

Public Events

What is a Public Event?

Regular or one-off indoor or outdoor events where people assemble for civic, social, educational, entertainment, sporting, religious, business or other purposes. Examples include concerts, shows, fairs, festivals, exhibitions, cultural performances, street markets and similar events.

Do I need approval?

If your event is open to the public, use the checklist below, to determine if you need approval:

- ☒ Will capacity be >100 patrons at a time?
- ☒ Are large structures >55m² proposed?
- ☒ Are amusement devices proposed (e.g. bouncy castles, rides)?
- ☒ Are entertainment stalls proposed (e.g. petting zoo)?
- ☒ Are temporary electrical installations proposed?
- ☒ Are any noise sources (band, PAs) likely to impact surrounding residents or businesses?

If you have answered YES to any of the above an event application is required.

If the event space booked has an existing capacity approval for the proposed number of attendees this requirement may be waived. Contact the City's Health Services to confirm.

When should I apply for my event?

The below table is a basic event risk guide and indicates the time by which the public event application must be submitted to the City.

Event Risk*	Time Frame	Attendees
High	3 months	> 500
Medium	2 months	100-500
Low	1 month	< 100

**the risk level will vary depending on the event type and activities proposed. The above is a guide only.*

What do I need to submit with my event application?

- ☒ Site plan
- ☒ Certificate of Currency for Public Liability Insurance (Minimum \$20 million cover)
- ☒ Risk Management Plan (for events >1,000 persons)
- ☒ Traffic Management Plan (if required, including parking areas)

Other information may be requested as required.

Amusement rides and inflatables

For amusement rides at your event, the City will require 'Evidence of Plant Registration' from Work Safe, and a copy of the Public Liability Insurance for each ride.

Permits, Licences and Certificates

Fireworks	Lodge your application with Department of Mining and Petroleum (DMP). The exclusion zone must be indicated on the site plan provided to the City.
Alcohol	A licence to sell, serve or supply alcohol is required from the Local Government Sport and Cultural Industries (formerly RGL).
Food	Event organiser must ensure all food vendors hold a <i>Food Act 2008</i> Certificate of Registration and Public Liability Insurance.
Electrical installations	For temporary electrical installations including distribution boards, generators, and temporary lighting a licensed electrician is required to complete a Form 5 Certificate of Electrical Compliance.
Noise	For loud amplified music an r.18 approval (or a r.16 exemption) is applicable. Contact the City prior to application submission.

Other Considerations

Toilet Facilities	Sufficient number of toilets (temporary or permanent) will be required for the event. Numbers will be dependent on the type of event, capacity numbers and duration.
First Aid	Basic first aid is required for any event. More requirements apply for high risk events.
Accessible Event	Event organiser have to ensure their events are inclusive and accessible at all times.
Waste	Sufficient number of bins must be provided. Bins can either be hired from the City or provided by a private supplier.
Sustainability	Avoid single use plastics as per WA Plastic Ban timeframe . We strongly encourage utilising the containers for change scheme.

Submitting your event application

The application form can be found on the City's Website www.armadale.wa.gov.au. Submit your application via: info@armadale.wa.gov.au or contact the City's Health Services for more information on 9394 5495.

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CITY OF  **Armadale**