

Template: Community Notification

This template is available to you to support the development of your community notification letter. Not all elements will be applicable to all events. Please discuss with the Event Officer if you are unsure which elements are required for your event.

<Your event logo>

<Insert Date>

COMMUNITY NOTIFICATION – <event name> – <event location>

Dear Resident / Occupier / Business Owner,

<Introduction to event including event name, type of event, where it's being held and when>

Event Details

<This event is a <insert type of event> event which is set to attract a demographic of <insert event demographic inc age>.

Event Times

Event Date:

Music Times:

Sound Check Times:

Noise Management

<Describe what noise impacts there will be, advise how/if amplified music will be within a controlled environment and confirm that all noise levels will be continuously monitored as to not exceed approved levels. All statutory requirements for sound, safety and security will be adhered to. Stage and speaker layouts are designed to minimise impact to residents.>

Traffic Management

Detail the roads that will be closed and advise how long for. Include process for residents or business owners to gain access to their homes/businesses if within the closure.

Security and Police

Have WA Police been engaged to support policing of the event? If not, detail the scope of security. Confirm what times security services will be patrolling onsite, and surrounding areas.

Contact

If you have any questions or concerns, please contact <Contact person> via email <email address> or call <contact number>. For all the latest event news, please visit <INSERT WEBSITE/FB link>

Kind Regards,

<Your name and signature >

Date: