

Medium 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 three months before the event

Meet with City of Perth:

- schedule meeting. If event is re-occurring discuss any changes, if event is new discuss concept of event and ideas. Other stakeholder attendance to consider at the meeting would be, WA Police Force, Main Roads WA and St Johns Ambulance.

Submit:

- an online event application through the [City's e-services portal](#)
- site plan (draft copy acceptable)
- one-page event overview (in addition to the application) which outlines event details, target audience, crowd capacity and activities.

Milestone 2

Minimum two months before the event

Submit:

- [Form 1 \(Health Miscellaneous Provisions Act 1911\)](#) - Application to Construct, Extend or Alter a Public Building. Submitted alongside detailed scaled site plans, floor and seating plans. Plans are to show all infrastructure and equipment for example tents, containers, food and bar areas, fencing, exits, stages, toilets, bone yard, public viewing areas, firefighting equipment, and stands
- [Regulation 18 application form](#) (Environmental Protection (Noise) Regulations 1997) to be submitted with supporting Noise Modelling Plan from a qualified acoustic consultant. The plan should include a list of all performances and set times, notification letter and demonstrated compliance with the City's Regulation 18 Applicant Guide
- Regulation 16 form submitted with a noise plan. The plan should include a list of all performances and set times and notification letter.
- Traffic Management Plan (draft copy acceptable)
- Hostile Vehicle Mitigation Plan (draft copy acceptable).

Milestone 3

Six weeks before the event

Submit final documentation of the following:

- Traffic Management Plan with RTM endorsement (if applicable) – Final copy
- Hostile Vehicle Mitigation Plan – Final copy
- scaled site plan which includes the location of emergency exits, firefighting, structures, toilets and all other infrastructure and equipment
- seating plans and stage plans.

Submit draft documentation of the following:

- Risk Management Plan (draft copy acceptable)
- Emergency Management Plan and evacuation maps. This plan should include date/s for mock evacuation and/or rehearsals (draft copy acceptable)
- Crowd Management Plan (draft copy acceptable)
- Medical Plan (draft copy acceptable)
- Waste Management Plan (draft copy acceptable)
- Event Management Plan (draft copy acceptable).

Other items:

- provide status update of any approvals from other agencies. This may include liquor license, fire safety, fireworks permit, grant funding or road closure approvals
- provide key event contacts of the event application from this point onwards.

Milestone 4

Four weeks before the event

Meet with City of Perth:

- schedule meeting for a final run-through of the event and discuss any changes.

Submit all amendments and final documentation of the following:

- Risk Management Plan
- Emergency Management Plan and evacuation maps
- Crowd Management Plan
- Medical Plan
- Waste Management Plan
- Event Management Plan

Other final items to submit:

- all other required documentation such as bump-in and out schedule, contact lists, electrical details and Public Liability Insurance.
- design specifications of all temporary structures
- approvals from other agencies such as liquor license, fireworks permit etc
- amusement ride/s WorkSafe Plant Registration Certificate or Class 1 Certificate and Annual Inspection Certificate
- temporary food vendor online applications with list sent to the City of vendor names
- parking bay request/s
- details of any proposed site works to occur outside the hours of 7am to 7pm Monday to Saturday and 9am to 7pm Sundays and Public Holidays ([Regulation 13](#))

Two weeks before the event

- letter drop of the event notification outlining event details, noise, road closures and event day contacts
- Form 1 (Road Traffic Act 1974) Road Closure submitted to the City to sign-off for applicant to then send on to WA Police.

Milestone 5

72 hours until 24 hours before the event

At the event site:

- arrange final site inspections as required with the City's Health team and Activity Approvals team

Submit:

- [Form 2 - Application for Certificate of Approval](#)
- [Form 5 - Certificate of Electrical Compliance](#) for each site before opening to the public
- [Certificate for Installation of Temporary Structures](#) for each site and structure
- Certificate of Building Compliance or a Letter of Substantial Compliance

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