

**PUBLIC EVENT
APPLICATION
APPLICATION
INFORMATION
PACKAGE**



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DISCLAIMER

THE INFORMATION CONTAINED WITHIN THIS PACKAGE HAS BEEN PROVIDED AS A GUIDE ONLY. ADDITIONAL INFORMATION OR APPROVALS MAY BE REQUIRED FROM OTHER AGENCIES AND IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO ENSURE ALL RELEVANT APPROVALS AND INFORMATION ARE OBTAINED IN RELATION TO AN EVENT.

PUBLIC EVENT APPROVALS

In order to conduct a public event, approval must first be obtained from the City's Health and Environmental Services. In addition to approvals the City's Health and Environmental Services provides advice and guidance to the organisers of community and public events.

To protect the health, welfare and safety of those attending, a number of aspects of the event must be considered. These include:

1. Venue Safety
2. Booking of City Facilities
3. Electrical Safety
4. Stands, Marquee's and Stages
5. Food Safety and Hygiene
6. Amusement Rides and Structures
7. Risk Management

VENUE SAFETY

Venue safety is governed by the **Health (Miscellaneous Provisions) Act 1911** and the **Health (Public Buildings) Regulations 1992**. Under this legislation the area where the event is held, indoor or outdoor, is considered a public building area for the duration of the event.

The applicant is required to submit a **Form 1 'Application to Construct, Extend or Alter a Public Building'** along with the accompanying information. Both forms must be submitted at least **30 DAYS** prior to the event.

Applications for events with more than **1,000 persons** must be received at least **60 DAYS** prior to the event.



Event Information (Attachment 1).



Form 1: Application to Construct, Extend or Alter a Public Building (Attachment 2).

BOOKING CITY OF JOONDALUP FACILITIES

City of Joondalup buildings/parks/facilities must be booked before they can be used to host an event. This is not a facility booking form. For further information please contact the City's Community Bookings Officer on **9400 4268**.

ELECTRICAL SAFETY

The event organiser is responsible for arranging the supply and installation of electricity for the event.

All generators, electrical cabling, switches, fuses and the like should be kept clear of patrons and be properly and safely secured. Electrical cables should be laid UNDERGROUND or OVERHEAD in compliance with all necessary legislation. NO cables are to lie on the ground, unless adequately protected.

Residual Current Devices and circuit breakers must be used to protect electrical outlets and appliances in areas accessible to the public.

All leads or portable outlets must have been tagged and tested within six months by a licensed electrician.

A licensed electrician is required to check all electrical installations such as lighting towers, extension cords, generators etc. The licensed electrician must complete a **Form 5 'Certificate of Electrical Compliance'** when all electrical installations are complete. **Approval cannot be issued if this has not been carried out.**



Form 5 Certificate of Electrical Compliance (Attachment 3).

SPECTATOR STANDS, TENTS/MARQUEES AND STAGES

Spectator stands, tents/marquees and stages are classified as temporary structures and may require a building permit for their construction.

Temporary structures with an area over 55m² may require certification by a structural engineer or a suitably qualified person.


Public Event Application



 **Certificate of Structural Sufficiency** (Attachment 4).

FOOD SAFETY AND HYGIENE

The preparation, storage, heating and sale of food at events must comply with the requirements of the **Food Act 2008** and the **Australia New Zealand Food Standards Code**.

 City of Joondalup guidelines for **'Temporary Food Premises'** (attachment 8).

Note: No food is to be prepared in a residential kitchen for subsequent sale unless approved by the Local Authority.

AMUSEMENT RIDES/STRUCTURES

Amusement Rides must comply with Australian Standard 3553 and be inspected and maintained by a competent person. Yearly inspections of structures, and regular maintenance, should be recorded in a logbook. The applicant should ensure each operator has an up to date logbook and plant registration with worksafe.

RISK MANAGEMENT

A risk management plan is recommended for all events, to ensure the safety of participants.

For events where there are more than 1,000 people assembled, a Risk Management Plan must be submitted with the application for Public Building approval.

The application should be submitted at least 60 days before the event, where numbers exceed 1,000 people.

The risk management plan must comply with AS4360 or ISO 31000 Standards.

For further information please contact Health and Environmental Services on **08 9400 4933**.

Information for Form 1

The Event		
Name of the event:		
Date of the event:		
Start time:		
Finish time:		
Venue:		
Address:		
Estimated patron numbers:		
Event Manager		
Name:		
Organisation:		
Address:		
		Postcode:
Fax:	Phone:	Mobile:
Email:		
Contact number during the event:		
Event Description		
Describe the event (what is the purpose of the event?)		
List details of the type of entertainment being provided, i.e. bands, amusement rides, petting zoos etc.		

Please tick the type of structures that you will be bringing onto the site:

Marquees Stages Speakers Generators Lighting towers/cables

Amusement rides Toilet facilities Food stalls/vehicles Seating

Other (please specify below)

Provide a detailed plan of the event layout. Information that is to be included but not limited to is listed below.

- Marquees (include dimensions)
- Stages (include dimensions)
- Generators (include noise output, size)
- Speakers
- Lighting towers
- Amusement rides (specify type)
- Animals (petting zoo, pony rides, etc)
- Toilet facilities (including disabled facilities)
- Food stalls
- Rubbish receptacles (number of)
- Entrances and Exits (include disabled access/egress)
- Fire extinguishers/hose reels (number and type)
- Nearest residents houses (in metres)
- Patron areas
- Restricted areas
- Seating arrangements
- Other structures that you listed above

Event Layout Diagram

Use additional paper if necessary

Noise

What provisions have you made to minimise and monitor the level of noise? (Please consider layout of speakers, location of generators, nearby dwellings)

Food Stalls/Vehicles

Please list all food stall/vehicles that will be trading at the event, including their contact details. This applies to anyone selling, hot food, cold food, ice-creams, beverages, home made condiments, confectionary etc.

Application to Construct, Extend or Alter a Public Building

Health (Miscellaneous Provisions) Act 1911
Health (Public Buildings) Regulations 1992

I being the owner/agent hereby apply under Section 176 of the *Health (Miscellaneous Provisions) Act 1911* to construct alter or extend a public building.

Premises Details	
Name of:	
Location Number:	
Street:	
Town/Suburb:	
Nearest Cross Street:	
In support of this application I hereby submit plans, details as required together with prescribed fee.	
ANY OF THE FOLLOWING MAY SIGN THIS NOTICE	
The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built created or converted thereto.	
Signature:	
Owner/Agent:	
Address:	
	Postcode:
Phone:	Mobile:
Email:	

Form 5

Certificate of Electrical Compliance

Health (Miscellaneous Provisions) Act 1911
Health (Public Buildings) Regulations 1992

Date:
To the City of Joondalup, I hereby certify that the electric light and/or power - installation, alteration, addition - at the under mentioned premises has been carried out in accordance with the Health (Public Buildings) Regulations 1992
Name and Initial of Occupier:
Details of Building
Name:
Location number:
Street:
Suburb/Town:
Postcode:
Particulars of Installation
Describe any electrical work for which you are not responsible in these premises.
Signature of licensed electrical contractor or electrical worker authorised to sign on behalf of the electrical contractor/in-house electrical installer.
Signature:
Contractor's/in-house electrical installer's Business Name:
Contact Name:
Registration No:
Address:
Email:
Telephone No:

Certificate of Structural Sufficiency

Location of temporary structure:	
Description of works:	
I certify that:	
I have checked the structural integrity for the subject structure/s	
This certificate applies for the following dates and times:	
Declaration	
I certify that the above structures have been erected in accordance with engineering details and have been constructed to be structurally adequate.	
Name:	
Address:	
Email:	
Phone:	Mobile:
Qualifications (please indicate):	
Signature:	
Date:	

Local Government and Public Property Local Law Trader's Permit Application

Applicant Details		
Name of Applicant:		
Business Trading Name:		
Address:		
Telephone (H):	(W)	(M)
Email Address:		
Postal Address (if different from above):		
Name of the event and location of proposed trading activity (map must be submitted indicating the precise location):		
Nature of proposed trading activity (including details of goods to be sold and/or services offered):		
Names of person/s other than applicant expected to be employed or otherwise engaged in trading:		
Details of proposed stall/vehicle, including size and materials:		
Vehicle registration number (if applicable):		
Hours of operation:		
Number of car park bays required:		

Any other information relevant to this application:

Approval for a Trader's Permit is strictly limited to a maximum of one-year. Inspections and reviews of the service may be conducted by the City of Joondalup. City of Joondalup reserves the right to decline the renewal of, or amend the conditions of all Trader's Permits in the future.

Applicant's Signature:
Signatory's Name:
Date Signed:

***NOTE: Proof of a Current Public Liability insurance policy, covering the proposed activity, for a minimum value of ten (10) million dollars will be required prior to issue of permit.**

Please return your completed form to the City of Joondalup. You will be invoiced for the application fee following submission of the form.

Government and Public Property Local Law Street Market Permit Application

✓ (please tick)

Application for Permit to conduct street market.

Application for Renewal of Permit to conduct street market.

Event Name:

Applicant Details

Name of Applicant:

Business Trading Name:

Address:

Telephone (H):

(W):

(M):

Email Address:

Postal Address (if different from above):

Market Location Details

Name of Location:

Address:

Shop/Unit No:

Street No:

Street Name:

Suburb:

Postcode:

Operating Days
and Times

Planning Application No.

DA

/

Declaration: I have read the attached check-list and have submitted all the required information.

Applicant
Signature/s

Date:

Date:

Please forward your completed form along with the documents outlined in the Street Market Application Checklist to the City. You will be invoiced for the application fee following submission.

Application Checklist

Checklist of required information for a Street Market Application:

- Application fee.
- Copy of the Planning Approval for the street market issued by the City of Joondalup (if required for regular events).
- Plan or plans to a scale of 1:50 showing:
 - The location and dimensions of the proposed area to be used for the street markets.
 - The dimensions of the area including footpaths and the location and nature of any street furniture, trees, utilities, parking or service bays in the area.
 - The position and dimensions of all proposed market stalls and the goods to be sold from each stall.
- A management plan outlining the operations of the street markets including:
 - The proposed days and times of operation.
 - The proposed type and form of any advertising devices to be used.
 - Details of how the operational responsibilities of the licensee will be met (see below).
 - The nature and extent of any activity relating to street entertainment.

Operational responsibilities of the Street Market Permit Holder:

- Where required obtain approval from the local government and Western Australian Police Service for the closure of any public streets to vehicular traffic, where the markets are to be held and during the hours of operation of the street markets.
- Lodge a copy of the approved plans of the street market with the Fire and Rescue Service of WA.
- Ensure adequate refuse collection arrangements have been made to the satisfaction of the local government.
- Where appropriate, have gained the necessary local government approval in accordance with the Health (Public Buildings) Regulations 1992 including a:
 - (i) Certificate of Approval and
 - (ii) Electrical Compliance Certificate.
- Obtain approval from the local government in relation to any public entertainment aspects of the street market.

Temporary Food Premises Guidelines

This information is compiled from the *National Code for Temporary Food Premises*, provisions of the *Food Act 2008* and the City's *Local government and Public Property Local Law 2014*. It defines the Health requirements for temporary food stalls within the City of Joondalup.

Definition of Temporary Food Premises

Includes food vehicles, demountable stalls, stands and the like in the open or in another structure used for the purpose of selling any article of food.

Description of Temporary Food Premises

- Temporary food premises for two (2) days or less duration.
- Temporary food premises exceeding two (2) days duration.

(These Guidelines are not applicable to outdoor cooking facilities used in conjunction with a registered food premises)

Approval

- Provisions of the *Local Government and Public Property Local Law 2014* and the *Food Act 2008* will apply to Permits.
- A permit may be issued to any business, community association or individual to operate a temporary food stall anywhere within the City of Joondalup providing that all requirements are met under the Local Laws Relating to *Trading in Public Places* and other relevant Health legislation.

Temporary Food Premises of Two (2) Consecutive Days or Less Duration

Temporary Food Premises being a demountable stall shall only be permitted to operate for a maximum duration of two (2) days.

Food stalls so permitted shall be set up and operated in accordance with the requirements outlined below.

Requirements for Temporary Food Premises used for Two (2) consecutive days or less

General

Where a food stall is erected on unsealed ground a suitable impervious material shall be laid under the stall.

Protection of Food

1. Only disposable eating and drinking utensils shall be provided.
2. All food stored inside the stall shall be stored 750mm above the ground and covered or in closed containers.
3. Food shall not be displayed so as to be openly accessible to the public and at risk of contamination.
4. All disposable eating utensils shall be adequately protected from contamination.
5. Drinking straws, paper cups, spoons, etc shall be enclosed in suitable dispensers or otherwise protected from contamination.
6. Tea, coffee, cordial and other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.

Washing Facilities

1. Separate hand and utensil washing facilities shall be provided within the stall. An adequate supply of hot and cold water shall be immediately available to food handling staff. Disposal of waste is to be to the satisfaction of an Environmental Health Officer.
2. Warm running water is required for hand washing (this may be achieved by way of a tap on the bottom of a water container). Water must drain into a container and shall not be discharged straight onto the ground. Liquid soap and disposable paper towels shall be provided.
3. A plastic tub of sufficient capacity for washing of utensils is also required.

Food Temperature Control

1. All takeaway foods prepared on the stall shall be for immediate sale and consumption unless a suitable food warmer or food display, maintaining the food at a temperature of at least 60°C (hot foods), or below 5°C (cold foods), is provided.
2. Pre-prepared food products or precooked food consisting wholly or in part of fresh cream, custard, trifle, or any similar food which promotes bacterial growth shall not be sold from a food stall, unless stored or displayed under refrigerated conditions as prescribed above.
3. All raw food and perishable foods such as steaks, hamburger patties, sausages, must be stored below 5°C.

Cooking

1. All heating and cooking equipment, including open flame barbecues and cooking plates shall be located within the stall or otherwise suitably protected from contamination.
2. Raw foods awaiting cooking and foods which have been cooked shall not be displayed outside the stall. Raw food awaiting cooking shall not be stored or held outside the stall except in enclosed containers and providing food temperature controls as above are met.
3. The cooking area shall be kept free of contamination.
4. A fire extinguisher of adequate size is recommended for every stall where open flame cooking is carried out. And adequate provisions should be made to protect the stall from heat, flame and splashing.

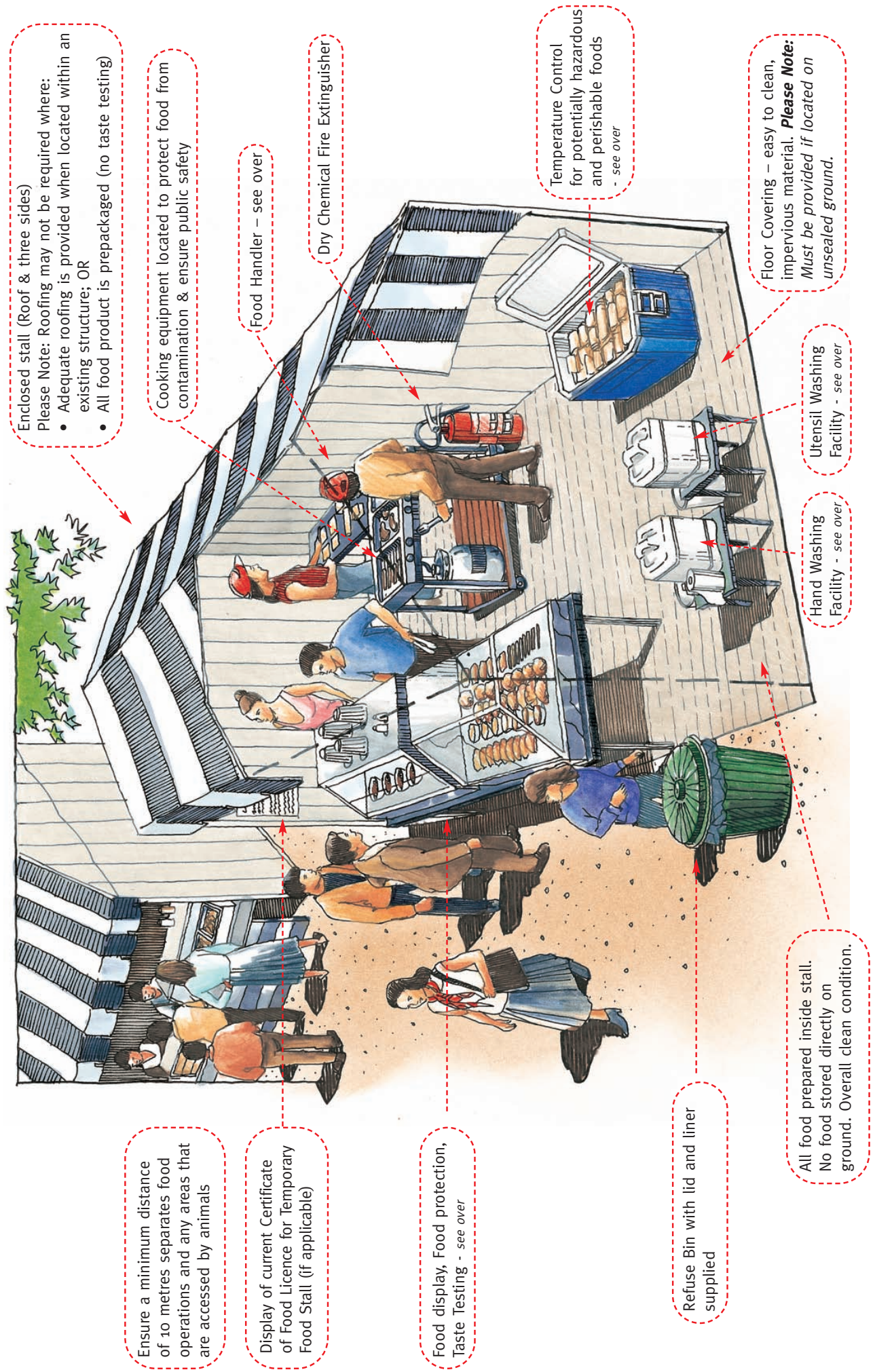
Rubbish Disposal

1. Suitable rubbish receptacles shall be provided near the stall for the public to dispose of used take-away food containers and the like.
2. Adequate arrangements shall be made for the storage and daily or more frequent removal of garbage generated inside and outside the food stall.

TEMPORARY FOOD PREMISES EXCEEDING TWO (2) CONSECUTIVE DAY'S DURATION

Temporary food premises exceeding two days duration shall consist of food vehicles or mobile food service facility which complies with the *Food Act 2008*.

Minimum standards for the operation of a temporary food stall



Enclosed stall (Roof & three sides)

Please Note: Roofing may not be required where:

- Adequate roofing is provided when located within an existing structure; OR
- All food product is prepackaged (no taste testing)

Cooking equipment located to protect food from contamination & ensure public safety

Food Handler – see over

Dry Chemical Fire Extinguisher

Temperature Control for potentially hazardous and perishable foods - see over

Floor Covering – easy to clean, impervious material. **Please Note:** Must be provided if located on unsealed ground.

Utensil Washing Facility - see over

Hand Washing Facility - see over

Ensure a minimum distance of 10 metres separates food operations and any areas that are accessed by animals

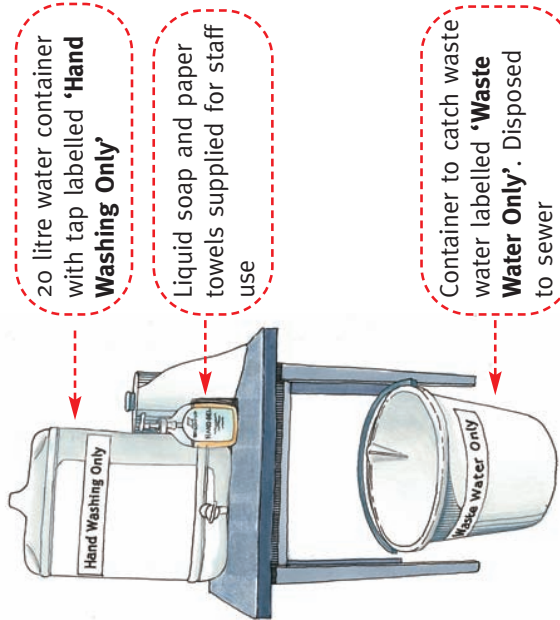
Display of current Certificate of Food Licence for Temporary Food Stall (if applicable)

Food display, Food protection, Taste Testing - see over

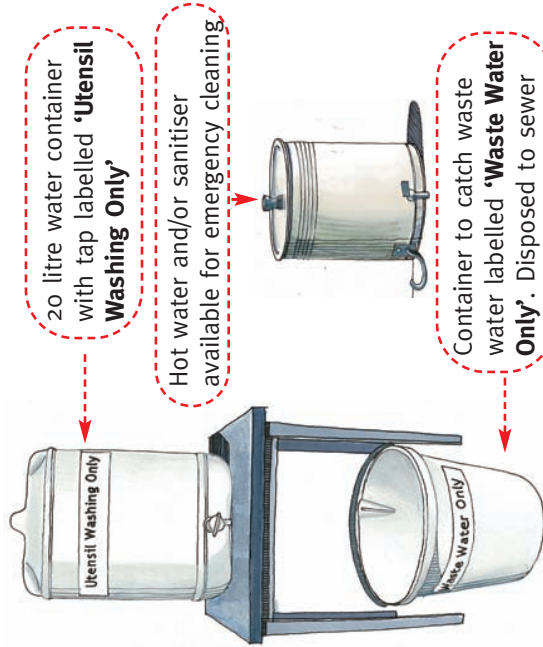
Refuse Bin with lid and liner supplied

All food prepared inside stall. No food stored directly on ground. Overall clean condition.

Minimum hand washing facilities

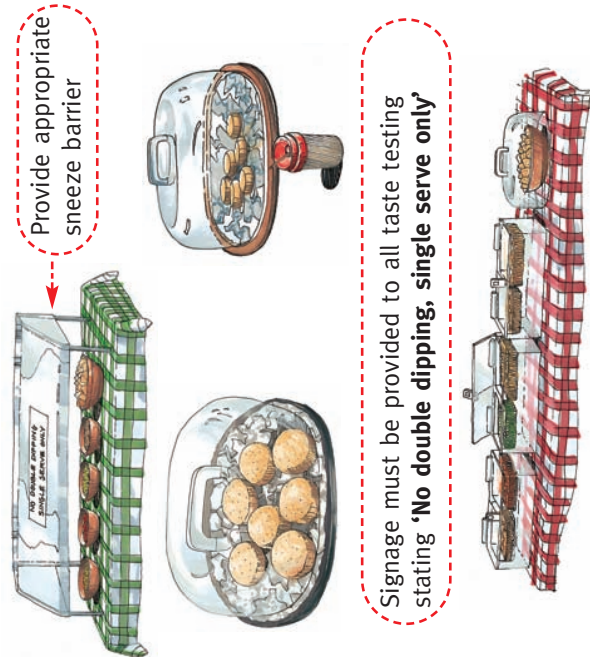


Minimum utensil washing facilities

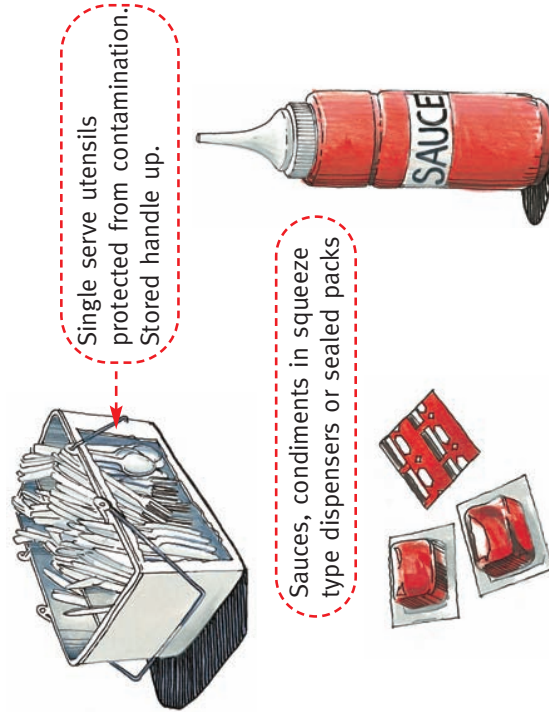


Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

Food display, food protection, taste testing

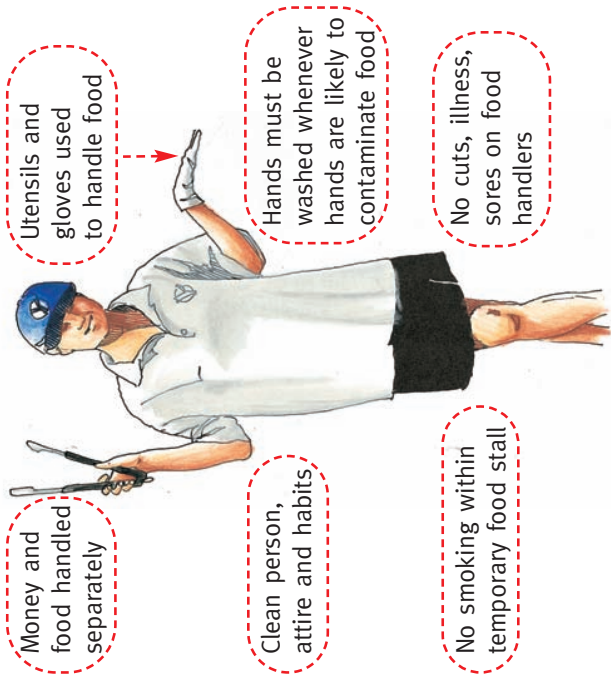


Sauces, condiments and single serve utensils



For further information on this topic, please contact Council

Food Handlers



Temperature control of potentially hazardous food



PUBLIC TOILETS

Public toilets must be provided in accordance with the *Health (Public Building) Regulations 1992* and be sufficient for the people attending the event under the provisions of the **Building Code of Australia (BCA)**. The toilets must be checked and serviced throughout the event. The number of toilets provided must comply with the minimum facility numbers outlined in the tables below:

Total Attendance Numbers	Male WC	Male Urinal	Male Hand Basin	Female Hand Basin	Female WC
0 - 1000	2	1.5m	1	1	5
1000- 2000	3	3m	2	2	10
2000 - 3000	4	4.5m	3	3	15
3000 - 4000	5	6m	4	4	20
4000 - 5000	6	7.5m	5	5	25
5000 - 6000	7	9m	5	6	30
6000 - 7000	8	10.5m	6	7	35
7000 – 8000	9	12m	7	8	40
8000 - 9000	10	13.5m	8	9	45
9000 – 10,000	11	15m	9	10	50

Please note: If projected attendance numbers for your event exceed 10,000 people please consult your Environmental Health Officer.

Please note: 500mm of urinal space is considered the equivalent of one urinal.

The numbers of facilities provided according to the above table may be reduced according to the following guide:

Duration of the 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

Applicants will also need to ensure:

- Disabled toilets are provided.
- Adequate gender signage is displayed on all toilets provided.
- Lighting is supplied to toilets if your event runs after sunset.
- When portable chemical type units or effluent holding tanks are used for events longer than 4 hours they must be located so that they can be pumped out during the event.

These forms are generally required for larger concerts and music festivals. Please consult with an Environmental Health Officer about whether this is required for your event.

Application for Approval for a non-complying Event (60 days or more prior to the Event) (Environmental Protection (Noise) Regulations 1997)

I,, being the person responsible for the conduct of the event, hereby apply under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* for approval as a non-complying event in respect of:

Event Name:	
Location or Address:	
Suburb:	Postcode:
Date/s of Event:	
Start Time:	Finish Time:

I have attached the required information for assessment and enclose the \$1,000 application fee.

Signed:	
Promoter/Agent Name:	
Company:	
ABN and/or ACN:	
Address:	
Phone:	Mobile:
Fax:	Email:

Payment details				
Please make cheques payable to "City of Joondalup".				
Credit Card Number:				
<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
Expiry Date:	CCV:	Credit Card Type:	Amount:	
<input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	<input type="text" value="\$1,000"/>	
Name on Card:				
Signature: (leave blank if received over the phone)				

Information for Approval for a Non-Complying Event

Environmental Protection (Noise) Regulations 1997

Noise from outdoor concerts and similar activities is controlled by state legislation under the *Environmental Protection (Noise) Regulations 1997* (the noise regulations). These requirements determine manageable noise levels for specific areas at specific times. They also recognise that in some cases sporting, cultural or entertainment events would lose character or usefulness if required to comply with the lower assigned levels.

Regulation 18 of the noise regulations allows for the approval of “non-complying events” subject to noise managements plans and conditions being set.

Noise management plans and conditions include specifying and limiting the following:

- Duration and times of practice and rehearsal sessions, sound system tests and the event.
- Times when facilities and structures such as stages, temporary seating and lighting towers can be erected and dismantled.
- Maximum allowable noise levels and noise emission impacts on other premises.
- Community notification.
- Noise monitoring.

The completed application will need to include (please use as a checklist):

- Application fee of \$1,000**
(prescribed fee under the noise regulations).
- Noise Management Plan and Modelling (to the satisfaction of the City)**
Submit a plan detailing arrangements for:
 - Sound modelling and predictions by an acoustic consultant.
 - Stage, speaker design and layout.
 - Monitoring of noise in accordance with approved conditions.
 - Complaint response service.
 - Minimising noise disturbance by patrons arriving and leaving the Event.
- Site Plan**
The plan should be to scale and show the position of stages, sound mixing desk, speakers and other pertinent facilities or structures which may impact on noise control.
- List of performers and schedule**
Provide a schedule of amplified noise at the event including the performers and bands, sound checks, rehearsal times and any announcements and background music between acts.

- Community notification**

This letter informs local residents who are likely to be impacted upon of the event of the required complaint response service to be provided to them by the event organiser. The letter is to include event start and finish times, the event date(s) and a contact telephone number for a complaints line. This telephone service is to be to a landline number and is to be constantly manned before the event during rehearsal, sound and system checks, during the event and a minimum of 30 minutes after the event. A record of complaints received is to be kept by the operator of the complaints line and a copy of this record is to be forwarded to the City no later than seven (7) days after the event (this may be included as part of a noise monitoring report if required).

Should you wish to discuss application or noise issues then please contact Environmental Health Services by phone on **9400 4933** or email **info@joondalup.wa.gov.au**

Important

Noise Monitoring Report

If noise monitoring is required as a condition of approval then a noise monitoring report is to be submitted to the City no later than seven (7) days after the event. This must detail noise emissions and any complaints received.

Generally, most large concerts hosting significant music acts will require a noise monitoring report that shows the event complied with set event conditions. This report may be used to consider approval of future events of a similar nature by the promoter within the City of Joondalup.

Fee for costs incurred by the City for Noise Monitoring

For events of a larger nature the City will also carry out noise monitoring as well. Costs incurred to carry out this monitoring will be borne by the applicant. Fees for the monitoring are charged at \$99.00 (inc. GST) per hour, per officer required. The applicant will be invoiced for this fee and this invoice is to be paid to the City no later than seven (7) days after the event. Failure to pay these fees by the required time will breach any approval given for the event.

Application for Approval for a non-complying Event (59 days or less prior to the Event)

(Environmental Protection (Noise) Regulations 1997)

I,, being the person responsible for the conduct of the event, hereby apply under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* for approval as a non-complying event in respect of:

Event Name:	
Location or Address:	
Suburb:	Postcode:
Date/s of Event:	
Start Time:	Finish Time:

I have attached the required information for assessment and enclose the \$1,250 application fee.

Signed:	
Promoter/Agent Name:	
Company:	
ABN and/or ACN:	
Address:	
Phone:	Mobile:
Fax:	Email:

Payment details

Please make cheques payable to "City of Joondalup".

Credit Card Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiry Date:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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CCV:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Credit Card Type:

Visa Mastercard

Amount:

Name on Card:

Signature:

(leave blank if received over the phone)

Information for Approval for a Non-Complying Event

Environmental Protection (Noise) Regulations 1997

Noise from outdoor concerts and similar activities is controlled by state legislation under the *Environmental Protection (Noise) Regulations 1997* (the noise regulations). These requirements determine manageable noise levels for specific areas at specific times. They also recognise that in some cases sporting, cultural or entertainment events would lose character or usefulness if required to comply with the lower assigned levels.

Regulation 18 of the noise regulations allows for the approval of “non-complying events” subject to noise managements plans and conditions being set.

Noise management plans and conditions include specifying and limiting the following:

- Duration and times of practice and rehearsal sessions, sound system tests and the event.
- Times when facilities and structures such as stages, temporary seating and lighting towers can be erected and dismantled.
- Maximum allowable noise levels and noise emission impacts on other premises.
- Community notification.
- Noise monitoring.

The completed application will need to include (please use as a checklist):

- Application fee of \$1,250**
(prescribed fee under the noise regulations).
- Noise Management Plan and Modelling (to the satisfaction of the City)**
Submit a plan detailing arrangements for:
 - Sound modelling and predictions by an acoustic consultant.
 - Stage, speaker design and layout.
 - Monitoring of noise in accordance with approved conditions.
 - Complaint response service.
 - Minimising noise disturbance by patrons arriving and leaving the Event.
- Site Plan**
The plan should be to scale and show the position of stages, sound mixing desk, speakers and other pertinent facilities or structures which may impact on noise control.
- List of performers and schedule**
Provide a schedule of amplified noise at the event including the performers and bands, sound checks, rehearsal times and any announcements and background music between acts.

- Community notification**

This letter informs local residents who are likely to be impacted upon of the event of the required complaint response service to be provided to them by the event organiser. The letter is to include event start and finish times, the event date(s) and a contact telephone number for a complaints line. This telephone service is to be to a landline number and is to be constantly manned before the event during rehearsal, sound and system checks, during the event and a minimum of 30 minutes after the event. A record of complaints received is to be kept by the operator of the complaints line and a copy of this record is to be forwarded to the City no later than seven (7) days after the event (this may be included as part of a noise monitoring report if required).

Should you wish to discuss application or noise issues then please contact Environmental Health Services by phone on **9400 4933** or email **info@joondalup.wa.gov.au**

Important

Noise Monitoring Report

If noise monitoring is required as a condition of approval then a noise monitoring report is to be submitted to the City no later than seven (7) days after the event. This must detail noise emissions and any complaints received.

Generally, most large concerts hosting significant music acts will require a noise monitoring report that shows the event complied with set event conditions. This report may be used to consider approval of future events of a similar nature by the promoter within the City of Joondalup.

Fee for costs incurred by the City for Noise Monitoring

For events of a larger nature the City will also carry out noise monitoring as well. Costs incurred to carry out this monitoring will be borne by the applicant. Fees for the monitoring are charged at \$99.00 (inc. GST) per hour, per officer required. The applicant will be invoiced for this fee and this invoice is to be paid to the City no later than seven (7) days after the event. Failure to pay these fees by the required time will breach any approval given for the event.

Schedule of Fees and Charges*

Application Type	Fee*
Street Market Permit Application Fee (Not for profit groups)	\$40.00
Street Market Permit Application Fee with zero to two food stalls (Commercial)	\$122.00
Street Market Permit Application Fee with three to five food stalls	\$267.00
Street Market Permit Application Fee with more than five food stalls (Commercial)	\$267.00 plus \$40.00 for each additional food stall
Street Market Permit Daily Fee	\$86.00
Street Market Seasonal/Annual Fee	\$861.00
Street Market Permit Fee with a Park Booking	\$0.00
Public Building Application Fee less than 601 persons (where an inspection is not required)	\$142.00
Public Building Application Fee less than 5,001 persons	\$372.00
Public Building Application Fee more than 5,000 persons	\$755.00
Application for Regulation 18 Non-complying Event (60 days prior)	\$1,000
Application for Regulation 18 Non-complying Event (59 days or less)	\$1,250

* No GST applicable to fees

See Health and Environmental Services Schedule of Fees 2022/2023 for a more comprehensive list of charges.



Environmental Health Services

T: 08 9400 4933

E: info@joondalup.wa.gov.au

Boas Avenue Joondalup WA 6027

PO Box 21 Joondalup WA 6919

joondalup.wa.gov.au

This document is available in alternative formats upon request.