Event application checklist

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

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

- ☐ Read the *City of Stirling Event Guidelines and Requirements* and discuss the event with the City's Event Officer at eventapplications@stirling.wa.gov.au

- ☐ 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.

- ☐ Book the venue (applicable to City owned land). If you are using a City of Stirling reserve, beach or facility, ensure you discuss the below with the Booking Officer. See the City's Venue and Facility Hire website for more information or contact the Booking team on bookings@stirling.wa.gov.au.

  - 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
  - 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, email the Cit's Planning department on development@stirling.wa.gov.au to discuss Development Applications.

- ☐ 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 alcohol, contact the Department of Racing, Gaming and Liquor to enquire on Liquor Licence requirements.

- ☐ For events with more than 1000 people attending, 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 with preparing these plans. See the Department of Health website for more information.

- ☐ 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. 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 Mines, Industry Regulation and Safety for more information.

- ☐ 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 9m^2 that will be accessed by the public (eg. Marquees, grandstands), contact a building surveyor or the City's Development Services department on development@stirling.wa.gov.au to discuss Certified Building Permit requirements, or visit the City's website for more information.

- ☐ Contact WorkSafe to discuss relevant safe work practices you may need to adhere to.

- ☐ Prepare all supporting applications and documentation that may be required as part of an event application.

- ☐ Create an account and log an event application on the City's Organising an Event website.

- ☐ **Ensure online event applications are commence and completed more than eight (8) weeks from the event date. Late applications will not be accepted.**