Event Application and Approvals

October 2025

The City of Stirling acknowledges the traditional custodians of this land, the Wadjak people of the Nyoongar nation, and pays respect to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of Aboriginal Australia.

Kaya - Welcome

Events entertain and connect people, and play a vital role in creating a liveable, thriving and prosperous City,

At the City of Stirling, we're committed to:

- Fostering a strong and sustainable events scene that supports our community and local economy.

- Support community and commercial event organisers with every stage of event planning and delivery, including event applications and approvals, and access to funding opportunities.

This webinar is designed to:

- Keep you informed and equipped with the latest resources and guidance

- Cover any changes to our process

- Help you understand your responsibilities as an event organiser.
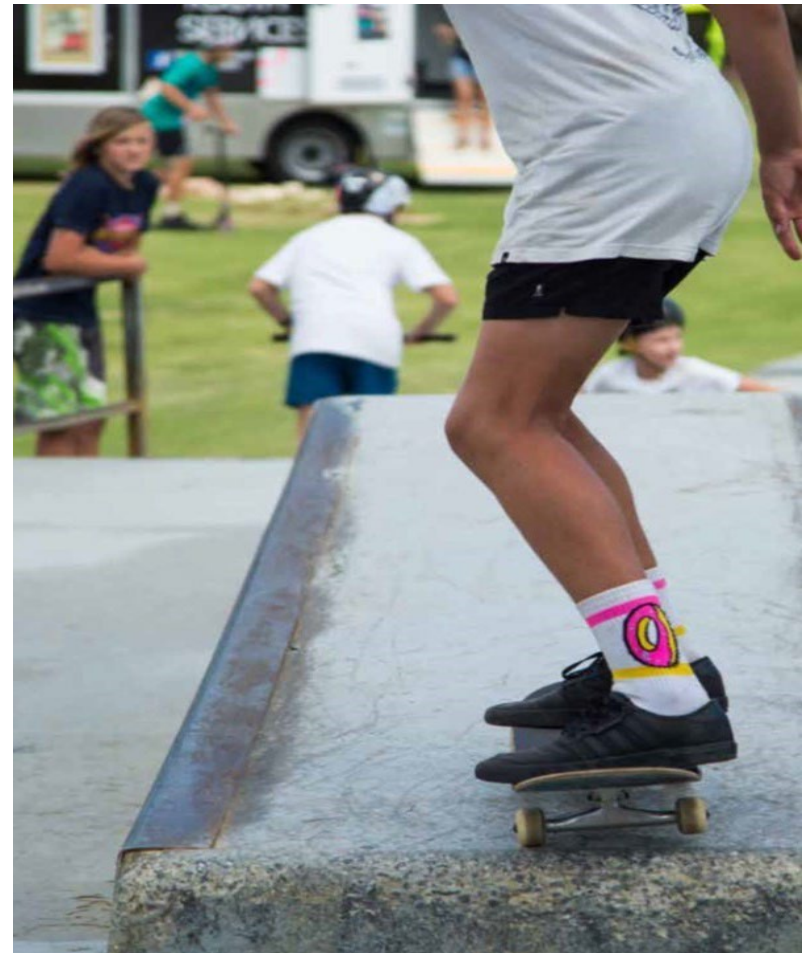
Agenda

01

Meet the Teams
Events & Sponsorship
Environmental Health

02

Event Application and Approvals Process
Process and timeframes
Website
Guidelines
Before you Begin
Other resources

03

The Review
Why a review
What has changed
What has stayed the same
When does it all change

04

Q&A
Find out more

4

01 | Meet the Teams

Our Teams

There are up to 10 different departments within the City that will assess your application however there are two that you will liaise closely with:

Events & Sponsorship

- Concierge service - first point of contact and conduit to other departments

- Assist with all event enquiries, the online event application service, pre-lodgement advice, start-up and site meetings, venue suitability and event application support

- Oversee the City's Sponsorship program

- Support the City's Community Grants Program

Email: eventapplications@stirling.wa.gov.au

Environmental Health

- Formal approvals

- Assist with advice specific to health-related legislation technical and information including regarding food, public building, noise, crowd control, toilets, liquor licensing, risk and emergency management requirements.

- Manage food vendor applications, permits and compliance

Email: environmentalhealth@stirling.wa.gov.au

In 2024-25 ….

125

Event Approvals

404

Events

610 000
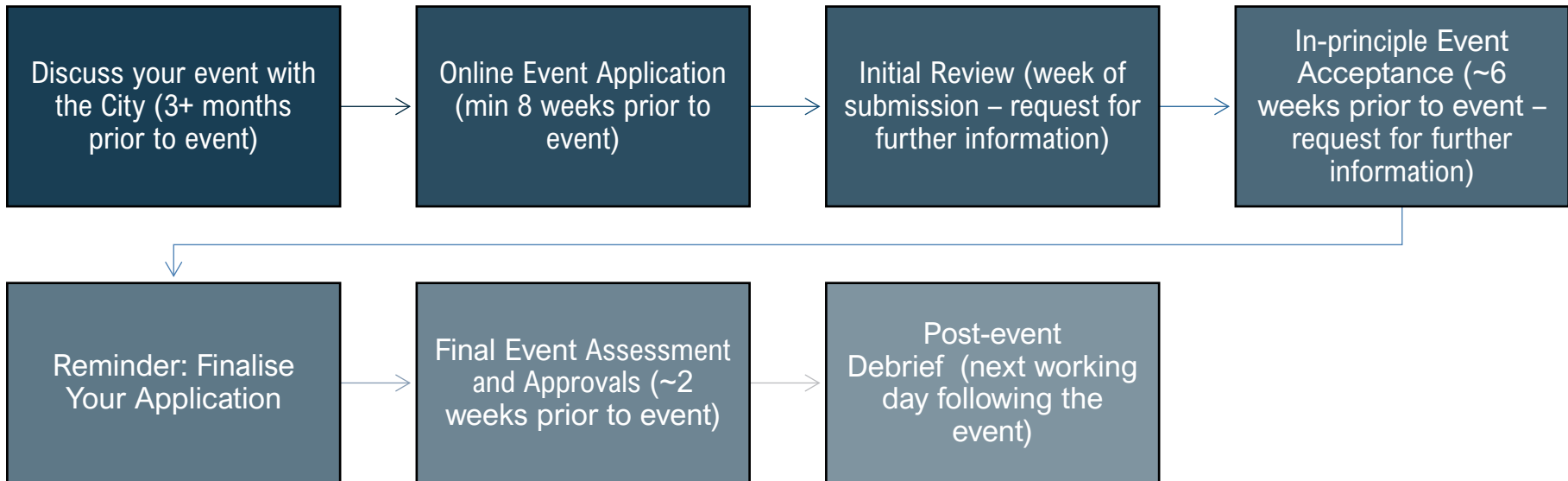
Attendees

City of Stirling
City of Choice

02

Event Application and Approvals Process

Event Application and Approvals Process

What is the Event Application and Approvals process and how long does it take

The entire process takes a minimum of eight (8) weeks – longer is required for larger high risk or more complex events or where a Development Application is required.

| Discuss your event with the City (3+ months prior to event) | → | Online Event Application (min 8 weeks prior to event) | → | Initial Review (week of submission – request for further information) | → | In-principle Event Acceptance (~6 weeks prior to event – request for further information) |

| Reminder: Finalise Your Application | → | Final Event Assessment and Approvals (~2 weeks prior to event) | → | Post-event Debrief (next working day following the event) |

➢ **Meet with the City's Events team as early as possible to discuss your event and the requirements.**

Event Application and Approvals Process

Application stages and outcomes

1. Discuss your event with the Events Officer prior to submitting an application

Venue suitability – date availability – application requirements – site meeting – start-up meetings

➤ To request a meeting email eventapplications@stirling.wa.gov.au 3-6 months prior to your event

2. Submit an application

- Event organisers must submit an online Event Application a **minimum eight (8) weeks prior to the event**
- Mandatory documents:
  - A Certificate of Currency for Public Liability
  - Event Site Plan of reasonable scale and quality
  - Form 1 – Application to Construct, Extend or Alter a Public Building
- An email confirmation will be sent confirming the submission.
- All supplementary and supporting documentation must be submitted to the City **a minimum of four (4) weeks prior to the event.**

Event Application and Approvals Process

Application stages and outcomes

3. Initial review

- An Events Officer will then undertake an initial review of the application within one week of submission, and may request additional information or documentation, or discuss venue suitability.

- All requested information must be submitted prior to an initial assessment being completed.

4. Initial assessment and In-principle Event Approval

- In-principle assessment is undertaken by relevant business units approximately 6 weeks prior to the event, pending all requested information from the initial review being submitted.

- You may be contacted throughout this process for more information or a post-submission meeting.

- An In-principle Approval letter outlining formal conditions and requests for final documentation

- It is the event organisers responsibility to adhere to these conditions in order to receive final event approval

Event Application and Approvals Process

Application stages and outcomes

5. Final assessment and Event Approval

- Once all information is received, a final assessment will be undertaken.

- Demonstrated practical compliance with conditions and legislation is required

- The City will then issue final Event Approval letter approximately 2 weeks prior to the event. A Form 4 – Certificate of Approval may be issued with this letter.

6. Event Day

- The event organiser is required to submit documentation confirming compliance with the City's conditions.
    - Form 2 – Application for Certificate of Approval
    - Form 5 – Electrician Compliance (if applicable)
    - Certificate of Structures (if applicable)

- An Environmental Health Officer may do an inspection of the event, receive the above documentation and issue a Form 4 – Certificate of Approval.

- Any issue identified during this inspection must be rectified prior to the event proceeding.

Event Application and Approvals Process

Application stages and outcomes

7. Post-event debrief

- Once the event is complete an Events Officer will contact you via email for a debrief and discuss how the event went, actual attendance and to return any key, bonds or outstanding documentation.

- Once this debrief is complete the application will be closed.

03 | The Review

The Review

The City has recently reviewed our Event Application and Approvals process to ensure it is clear, streamlined and aligned with current event-related legislation, and protects both event organisers and the City.

Here are a couple of examples of when things can go wrong at events:

Bouncy castle incident at Tasmanian school killing 6 children

Coldplay's Chris Martin falls through stage flooring

Man dies of medical episode at the Melbourne International Comedy Festival

Trainwreck (Netflix) – Woodstock '99 Festival and AstroWorld

Hostile vehicle at Magdeburg Christmas Markets Germany 2024

Why a review

To ensure the City is responsive to customer and legislative needs and appropriate manage the risk for all parties, this process was due for a review.

Timing

The Event Application and Approvals process was last reviewed in 2019 when it was brought into the digital era.

Statutory, legislative needs and risk mitigation

To ensure the process is in-line with current events legislation and best practice (Environmental Health & WHS legislation) and the City is applying this consistently.

To deliver and enable safe, suitable and successful events – to safeguard our community, Events Organisers and the City

Technology

The City's software required enhancements to keep up with technology and the identified process changes.

What will continue

The City's commitment to customer service and keeping customers informed

The eight (8) week event application timeframe

The need for detailed documentation

The City remains committed to:

- Supporting event organisers through the complexities of organising and delivering an event

- Enabling event organisers to upskilled and keep up to date with current legislation and best-practices

- And operating inline with the City's values of Approachable, Responsive, Transparent and Innovative

What has changed

There are many detailed changes to event requirements and process; the following slides outline the most impactful changes that may be beneficial for you to be aware of.

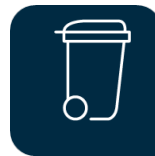Updated key documents and resources

Improved communications

Firm application timeframes and deadlines

Development Applications

Public building legislation and approval

Event site plans

Food and alcohol

Waste Management

Events at Scarborough

What has changed

Updated key documents and resources

- '**Information for Event Organisers**' website provide information and a step-by-step guide to apply for and run an event in the City.

- **Before You Begin Checklist** is a great place to start.

- **Event Application Guidelines and Requirements**' have been revised to clearly outline relevant legislation, requirements and the application process.

- The *Department of Health guidelines for concerts, events, and gatherings (2022)* is referred to as the under-pining State Government guideline document for events
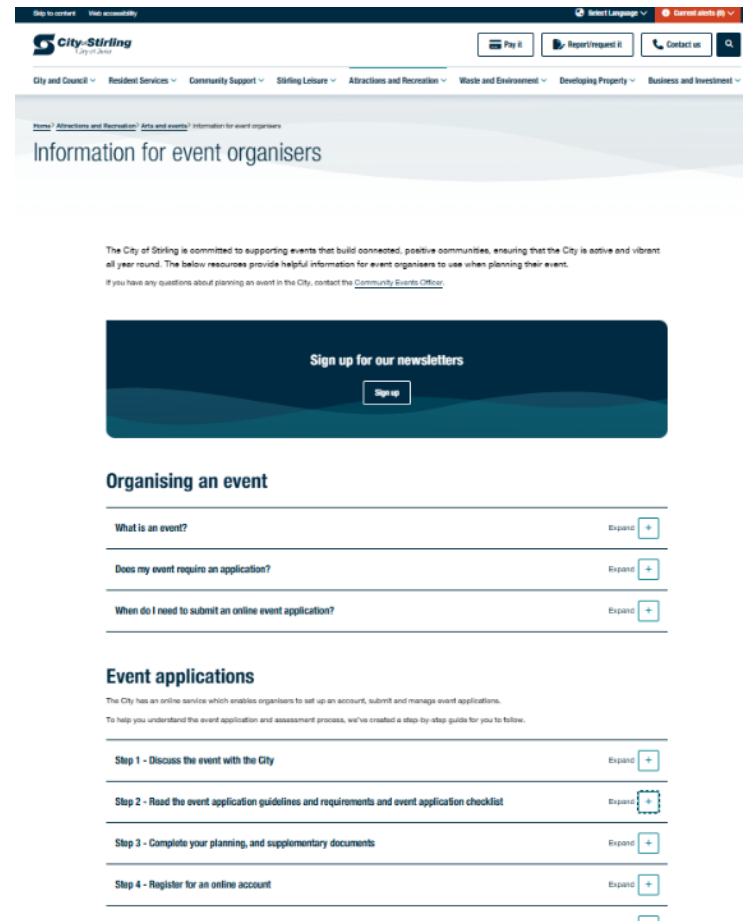
What has changed

Improved communication

- Improved frequency and quality of communications throughout the process

- Streamlined correspondence throughout the process

- Pre and post-submission(start-up) meetings

- Officers continue to be available for meetings and phone calls

Organisers will receive regular email correspondence from the City, including the following seven (7) stages of an application:

- Application Submission Confirmation
- Initial Review Outcome
- Reminders to finalise and close the applications
- In-principle Event Acceptance
- Reminder: Finalise Your Application
- Final Event Approvals
- Post-event Debrief

What has changed

Firm application timeframes and deadlines

- Event applications must be submitted a **minimum 8-weeks prior to the event**, with mandatory supporting documentation, to allow sufficient time for advice, assessments and approvals

- Late applications will no longer be accepted and organisers will need to delay the event date

What has changed

Development Applications

35 – 60 day timeframe

Development Application may be required when an event:

- Operates for more than 48 hours cumulatively (inc bump in and bump out)
- Significantly changes the existing use of an area
- Held in Scarborough or on other State-owned land
- Or as deemed necessary by the City.

- Timeframes for Planning and DA approvals depend on the complexity of the application and can be up to 90 days however average processing time is 35 days

- Exemptions may be requested from Department of Planning, Lands and Heritage or through existing Planning policies

➤ Discuss your event with the City's Development Services or Events team as soon as possible to identify if a DA is required.

What has changed

Public building legislation and approval

Form 1 – Application to construct, extend or alter a public building

Form 2 – Application for a Certificate of Approval

All events are now assessed and approved in-line with the *Health (Public Buildings) Regulations 1992.* This legislation is underpinned by the *Department of Health guidelines for concerts, events, and gatherings (2022)*

A public event is considered to be a 'public building' regardless of whether it is in a park or reserve, or in an existing building, in accordance with the Health (Public Buildings) Regulations 1992; as detailed in the Guidelines for concerts, events and organised gatherings (Department of Health WA, 2022).

➢ Form 1 – Application to construct, extend or alter a public building is required when submitting an application.

➢ Form 2 – Application for a Certificate of Approval is required on the day of the event.

What has changed

Public building legislation and approval - continued

Requirements

Public building legislation requires assessment and approval of a range of requirements that have public safety in mind, such as:

- Risk and emergency management – plans required for 1,000+ attendees or as deemed by the City

- Licensed areas - liquor licensing and venue set-up, fencing, lighting emergency exit signage

- Crowd control requirements – Crowd Control and Security Management Plans - – plans required for 1,000+ attendees or as deemed by the City

- Toilet numbers – minimum 1 accessible toilet required for all events, ratio as per DOH

- Temporary structures – 24sqm+ requires sign-off

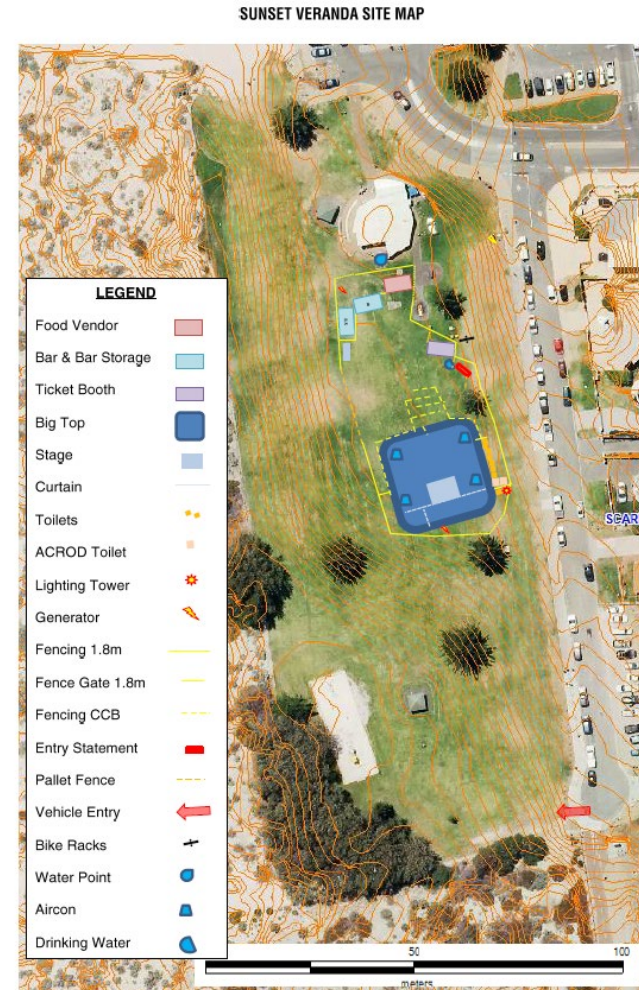- Noise – noise management plans for impacting events

This legislation is underpinned by the *Department of Health guidelines for concerts, events, and gatherings (2022)*

What has changed

Event site plans

- Applications must include site plans of **reasonable quality and scale**

- Poor quality or not-to-scale plans will not be accepted and may delay the date of the event

- The City can provide scaled base plans and can recommend software that may support organisers in developing site plans

SUNSET VERANDA SITE MAP

LEGEND

Food Vendor
Bar & Bar Storage
Ticket Booth
Big Top
Stage
Curtain
Toilets
ACROD Toilet
Lighting Tower
Generator
Fencing 1.8m
Fence Gate 1.8m
Fencing CCB
Entry Statement
Pallet Fence
Vehicle Entry
Bike Racks
Water Point
Aircon
Drinking Water

Please note that this map is a guide only. Final placement of all items to be determined by City of Stirling Event Staff during Bump-In

What has changed

Food and alcohol

Temporary food vendors

- All food and drink vendors, including licensed areas, tastings and sports supplements, must hold a valid City of Stirling Permit to Provide Food at Events permit or submit a notification (via the application form)

- New Temporary Food Vendor Guidelines have been developed to support food vendors

- Food permit times have been reduced from 4 weeks to 2 weeks (subject to adequate information provided in the initial application).

Licensed and Letters of Support

- All licenced areas require a Liquor License issued Racing, Gaming and Liquor (RGL)

- The City will issue a Letter of Support to support an RGL application, outlining the conditions and requirements for the licensed area

- ➢ A Letter of Support must be requested in writing from the City (prior to lodging an application with RGL) a minimum of eight (8) weeks prior to an event by emailing environmentalhealth@stirling.wa.gov.au.

What has changed

Waste management

- Contamination of recycling is the biggest issue with event waste management

- Recycling bins will no longer be provided at events unless suitable waste management strategies to minimise contamination are demonstrated.

- A minimum 5 bin order when 240L bins are hired from the City

- 660L skip bins are available for hire, subject to availability

- Containers for Change and the WALGA Best Practice Waste Management for Public Events are great resources to support waste management.

EVENT GUIDE

WHY HAVE CONTAINERS FOR CHANGE AT YOUR EVENT?

WE CAN BEAT IT, IF WE DON'T FEED IT.

Containers for Change is uniting trailblazing Western Australians in the fight against landfill.

We know that most consumers want to recycle their containers, and 86% do so at home. We also know that out and about — including at events — it can be much harder to recycle.

Having Containers for Change at your event means you can keep containers out of landfill and out of the environment.

GET — OR DONATE — A REFUND FOR EVERY 10¢ CONTAINER YOU RETURN.

Saving 10¢ beverage containers at your event does more than just keep them out of landfill.

The 10¢ refund you receive for each container saved at your event, can go back into your organisation or you can choose to donate your refund to a local charity or community group to increase your impact.

SAVE ON WASTE MANAGEMENT COSTS FROM OTHER PROVIDERS.

By keeping 10¢ containers out of landfill, you should need fewer bins, which often lowers waste management service costs.

READ ON FOR TIPS AND TRICKS TO MAKE THE MOST OF YOUR EVENT COLLECTIONS

What has changed

Events at Scarborough

- Vehicle access and management within the precinct has been strengthened and will reduce the number of vehicles accessing non-essential event vehicle parking within the precinct.
  - Vehicle Management Plans and bump in schedules are required

- Events held in Scarborough are now subject the City's *Regulation 19B Noise Approvals*
  - This approval has firm conditions organisers must adhere to including resident letters, event timings and duration and noise levels
  - Some events may be required to engage an Acoustic Engineer to model event noise
  - The Regulation 19B has limits on certain types of events and this may impact the overall events calendar
  - More information on the Regulation 19B is on the City's noise requirements page to learn more.

01 | Q & A

Want to know more

Contact the City's Events & Sponsorship team

- Email eventapplications@stirling.wa.gov.au

- Visit the website www.stirling.wa.gov.au/organisinganevent

- Visit the City's online Events Calendar
www.stirling.wa.gov.au/events

- Subscribe to the Events e-newsletter

Free BUILD workshop for community groups

- Digital marketing for community groups | Thursday 23 October

To find out about other workshops and programs, visit the events calendar.

Thank you

City of Stirling — City of Choice
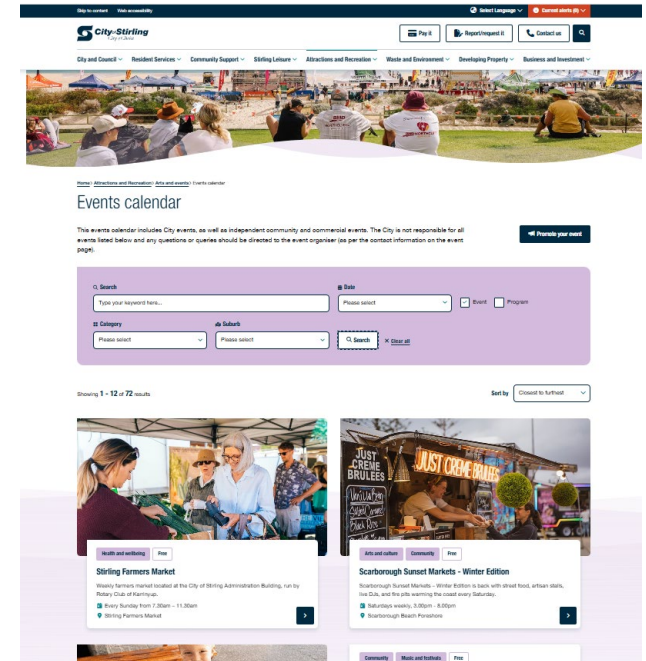
A copy of this presentation will be emailed to attendees