

Use this checklist to ensure you are prepared to submit an online event application for an event being held on public land.

Please refer to the **City of Stirling Event Guidelines and Requirements** for more information.

- Discuss the event with the City's External Events Officer
- Read the *City of Stirling Event Guidelines and Requirements* during the planning stages of the event
- Ensure you have (or are able to obtain) adequate Public Liability Insurance for the event dates (including set up and pack down, to the value of \$20million, as well as other relevant insurances.
- Contact WorkSafe to discuss relevant safe work practices you may need to adhere to.
- Book the venue. If you are using a City of Stirling reserve, beach or facility, ensure you discuss the following with the Booking Officer:
 - Availability of the venue and surrounding activities, such as sporting games or personal training groups.
 - 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
 - Natural areas including lakes, dunes, beaches, protection of flora and fauna
 - Terms and Conditions of Hire, hire fees and bonds, and key pick up arrangements
- For events that operate longer than 48 hours (including set up and pack down), or a series of events, submit an *Application for Development* to the City of Stirling's Planning department. For events at Scarborough, contact the Metropolitan Redevelopment Authority to discuss state planning legislation.
- For larger events or events with alcohol, contact WA Police to discuss the event and any policing requirements.
- For events with alcohol, ensure the service provider has or is able to obtain, a liquor license from the Department of Racing, Gaming and Liquor
- For events with more than 1000 people attending, Risk Management and Emergency Management plans are required. Start preparing these plans as soon as possible, or contact your insurance company or external agency to assist with preparing these plans.
- For events with more than 1000 people attending at any given time, professional security guards are required. Discuss the event with a professional security company and obtain a Security Plan.
- 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
- For event with fireworks, discuss the event with a licensed fireworks operator and obtain an Event Permit
- For events with food, ensure food vendors have, or are able to obtain, a *City of Stirling Permit to Provide Food at Events*
- For events with temporary structures greater than 9m² that will be accessed by the public (eg. Marquees, grandstands), contact a building surveyor or the City's Development Services department to discuss obtaining a Certified Building Permit
- Prepare all supporting applications and documentation that may be required as part of an event application.
- Ensure online event application are commence and completed more than eight (8) weeks from the event date. Late applications will not be accepted.**