

MANDATORY ATTACHMENTS

The following items **must** be submitted with the Event Application Form in all instances

Requirement	Information	Relevant Form / Guideline	Deadline / Issued By	Submitted
Evidence of insurance	<p>Your event must be covered by Public Liability Insurance to the minimum value of \$10 million.</p> <p>Copies of 'Certificates of Currency' from all service providers attending the event are required to be submitted to demonstrate Product and Public Liability Insurance of at least \$10 million each.</p>	Form issued by your insurer.	Attach all certificates with your application form.	Yes / No
Site Plan	<p>You must include a detailed and scaled site plan of the event layout showing the following:</p> <ul style="list-style-type: none"> • Dimensions of all areas • Staff only/no public access areas • Locations and dimensions of all entry points and exit points • Location and number of toilet facilities (include male, female and access) • Number, location and dimensions of all food stalls/vendors • Number, location and dimension of any temporary structures / tents / marquees / stages / exhibits / rides / attractions • Location and direction of any generators / speakers (include size & noise output) • Location of any lighting towers • Number and location of rubbish receptacles • Location and type of fire extinguishers/hose reels • Location and dimensions of any seating 	<p>Insufficient site plans will prevent your Event Application from being progressed.</p> <p>For ease of readability, submit multiple site plans if your layout is getting crowded.</p>	Attach your site plan(s) with your application form.	Yes / No

	<p>arrangements</p> <ul style="list-style-type: none"> Clearly delineated parking areas 			
Public Building Approval	<p>In order to conduct an event, an event organiser must be issued with a Certificate of Approval detailing the maximum number of patrons that can be safely accommodated at the event location. The following forms is required to be completed in all instances:</p> <p>Form 1 - Application to Construct, Extend or Alter a Public Building. Form 2 - Application for Certificate of Approval</p>	<p>City of Wanneroo Website Public Buildings - http://www.wanneroo.wa.gov.au/downloads/download/211/public_buildings</p>	<p>Attach Form 1 with your Event Application.</p>	Yes / No
Emergency Evacuation and Risk Management Plans	<p>Any event where over 1000 people may attend will require:</p> <ul style="list-style-type: none"> Emergency Evacuation Plan (AS 3745:1995) Risk Management Plan (AS/NZS ISO 31000:2009) 	<p>Insurance Commission WA - www.icwa.wa.gov.au</p> <p>Our Community Risk Management Checklist - www.ourcommunity.com.au</p> <p>Planning Safe Public Events - www.crimeprevention.gov.au</p>	<p>Attach your emergency evacuation plan(s) with your Event Application form.</p>	Yes / No

NON-MANDATORY ATTACHMENTS

The following items may be applicable to your event. Please submit relevant items by the specified deadline.

Requirement	Information	Relevant Form / Guideline	Deadline	Submitted
Public Building Approval	<p>Where a permanent facility already has a Certificate of Approval, Form 1 and 2 are not required. However;</p>	<p>City of Wanneroo Website Public Buildings -</p>		Yes / No

	Form 3 – Application for Variation of Certificate of Approval may be required if the proposed event type allows for a variation in accommodation numbers.	http://www.wanneroo.wa.gov.au/downloads/download/211/public_buildings		
Approval for Non Complying Event	Events that are likely to result in excessive noise being received by nearby residences will be required to apply for a Regulation 18 Approval for a non-complying event.	Environmental Protection (Noise) Regulations 1992	60 days prior to the event (statutory).	Yes / No
List of Food Vendors and copies of their Food Act 2008 certification. (Registration Certificate, Notification Certificate or Exempt Certificate)	<p>The event organiser is responsible for supplying a list of all food vendors and businesses and appropriate certificates.</p> <p>Food vendors proposing to trade at your event have their own obligations under the <i>Food Act 2008</i>:</p> <p>Food businesses located and registered with the City of Wanneroo are not required to submit any forms or fees provided their activities are in keeping with their registered food business activities. It is advisable however that they notify the City's Health Services of their intention to trade at events by email to health@wanneroo.wa.gov.au</p> <p>Where a food business is registered in another Local Government, they are required to notify the City of Wanneroo of their intention to trade by submitting a Food Business Notification and Registration Form along with a copy of their Food Business Registration Certificate from their local council and a \$30 notification fee.</p>	<p>Email health@wanneroo.wa.gov.au</p> <p>http://www.wanneroo.wa.gov.au/downloads/download/212/trading_in_public_places</p> <p>https://www.wanneroo.wa.gov.au/forms/form/286/en/food_businessnotification_and_registration_food_act_2008</p>	14 Days prior to the event	Yes / No
Certification of Amusement Rides	If you will have amusement rides at your event you need to complete and submit the Amusement Ride Notification Form for each ride along with the	Form accessible from City of Wanneroo	14 Days prior to the event	Yes / No

	<p>following documentation:</p> <ul style="list-style-type: none"> • Copy of Plant Registration from Worksafe; • Copy of most recent entries of Maintenance Logbook • Copy of supplier's Public Liability Insurance 			
Liquor License & Alcohol Management Plan	<p>If alcohol is intended to be sold or supplied at your event, then the necessary approval needs to be obtained from the Department of Racing Gaming and Liquor:</p> <ul style="list-style-type: none"> • Copy of permit to sell, serve or supply alcohol from Dept. of Racing Gaming and Liquor • Include on the site plan the licenced area for liquor. <p>An alcohol management plan is also to be provided by event organiser/manager.</p>		14 Days prior to the event	Yes / No
Electrical Compliance	<p>An electrical contractor must certify that any temporary electrical installations comply with the <i>Health (Public Buildings) Regulations 1992</i>, by submitting Form 5 Certificate of Electrical Compliance to the local government.</p>		Form 5 must be forwarded to the City within 48hrs of the event.	Yes / No
Advice of Installation (Temporary Structures) & Certificate of Manufacture and Installation	<p>An Advice of Installation and Certification: Temporary Structures & Amusement Rides Form is to be completed and submitted to the City's Health Services for:</p> <ul style="list-style-type: none"> • Any temporary structure (marquee etc) with public access greater than 3x3 <p>Pop up tent/gazebos "Oztrail" etc. are not considered temporary structures for the purposes of certification. Their presence still needs to be indicated as part of the application:</p>	<p>http://www.wanneroo.wa.gov.au/downloads/file/1969/advice_of_installation_and_certification_temporary_structures_and_amusement_rides</p>		Yes / No

	<ul style="list-style-type: none">• Stages greater than 1 m in height; and• Any spectator Grandstands. <p>Anything over 50 metres squared will require Certificate of Design.</p>			
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