



City of Nedlands



External Event Guide

Planning an event in the City of Nedlands

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Introduction

When planning an event – whether a small birthday party or a large-scale event – it is important to know where to start and what the planning and approvals process looks like. This guide provides information about planning a safe and successful event within the City of Nedlands.

Process

To apply for approval to hold an event in the City of Nedlands, please follow the event application process outlined below:

1. Determine the availability of your preferred venue by contacting the City of Nedlands on 9273 3500 or via www.spacetoco.com/host/city-of-nedlands.
2. Complete an online booking form through SpacetoCo, ensuring you answer all questions correctly and provide information about your event plans. Some events may require an additional Event Application Form. Ensure you have submitted the correct application within the required time frame.
3. When your application has been received, a tentative booking for the desired venue will be held while your event is assessed by the City's Events Control Unit.
4. Provide any additional forms and documentation as requested by the City.
5. If the City is satisfied that all relevant criteria have been addressed, you will be asked to make payment and will be issued with a written event approval. **You may not proceed with your event until you have received written confirmation of the approval of the event.**

Event Applications

The City requires events to be approved before being held in order to maximise event safety, minimise negative impact on the surrounding community, avoid clashes with other activities and ensure all statutory requirements are met.

External Events Requiring Approval

Approval from the City is required for any event that is held on City managed land where one or more of the following is applicable:

- Open to the public
- > 200 people
- External provider/s (caterers, food trucks, vendors, amusement providers)
- Road closure or temporary suspension of road rules
- Consumption or sale of alcohol
- Trading in a public place
- Vehicle entry onto a reserve
- Noise impacts
- Wedding ceremony (note: no bookings for wedding receptions on City land)
- Temporary structure/s (e.g. marquees, staging, amusement equipment, portable toilets)
- Parking, traffic management or transport plan required
- Fireworks or other pyrotechnics
- Commercial filming
- Helicopter Landings
- Electrical installations (e.g. generators).

For events in any of the City's leased buildings or on private land, contact the City of Nedlands Health Services Team on 9273 3500.

Types of Events

The City of Nedlands has three event classifications. The type of event you are planning determines the type of application you must submit and the timeframe required for assessment.

Simple Event

- Simple Events involve **all** of the following:
 - < 200 people expected to attend
 - A maximum of two external providers
 - No sale or supply of alcohol
 - Does not require a Traffic Management Plan
 - Is not open to the public.

Complex Event

- Complex Events involve **any** of the following:
 - 200 - 999 people expected to attend
 - Use of more than two external providers
 - Sale or supply of alcohol
 - Requires a Traffic Management Plan
 - Commercial ticketed event
 - Helicopter landing
 - Is open to the public.

Major Event

- Major events involve **any** of the following:
 - 1,000 or more people expected to attend
 - Multi-day events with any of the following:
 - Amplified sound (Non-Complying Reg-18 or Reg-16 required)
 - Sale or supply of alcohol
 - Traffic Management Plans, road closures or a parking plan required
 - Fireworks or pyrotechnics.
- Marathons, triathlons, cycling or walking events with >1,000 expected attendees are exempt from this category, unless the start or finish line is within the City of Nedlands.
- Major Events require in-principle approval by Council before further detailed assessment is undertaken by the ECU.

Application Timeframes

Event applications must be submitted within the following timeframes:

- Simple events – minimum 20 working days before the event date.
- Complex events – minimum 60 working days before the event date.
- Major events – minimum 9 months before the event date.

Event applicants should consider the time required to plan and get approval for their event. In general, events should not be promoted until approval has been received from the City.

Simple event applications can be submitted online via SpacetoCo by applying for your desired venue.

Complex or Major Events require additional application forms that can be requested from the City's Administration and Events Officer via commdev@nedlands.wa.gov.au

Commercial Filming

Approval to film within the City of Nedlands is required if you are filming for commercial or for-profit purposes. Filming for private use – i.e. filming your child's birthday party or filming for your wedding – does not need approval.

Please complete a [Filming, Photography and Drone Permit Application](#) via the City's website if you wish to undertake commercial filming in the City of Nedlands.

A completed application must be submitted to the City of Nedlands no less than:

- 5 working days for very low impact filming
- 10 working days for low to medium impact filming
- 20 working days for high impact filming

For filming that requires a road closure or temporary suspension of road rules, a filming application must be received 60 working days before the proposed date of filming. A Traffic Management Plan from an accredited traffic management company must also be supplied for assessment by the City.

Contact the Administration and Events Officer on 9273 3500 for more information.

Fees, Charges and Bonds

The costs associated with hosting an event are outlined in the City of Nedlands current fees and charges. These are available on the City's website [Fees and Charges](#). All event applications described in this guide are subject to an assessment fee.

Event organisers are responsible for all costs relating to any damage that results from the event, including turf re-instatement costs, repairs to City assets or damage to utility services.

If your event is approved, you will be asked to complete a bond form. The cost of the bond will depend on the type of event you are hosting. Information on bonds can be found in the City of Nedlands current fees and charges. The bond will be held until the event venue has been inspected.

Terms and Conditions

A full list of Terms and Conditions can be found on the City's website. Additional Terms and Conditions apply to Major Event Applications. Please contact the City's Administration and Events Officer on 9273 3500 for more information.

Cancellation Policy

If you cancel your event, hall/reserve hire will be refunded if you have provided:

- 5 working days' notice in writing for a Simple Event
- 20 working days' notice in writing for a Complex or Major Event

Some fees and charges are non-refundable. Please refer to the current fees and charges.

Prohibited Events

The following events are prohibited:

- Wedding receptions
- Wedding ceremonies are prohibited in halls. They may be held on reserves.
- Private events with alcohol
 - Incorporated sporting clubs and groups that are long-term, regular users of a City facility may provide alcohol at their events, providing they have the necessary approval.
- Engagement parties
- Wakes and funerals

Types of Venues

Halls and Pavilions

A full list of the halls and pavilions available for hire within the City of Nedlands, can be viewed on the City's online booking system at www.spacetoco.com/host/city-of-nedlands.

Some of the City's venues are leased to local clubs or groups for all or part of the year. For information about how to hire these venues during their leased period, please contact the Administration and Events Officer on 9273 3500.

Parks and Reserves

The City has a number of parks and reserves that are suitable and may be used for events. Bookings are not required for small gatherings unless they involve external providers such as petting zoos or bouncy castles.

A full list of the parks and reserves available for hire within the City of Nedlands, can be viewed on the City's online booking system at www.spacetoco.com/host/city-of-nedlands.

Please contact the Administration and Events Officer on 9273 3500 if you have any queries.

Public Liability Insurance

Groups and organisations

The City requires all groups, associations, organisations and clubs to provide public liability insurance of at least \$20 million, if:

- Attendance at the event will exceed 200 people
- The event is considered to be high-risk
- The event requires a road closure or temporary suspension of road rules
- An entrance or registration fee is charged for the event.

External providers

If you are using an external provider for your event (e.g. bouncy castle, caterer etc) you will be required to provide a copy of the external providers public liability insurance which must be for a minimum of \$20 million. If the external provider will be trading to the general public the City of Nedlands must be listed as an interested party on their Public Liability Insurance.

Permits and Approvals

Public Buildings

All venues, including temporary event venues, are governed by the *Health (Miscellaneous Provisions) Act 1911* and the *Health (Public Buildings) Regulations 1992* to ensure that all public buildings have been assessed for potential health and safety risks. All Council buildings that are available for hire are already provided with a Public Building Certificate of Approval. If a public building is being constructed for your event, the legislation requires the City of Nedlands to issue a Public Building Certificate of Approval before the event can proceed.

To obtain a certificate of approval the event organiser is required to submit:

- Form 1 – Application to construct, extend or alter a public building
- Form 2 – Application for a certificate of approval

These forms are assessed, and approvals issued by the City's Health Services team.

Temporary Structures

All stages, marquees, tents, spectator stands, amusement rides and fencing are considered temporary structures that may require the City's approval prior to the event.

Structures such as tents/marquees of less than 55m² area and stages/platforms less than 500mm in height will not require engineering details or certification – but will require sign-off by a competent person.

Once the structure is constructed, the installer shall provide a 'certification of structures form' or similar, to confirm that all structures:

- are fit for their intended purpose
- have been erected in accordance with all design criteria, engineering details or manufacturer's specifications
- are sufficiently anchored to resist anticipated wind loads

Structures greater than 55m², or grandstands, lighting towers, scaffolding and stages/platforms greater than 500mm in height, must obtain a certificate of design compliance from a private certifier (building surveyor). This certificate must be supplied to the City before approval can be provided. Any seating arrangements must be compliant with the Health Public Building regulations.

Please contact the City's Health Services Team on 9273 3500 for more information.

Amusement Rides & Structures

Amusement rides must comply with Australian Standard 3533 Amusement Rides and Devices which specifies requirements for design, erection, operation, inspection and maintenance of amusement structures. Depending on the class of equipment, yearly inspections of structures and regular maintenance should be conducted by a competent person and recorded in a logbook. The event organiser should ensure each operator has an up-to-date logbook.

If amusement rides/structures will be present at your event, the following information will need to be provided for each structure before the application can be approved:

- Provider information and contact details
- Picture, diagram and dimensions of structure
- Map or diagram of where the structure will be located on a site map
- Details of electrical supply (generator or general power outlet)
 - Each generator requires a dry chemical fire extinguisher (confirmation required)
 - confirmation equipment has residual current device (RCD) protection
 - evidence of electrical equipment tested and tagged by a qualified licensed electrician
 - copy-written log of electrical checks
- Evidence of plant registration (from WorkSafe)
- If an amusement ride/structure does not need an “evidence of plant registration”, then evidence from WorkSafe advising this is not required must be provided.
- Copy of 12 month logbook of maintenance
- Copy of public liability insurance certificate of currency
- Design registration number in accordance with AS 3533
 - This is only required if the equipment is a Class 1 item of plant and the operator of the equipment needs to be able to verify this.
- Method of anchoring to be used.

If you are applying to play laser tag or similar on a City reserve, please provide the following:

- Provider information and contact details
- Image and diagram of set up
- Copy of public liability insurance certificate of currency
- Any other documentation as specified by the City of Nedlands Health Services.

Entertainment

Animals or Petting Zoos

Petting zoo operators must be familiar with the Department of Health Petting Zoo Guidelines available at www.nedlands.wa.gov.au/petting-zoo-guidelines.

If a petting zoo will be present, the following information must be provided:

- Details of sanitary provisions (i.e. hand-washing facilities)
- waste control facilities – collection, storage and disposal of animal wastes
- outline of placement of petting zoo, or pony ride course map
- Copy of public liability insurance certificate of currency.

If a pony ride will be present at your event the following will need to be provided:

- Details of sanitary provisions (i.e. hand-washing facilities)
- Waste control facilities – collection, storage and disposal of animal wastes
- Outline of pony ride course map through the reserve
- Copy of public liability insurance certificate of currency.

Face Painting

If face painting will be conducted at an event, the following will need to be provided:

- Details of sanitary provisions (i.e. hand-washing facilities)
- Copy of public liability insurance certificate of currency.

Face painters must be familiar with the Department of Health's guidelines for painting faces and bodies available at http://ww2.health.wa.gov.au/Articles/F_I/Face-and-body-painting.

Magicians or Costumers

All third party entertainers such as magicians, fairies, costumers, dancers, etc. must provide a copy of their public liability insurance for a minimum of \$20 million.

Noise Management

Generally, the level of noise generated by an event is exempt from noise legislation and the event organiser does not require a permit. Any noise generated from an event should not be of such an unreasonable nature that it impacts nearby residences. Where an event is likely to affect a significant number of residents, the City may require potential noise impacts to be assessed via a noise prediction report or noise management plan prepared by an acoustic consultant.

Upon receipt of your event application the City will discuss any further requirements in relation to noise.

Conditions of approval for 'non-complying' events

Under certain circumstances, where it is likely that noise from an event will exceed the assigned levels of the *Environmental (Noise) Regulations 1997*, the event organiser is required to obtain 'a regulation 18 Non-Complying Event Approval' from the City of Nedlands.

This application is to be lodged to the City's Chief Executive Officer no later than 60 days before the event.

Fireworks and Pyrotechnics

The Department of Mines, Industry Regulation and Safety is responsible for the statutory approval of firework displays. Their approval process requires the local government to provide written consent.

The City will only support approval for fireworks and pyrotechnic displays that are:

- Limited to a 15 minute duration for community and public events
- Limited to 5 minutes for private events

And occur within the following limitations:

- From Sunday – Thursday displays will conclude no later than 9pm AWST
- Fridays, Saturdays and the day before a Public Holiday displays will conclude no later than 10pm AWST
- On 31 December New Years Eve Displays will conclude no later than 12:30am on 1 January.

The City reserves the right to vary its support of fireworks and pyrotechnics displays.

Food and Drink

Temporary Food Stalls/Food Trucks

A food stall is a stall from which any food or drinks are offered for sale. Under the *Food Act 2008* the sale of food may include food and drinks being offered as a prize/reward, given away for the purpose of advertisement and includes any stalls with food tastings.

The preparation, storage, heating, cooking and sale of food at events must meet the requirements of the *Food Act 2008* and the *Australia New Zealand Food Standards Code*. The City can provide further information about food safety at the request of the event organiser.

Each individual food stall operating at an event must:

- Provide a copy of their food business registration certificate under the *Food Act 2008*
- Complete a food event notification application
- Complete a street trading application
- Provide a copy of their certificate of currency for public liability insurance. The City of Nedlands must be listed as an interested party on the insurance document if the food stall/truck is trading to the public.
- Provide an accurate plan of the stall/vehicle.

It is the responsibility of the event organiser to ensure that all stalls have the appropriate approvals before allowing them to participate and trade at the event. Applications will be accepted up to 10 working days before the event.

Food Sold by a Charity Organisation (Fundraising)

Where food is to be sold by a charitable organisation, the organisation may be exempt from having to be a registered food business but will be limited in the types of food that can be sold.

If this is the case the organisation will need to read the:

- Exempted Food business requirements – Information Sheet
- Temperature control factsheet
- Thermometer use for hazardous food
- Gas safety checklist

The organisation will be required to submit:

- an Exempted Food Business Notification Form
- An Exempt Street Trading Application Form (if the event is open to the public)
- Provide a copy of their public liability insurance. The City of Nedlands must be listed as an interested party on the insurance document if the food stall/truck is trading to the public
- an accurate plan of the stall.

Please contact the City's Health Services on 9273 3500 for more information.

Liquor Licensing

It is an offence in Western Australia to consume alcohol in public places such as parks and reserves. The City of Nedlands does not permit the consumption of alcohol in halls or reserves for private, individual or business events.

To apply for approval to have alcohol at your event, please submit an **Application for the Consumption, Provision, or Sale of Alcohol** with your event application.

Incorporated Sporting Clubs and Community Groups

Incorporated sporting clubs and groups that are long-term, regular users of a City facility may provide alcohol at their events, providing they have the necessary approval. Evidence of incorporation may be requested.

Provision and sale of alcohol in the City's leased Buildings

Events held in premises owned by the City but leased to another organisation or individual must ensure their event complies with the requirement of their lease and the sale and consumption of alcohol is confined within their leased area.

Please contact the City's Health Services team on 9273 3500 for more information.

Sale of alcohol

If you intend to sell alcohol at your event you will require approval from the Department of Racing Gaming and Liquor. This is also applicable if the event is ticketed, and alcohol is provided.

A copy of the Liquor License must be provided to the City of Nedlands before the event can be approved. The application for a Liquor License is available from:

www.rgl.wa.gov.au/liquor/liquor-applications/applicationkits

Event Health & Safety

Accessibility

Disability Access and Inclusion

Public event organisers should make every effort to ensure that their event is inclusive and accessible by all members of the community. The Disability Services Commission has published guidelines called [Creating Accessible Events](#).

Event Entry and Exits

For events enclosed by walls, fencing or turnstiles, the following applies:

- Where only one exit is provided the capacity is limited to 50 people.
- There must be no more than 20m to travel to any exit point. Where there is access to two exits, the furthest should be no more than 40m from the starting point
- Exits must always be attended
- Exits should be clearly numbered to enable easy identification in the event of an emergency
- Each separate area must have more than two exits located at opposite locations or spread apart as far as is practical
- Exits must be open spaces or gates hung to swing in the direction of egress
- Exit location and width must be sufficient to allow evacuation
- Dual-direction lanes must be a minimum of 2.5m
- Side walls through tents are acceptable if they use Velcro-type fastening.

Emergency Evacuation Plans

The event organiser is required to formulate an evacuation plan if deemed necessary. All staff and event attendees are to be made aware of the evacuation plan.

An evacuation plan must include:

- Evacuation exit points
- Emergency vehicle access areas
- First aid posts
- Muster points

First Aid

First aid posts at events should be easily identified and clearly signed.

Number of Qualified First Aid Personnel Required		
Number of patrons	Qualified first aid personnel	First aid posts
< 500	2	1
< 1,500	4	1
< 3,000	6	1
< 5,000	8	1
< 7,000	10	2
< 9,000	12	2
< 10,000	14	2
> 10,000	As determined in consultation with the Manager Health and Compliance, event organiser and first aid provider.	

Water Requirements

The event organiser must ensure there is enough water available for drinking, hygiene and cooling purposes. Water must also be available for firefighting. Additional requirements may apply for overnight events involving camping.

For day events there should be:

- Two litres of free drinking water available per person, or the amount of 500ml per hour, whichever is greater.
- One water outlet per 500 people.

It is mandatory to provide free drinking water at liquor licensed events.

Toilet Facilities

The event organiser is responsible for providing adequate toilet facilities at their event. To determine the toilet requirements at an event the factors that need to be considered include the type and duration of the event, number of patrons, availability of alcohol and the weather.

At least one unisex accessible toilet is required to be available to people with a disability.

Each City of Nedlands venue meets standard toilet requirements in accordance with the capacity of the building. If your event will be held in an open space (e.g. a reserve) additional toilets may be required.

The number of toilets provided must comply with the minimum facility numbers outlined in the tables below:

Minimum Toilet Facilities Required

Total attendance numbers	Male flush toilet	Male urinal	Male hand basin	Female flush toilet	Female hand basin
0 – 1,000	2	1.5m	1	5	1
1,000 – 2,000	3	3m	2	10	2
2,000 – 3,000	4	4.5m	3	15	3
3,000 – 4,000	5	6m	4	20	4
4,000 – 5,000	6	7.5m	5	25	5
5,000 – 6,000	7	9m	5	30	6
6,000 – 7,000	8	10.5m	6	35	7
7,000 – 8,000	9	12m	7	40	8
8,000 – 9,000	10	13.5m	8	45	9
9,000 – 10,000	11	15m	9	50	10

Note: 500mm of urinal space is considered the equivalent of one WC.

The number of facilities provided according to the above table may be reduced, based on the following guide.

Duration of Event and the Minimum Toilet Facilities required

Duration of event	% of table values
More than 8 hours	100% of table values
6 hours – but less than 8 hours	80% of table values
4 hours – but less than 6 hours	75% of table values
Less than 4 hours	70% of table values
If the event is alcohol free	50% of table values

Security

If attendance at the event is expected to exceed 500 people security personnel are required at a minimum ratio of one security guard per 500 event attendees, or as specified on the liquor license if a liquor license has been obtained for the event. For events where there is no liquor license or major structures, volunteer personnel may assist with security during the event.

Power and Electrical Installations

Site power

The City does not have facilities to provide site power for outdoor events. The event organiser is responsible for organising the supply of electricity for the event.

Electrical equipment

Electrical equipment is to be powered from supply authority mains or generators. An electrical contractor must certify that permanent and temporary electrical installations comply with the *Health (Public Buildings) regulations 1992*, by submitting Form 5 – certificate of electrical compliance – following installation.

Safety considerations:

- All electrical equipment must be tested and tagged every 12 months by a registered electrician.
- Electricians do not need to certify stall holders in areas where the public do not have access. However, where generators are used, proof of testing and tagging may be required.
- Generators cannot be single-phase 10kVA or smaller and should not contribute excessively to noise or vibration levels.
- All leads and cables laid or suspended overhead should be adequately protected to prevent trip hazards and exposure to damp conditions.
- Generators, electrical cabling, switches, fuses and the like are to be kept clear of patrons and safely secured.
- Electrical outlets should be protected by residual current devices and, where located in public access areas, RDC'S are to be used to protect electrical outlets and appliances.

Lighting

Lighting must be sufficient to ensure:

- Areas available to the public at night are illuminated at all times.
- People are able to leave the event safely.
In the event of an emergency there is a system in place which provides instantaneous floodlighting. Particularly for crowded areas and exit paths.
- For enclosed outdoor events, exit signs must be illuminated by two light sources and large enough to make the exit location obvious to patrons.

For events where lighting will be dimmed or extinguished:

- Stairs, ramps, and exit paths must be illuminated by safety lighting.
- Safety lighting must be a separate supply to normal or emergency lighting and must not be dimmed and modulated while the normal lighting is dimmed or extinguished.

Traffic Management

Events can sometimes impact the safe and efficient use of a road, which can create potential hazards and delays for the local community. Consideration should be made for any changes to the traffic environment surrounding your event. Having detailed plans for managing the traffic and parking is essential to protect road-users and those involved in the event. You can contact the City on 9273 3500 to discuss.

Traffic Management Plan

Any event that has the potential to create a traffic or pedestrian hazard on the road or road reserve (i.e. road closures, large volume of traffic or pedestrians) should have an approved Traffic Management Plan.

Traffic Management Plans must be prepared by people with current accreditation. They will require separate approval before a road closure can be considered. Please review the “Traffic Management for Events Code of Practice” on the Main Roads WA website for more information: www.mainroads.wa.gov.au

Road Closures

An application for a road closure must be lodged with your local police station if you wish to conduct an event on a road.

The application may take the form of:

- A temporary road closure.
 - this is required for major events where the road needs to be closed for a significant length of time
- A temporary suspension of the Road Traffic Act or regulations.
 - this is required when the road is only closed for a short period of time

The application for an Order of Road Closure is available at the WA Police website. The form will need to be provided to the City for approval, along with the Traffic Management Plan for the event.

Parking

Event organisers will need to consider the parking facilities available for their event. It is important that event organisers always notify attendees to park safely and legally. Rangers may issue parking infringements for non-compliance. Details of parking facilities for specific venues can be found at www.nedlands.wa.gov.au

Fire Safety

Fire safety equipment is required in the following conditions:

One 4.5kg B (E) type dry chemical powder 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 10m of each designated exit (1x)
- backstage (2x)

All firefighting equipment must be kept fully charged and maintained in accordance with Australian Standard 1851. This standard requires extinguishers to be tested at least every six months with the test dates clearly identified on each extinguisher.

Recycling, Waste & Cleaning

The event organiser is responsible for cleaning arrangements during and after the event. The premises are to be left completely free of rubbish and debris.

Event bins

The number of bins required is dependent on the type and duration of event. The ratio generally is:

- 1 bin per 50 people for events where food and drink will be consumed.
- 1 bin per 150 people where food and drink will be consumed.

The City can provide waste and recycle bins for events. To determine whether additional facilities will be required, or to organise additional waste receptacles contact the City of Nedlands Waste Services at least 20 working days before the event.

To order bins from the City complete a bin request form and note the following:

- Minimum three working days' notice is required for the hire of bins.
- A minimum of 72 hours notice is required for cancellation (or you will be charged for the full amount of the service)
- Function bins must be paid for prior to delivery
- Free recycle bins are provided with each general rubbish bin hired.

Should you require skip bins, this will need to be arranged with independent subcontractors. Large events may be required to supply a waste management plan.

Checklists

Site Plan Checklist

A diagram which illustrates the proposed layout should be developed and attached to your application.

This should include:

- Amusement rides (specify)
- Electrical cables
- Emergency exits
- Entrances and exits (include access for people with disability/egress)
- Fenced-off areas (include distances)
- Fire safety equipment (specify number and type)
- First aid post(s)
- Food stalls
- Free water points
- Generators (include noise output, size)
- Lighting towers
- Location of marquee, tents (include measurements in square metres)
- Mixing/sound desk
- Nearest residential houses (in metres)
- Parking areas (including access for people with disability)
- Patron areas
- Restricted area
- Rubbish receptacles (total number)
- Sale or consumption of alcohol areas
- Seating (include areas for people using wheelchairs or with prams and people accompanying them)
- Site signage
- Speakers
- Stages (include dimensions)
- Toilet facilities (include number and type)
- Vehicle access points (include street names)
- Any other structures not mentioned in this list

Event Timeframe Checklist

Event Detail	Form/Information required	Minimum time before event
Event application	• Simple Event Application	20 business days
	• Complex Event Application	60 business days
	• Major Event Application	9 months
Site plan	• Initial draft	8-4 weeks
	• Final draft	2 weeks
	• to be marked “final”	
Noise	• Application for a Regulation 18 Approval	8 weeks
Food stall	<ul style="list-style-type: none"> • Public liability insurance • Food Event Notification form • Street Trading license application • Certificate of registration of food business 	4-2 weeks
Stall holders and pay-by-go amusements	<ul style="list-style-type: none"> • Street Trading license application • Public Liability Insurance 	4-2 weeks
Events with temporary structures e.g. tents, marquees and stages (for any structure over 3x3m)	• Form 1 Application to Construct, Extend or Alter a Public Building	4 weeks
	• Form 2 – Application for Certificate of Approval	4 weeks
	• Manufacturer and design specifications	4 weeks
	• Method of anchoring	4 weeks
	• Certification of Structures form	On the day post construction
Public event using electrical installations	• Form 5 – Certificate of Electrical Compliance.	On the day post installation
Electrical equipment	• Tested and tagged in the past 12 Months	4 Weeks