

# Event application checklist

**Use this checklist to ensure you are prepared to submit an online event application for an event.**

- ☐ Contact the City's Event Officer to discuss your event and the City's Event Application and Approvals.
  - Email [eventapplications@stirling.wa.gov.au](mailto:eventapplications@stirling.wa.gov.au)
  - Phone (08) 9205 8555
  - Website: <https://www.stirling.wa.gov.au/information-for-event-organisers>
- ☐ Read the [City of Stirling Event Guidelines and Requirements](#) to understand the City's event requirements and application process.
- ☐ Ensure you have, or are able to obtain, adequate Public Liability Insurance for the event to the value of \$20million, as well as other relevant insurances.
- ☐ For events that operate longer than 48 hours (including bump in and bump out), or a series of events, changes the use of an area, or as deemed necessary by the City, Planning Approvals may be required.

See the [City's Planning website](#) or contact the City's Planning department on [development@stirling.wa.gov.au](mailto:development@stirling.wa.gov.au).
- ☐ Book the event venue (applicable to City owned venues and facilities). If you are using a City of Stirling reserve, beach or facility, ensure you discuss the below with the City's Event or Booking Officer.
  - Availability and suitability of the venue for the event;
  - Usage of the venue including vehicle access, pegging/staking into the ground, and line marking;
  - Any services available for use, such as power, water, lights, and toilets;
  - Terms and Conditions of Hire, hire fees and bonds, and key pick up arrangements.

See the [City's Venue and Facility Hire website](#) for more information or contact the Booking team on [bookings@stirling.wa.gov.au](mailto:bookings@stirling.wa.gov.au).
- ☐ Prepare all supporting applications and documentation that may be required as part of an Event Application.
  - Event Site Plans, Public Liability Insurance and a Public Building Application ([Form 1 – Application to Construct, Extend or Alter a Public Building](#), to seek approval under the legislation);
  - Other documentation can be submitted during the assessment period.
- ☐ Create an Events Portal account and submit an event application. See the [City's 'Information for Event Organisers' website](#) for more information.
  - Ensure online event applications are commence and completed more than eight (8) weeks from the event date. Late applications will not be accepted.
- ☐ Continue liaising with the City's Event Officer throughout the application and assessment process.

**For more information please visit the website ['Information for Event Organisers'](#) or contact the City's Events Officer.**

## Additional Information

- ☐ All public events (including those on the City's reserves and public open space) are considered to be a 'public building' in accordance with the Health (Public Buildings) Regulations 1992 and [Guidelines for concerts, events and organised gatherings \(Department of Health WA, 2022\)](#).
- ☐ Event site plans must be to reasonable scale and quality, showing all dimensions of the event space, fencing/barriers, exit widths, furniture/stalls/other equipment, generators, toilets, fire protection, first aid etc.
- ☐ For events with more than 1,000 people attending, crowd management, risk and emergency management plans are required. Start preparing these plans as soon as possible, or contact your insurance company or external agency to assist. See the [Department of Health website](#) for more information.
- ☐ For events with food and/or drink, ensure food vendors have, or are able to obtain a [City of Stirling Permit to Provide Food at Events](#).
- ☐ For events with alcohol, request a Letter of Support from the property/venue owner and the City's Environmental Health team, email [environmentalhealth@stirling.wa.gov.au](mailto:environmentalhealth@stirling.wa.gov.au). Contact [Racing, Gaming and Liquor](#) to enquire on Liquor Licence requirements.
- ☐ For events with temporary structures greater than 24m<sup>2</sup> that will be accessed by the public (eg. Marquees, grandstands), building approvals and structural certifications may be required. Contact the City's Building team on [development@stirling.wa.gov.au](mailto:development@stirling.wa.gov.au) to discuss temporary building requirements, or refer to the [City's Temporary Structures Guideline](#) for more information.
- ☐ For larger events or events with alcohol, contact the [local WA Police station](#) to discuss the event and any policing requirements. [Policing Major Events Act](#) applies to events with more than 5,000 people attending.
- ☐ For events with road closures or potential impacts to roadways, discuss the event with a professional traffic management company and obtain a Traffic Management Plan. See the [Main Roads Traffic Management for Events Code of Practice](#) for more information.
- ☐ For event with fireworks, discuss the event with a licensed fireworks operator and obtain an Event Permit. See the [Department of Local Government, Industry Regulation and Safety](#) for more information.
- ☐ It is important to be aware that an event organiser is considered a 'person conducting a business or undertaking' (PCBU) and has legal duties and obligations to workers, volunteers, visitors and members of the general public at an event, in accordance with the [Work Health and Safety Act 2020 \(WHS Act\)](#) and [Work Health and Safety \(General\) Regulations 2022](#).

The [WorkSafe WA](#) website provides further information on [rights and responsibilities](#) in accordance with WHS legislative requirements, and event organisers are strongly recommended to contact WorkSafe WA for further advice.

**For more information read the [City of Stirling Event Guidelines and Requirements](#) and [Department of Health Guidelines for concerts events and organised gatherings 2022](#).**