

Low impact event - checklist

Event Form

The purpose of this checklist is to detail requirements in milestone format, for event organisers to refer to and use as a planning tool in the lead up to their event.

As every event is different the event organiser should consider modifying these milestones to suit the specific needs of the event.

Please refer to the City of Perth Event Planning Guide for further information and resources. It can be found at the [City of Perth website](#).

Event name:

Event location:

Milestone 1

Minimum 10 business days before the event

Submit:

- an online event application through the [City's e-services portal](#)
- site plan

Milestone 2

5-7 days before the event

Submit all documentation relating to your event, including:

- event overview - one-pager outlining the details of your event
- bump-in/out schedule
- bin hire order (where applicable)
- key event staff contact list
- temporary food vendor online applications submitted, with a list of vendors sent to the City
- design specifications of temporary structures (where applicable)
- parking bay requests submitted to the City

Milestone 3

48 hours before the event

Submit or confirm:

- site inspections with City of Perth AAO (where applicable)
- WorkSafe Plant Registration Certificate or Class 1 Certificate for each amusement device
- Current Annual Inspection Certificate for each amusement device

Milestone 4

Event Day

Submit:

- submit Form 5 - Certificate of Electrical Compliance (where applicable)
- submit Certificate of Installation of Temporary Structures

Notes for event organiser:

Need more help?

If you have further questions, please contact the Activity Approvals team on (08) 9461 3333 or activity.approvals@cityofperth.wa.gov.au