

If there is expected to be any noise from the event (including during set up and pack down), that is likely to impact local residents or businesses, the City requires a Noise Management Plan. This plan should demonstrate how noise from the event will be managed and actions taken by the event organiser to reduce the impact of noise on the community.

Noise Management Plans are to be submitted with your online event application.

What to include in a Noise Management Plan

- Event details
 - The name of the event, date/s and time/s
- Event site layout and design
 - Provide a site plan showing;
 - The location and orientation of any noise sources, including stages and speakers
 - The location of any noise sensitive premises (e.g. residential) that may be affected by noise
 - Any physical or natural barriers that will potentially screen noise.
- Details of activities that will create noise
 - Will there be live music, DJ, amplified speeches or other music, PA systems, acoustic performance, fireworks, generators, set-up and pack down noise (eg. movement of equipment or vehicles, stage builds etc).
- Expected times of noise
 - Provide the times and duration of any activities likely to cause noise (including schedule of performances, set-up/pack down, sound checks, infrastructure deliveries/builds etc.).
- How will the noise likely affect local residents or businesses
 - Is noise from the event likely to be heard at residential properties in the area?
 - Has the event been held at the same site previously? Were any noise complaints received?
 - What are the predicted maximum sound levels (decibels) at the event site and/or at the closest residential property (if known)
 - If you will be using a sound engineer/professional sound company they should be able to help provide this information
 - If this is unknown, please do not specify specific limits
 - Are there any environmental factors to could impact noise (eg. Sea breeze, prevailing winds at certain times of the year etc).
- Details of actions to reduce the impact of noise on the community
 - Position any stages as far from noise sensitive premises as possible and stages and speakers to face away from noise sensitive premises
 - Angle speakers downwards
 - Reduce the level of bass
 - Use an electronic noise limiting device
 - Procedures for sound engineers (eg. Front of house/desk limits, event manager controlling these limits etc)
- Noise level monitoring
 - Provide details of professional noise monitoring that will occur
 - For events without professional noise monitoring or management, this does not have to include specific measurement of sound levels but can involve random checks by a staff member close to the boundary of noise sensitive premises, listening to sound levels and providing feedback to a person able to reduce the level if required).

- Resident letters
 - Any event that is likely to have impacting noise must conduct a resident letter to notify the community of the event and noise, and provide a contact number for any noise complaints.
 - Provide a copy of a resident letter that will be distributed to occupiers of noise sensitive premises close to the event site and a plan showing the distribution area. The letter should include:
 - Name and location of venue
 - Dates, start and finish times
 - Phone number for complaints during the event. This contact number must be manned at all times during the event and the event organiser must take action for any noise complaints
 - Any other relevant information (promotional information, other likely impacts such as traffic or parking).
- Complaints procedure
 - How are complaints received (via the complaints phone number, in person, via the City's Security Service etc)
 - How are the complaints actioned
 - Is there a register/log of complaints and actions taken
 - Who is the event contact name and number for any noise complaints during the event. This contact number must be manned at all times and will be who the City will call should we receive any noise complaints.

For further information on noise please refer to the *Event Application Guidelines and Requirements* document available on the [website](#), or contact the City's External Events Officer on eventapplications@stirling.wa.gov.au.