrons for major and minor events where no liquor licence has been obtained, shall be as shown in the following table;

NUMBER OF PATRONS	CROWD CONTROLLERS
<1 000	2
<2 000	4
<3 000	6
<4 000	8
<5 000	10

For Events where there is no liquor licence, or major structures, the Event Organiser may apply to utilise volunteer personnel as Volunteer Event Liaison Staff to assist with the running of the event. This would only be considered where an appropriate risk management plan was submitted.

## FIRST AID PROVISION

First Aid is required at all Events, and a medical plan may be required depending on the size and risk of the Event. It is important that any first aid posts have appropriate signage. The following table provides a guide on the minimum first aid requirements for an Event:

Number of Patrons	Qualified First Aid Personnel	First Aid Posts
< 500	Minimum of 1 – 2	1
< 1,500	Minimum of 2 – 4	1
< 3,000	Minimum of 4 – 6	1
< 5,000	Minimum of 6 – 8	1

## Emergency Vehicle Access

Please ensure that emergency access for all vehicles and personnel is maintained throughout the event. Please highlight access points on the site plan in your application.

## NOISE MANAGEMENT

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Under normal circumstances, the Event Organiser shall ensure that any noise generated at the event does not unreasonably impact upon nearby residences by exceeding 'assigned levels' under the *Environmental Protection (Noise) Regulations 1997*.

Noise from certain community events is permitted under the Regulations to allow for the benefits that community events have. Noise for the following situations is considered 'community noise' and is exempt under the Regulations –

- Noise emitted by spectators at a sporting activity;
- Noise from people at a meeting or procession;
- Noise emitted by people during a meeting convened solely for the purpose of divine worship.
- Noise from recreational or educational activities at premises occupied for educational purposes;
- Noise emitted from recreational or educational activities at premises occupied for educational purposes;
- Noise emitted from agricultural shows, fairs, fetes, exhibitions and like events.

It is recommended for all events that may have any noise impact, that a letter box drop is conducted, notifying nearby residents of any anticipated noise disturbances at least 7 days before the event. Resident notification letters should include information such as –

- Event details – name, location, date, time, duration of event
- Details of when noise disturbances may occur
- Organiser's name
- Contact name and mobile number for complaints

Should an event not fall under the definitions of community noise, under certain circumstances, where it is known that music noise (i.e. concert) will exceed 'assigned levels' under the Regulations, the Town may issue a 'Regulation 18 approval' for a 'non-complying event' with specific conditions. An application for approval should be provided 60 business days prior to the event with the prescribed application fee. Please contact the Town's Environmental Health Services for further information regarding Regulation 18 requirements for approval.

## FOOD, WATER & LIQUOR

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In Western Australia, food safety is regulated under the *Food Act 2008* and the *Australia New Zealand Food Standards Code*. It is a requirement to notify the Town of Mosman Park should any food, including beverages, be provided during an event. Any temporary food stall or mobile food vehicle proposing to trade within the Town of Mosman Park must complete a Notification of a Temporary Food Business.

Accompanying the application form must be:

- a temporary food stall site plan/mobile food vehicle diagram
- details of all foods proposed to be sold



- copy of Food Act 2008 Certificate of Registration (if applicable)
- public liability insurance with a minimum cover of \$10,000,000.
- the prescribed notification fee (refer to Schedule of Fees and Charges).

Any temporary food premises which is classified as an exempted food business, under the Food Regulations 2009 is still required to notify the Town but is exempted from paying the prescribed notification fee.

For further information, please contact the Town's Environmental Health Services.

## WATER REQUIREMENTS

The Department of Health recommends that free drinking water is available to patrons for daytime events. It is recommended that this is calculated at 2 litres per person or 500mL per hour, whichever is greater, or one potable water outlet per 500 people. Where an event is licensed to sell alcohol the *Liquor Control Act 1988* requires a licensee to provide free drinking water to patrons.

## LIQUOR LICENSE

If Liquor is intended to be sold or supplied at an event, the Department of Local Government, Sport and Cultural Industries must be contacted to confirm whether and which license is required.

Further information can be found in the Racing, Gaming and Liquor page of the Department of Local Government, Sport and Cultural Industries website - [here](#).

## PARKS AND RESERVES BOOKINGS

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Please refer to the Town's Terms and Conditions of use for public open space, available on the Town's website.

## ROAD CLOSURES, PARKING AND TRAFFIC MANAGEMENT PLANS (TMPs)

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Where the size of an event or activity has the potential to create any conflict between pedestrians and vehicles, one should explore the practicality of moving the activity, restricting traffic or closing the road completely.

Any road closure must be approved by the Town and forwarded on to Main Roads WA, WA Police and Department of Fire & Emergency Services via the TMP. For Events on the road or part of the road there is an Application for an Order for a Road Closure which should be completed, approved by the Town, then forwarded to the Police. In the case of a procession the Police also have a procession application form which needs to be submitted within a prescribed time frame. If your event is on a road or part of a road please contact the Police to discuss your event and any other considerations.

In regards to parking please ensure that there will be adequate planning for the proposed number of people. Please also ensure that there are adequate disabled parking bays. A ratio as per the relevant event guidelines or Australian Standards shall be used

A Traffic Management Plan (TMP) is required for any event or activity that has the potential to create a traffic or pedestrian hazard within the road or road reserve. This TMP must be approved by the Town's Engineering Department prior to the activity commencing and should be submitted a minimum of 10 working days prior to the activity. Where activities may impinge on resident's access to their properties, the notice should be a minimum of 15 working days. Where activities affect entry and exit to business premises we require a 25 working day minimum notification.

The purpose of these notification periods is to advise residents and businesses of impending activities, allowing them to either register an objection or make alternative arrangements for deliveries, customers etc. Notification periods also enable the timely re-scheduling of activities should the required road/road reserve be previously booked.

## PARKING & PUBLIC TRANSPORT

When choosing event locations within the Town it is important to consider parking and transport options for the event attendees. Further details are to be outlined in your application.

## RECYCLING & WASTE MANAGEMENT

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The Event Organiser is responsible for the collection and removal of all litter from the event area and adjacent public areas. Any cleaning services are to be provided and managed by the event organiser.

A sufficient number of waste receptacles must be provided throughout the duration of the event. The Town of Mosman Park strongly encourages recycling at events within the Town. Bins provided should be clearly labelled by the event organiser to assist with clear identification and use.

Should you wish to utilise the Town's waste services for waste collection and removal during the event, please stipulate on your event application form. The Town offers 240L general waste and 240L recycle bins. If recycling bins are used the Event Organiser must make all efforts to prevent contamination of these bins.

Permanent bins on the Town's parks and reserves are provided for general public use only. If the bins are used for commercial rubbish, the event organiser will be liable for littering penalties.

In the situation that a venue is left in an unclean condition and the Town is required to undertake a clean-up, the Event Organiser shall be charged the appropriate clean up fee, as determined by the Town of Mosman Park's Waste Services.

The Town encourages the event organiser to refer to the event waste minimisation checklist developed by the Western Metropolitan Regional Council - [here](#).