City of Perth

Site and evacuation plan - checklist

Event Form

The purpose of this checklist is to detail requirements event organisers will need to include in their site plans and evacuation plans.

As every event is different the event organiser should consider modifying the checklist 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/s:

The Activity Approvals officer for your event will be able to provide you with a scaled overlay or aerial of the City venue you have booked for the event, if your event is on private land please contact the land owners or managers of that venue.

The detailed and scaled site plan should be specific to the nature of your event. It should include, but not be limited to, the items on the following page.

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

All infrastructure with dimensions marked, including:

☐ Fencing including delineation of front of house and back of house areas
☐ Marquees
☐ Toilets
☐ Sea containers and site offices
☐ Stages, stage barriers, dancefloors, mixing desk with direction of speakers and locations of speakers
☐ Bars and licensed areas where applicable
☐ Food vendors
☐ Water fountains/points
☐ Vehicles on site with entry points of suppliers
☐ Amusement rides
☐ Custom made activations and VIP areas
☐ Fire extinguishers

Where infrastructure includes seated venues, double decker marquees, container bars, elevated platforms please include:

☐ Seating information - including number of chairs in rows, distances between rows and spectator stands and dimensions
☐ Elevations of raised areas and platforms, including staircase width and balustrading where applicable

Other items:

☐ Clearly identified entry and exit points, with entry system outlined (crowd control barriers, bag check, express lanes)
☐ Emergency exit points and width of exit
☐ Location of security staff at emergency exit or entry points where applicable
☐ Power sources and locations of generators
☐ Net floor area available for patrons (deducting all infrastructure)
☐ First aid treatment areas with emergency services pathways
☐ Lighting towers and direction

The Evacuation Plan for your event should include your provided site overlay or aerial with the bones of your event site on including:

☐ All fencing for your event
☐ All entry and exit points of your event
☐ Emergency exit points and width of exit
☐ Emergency services entry and exit pathways
☐ Directional arrows indicating emergency exit pathways of the site to each emergency exit
☐ Directional arrows leading from the emergency exits to the muster points of your event
☐ Indication of security and warden points during an evacuation