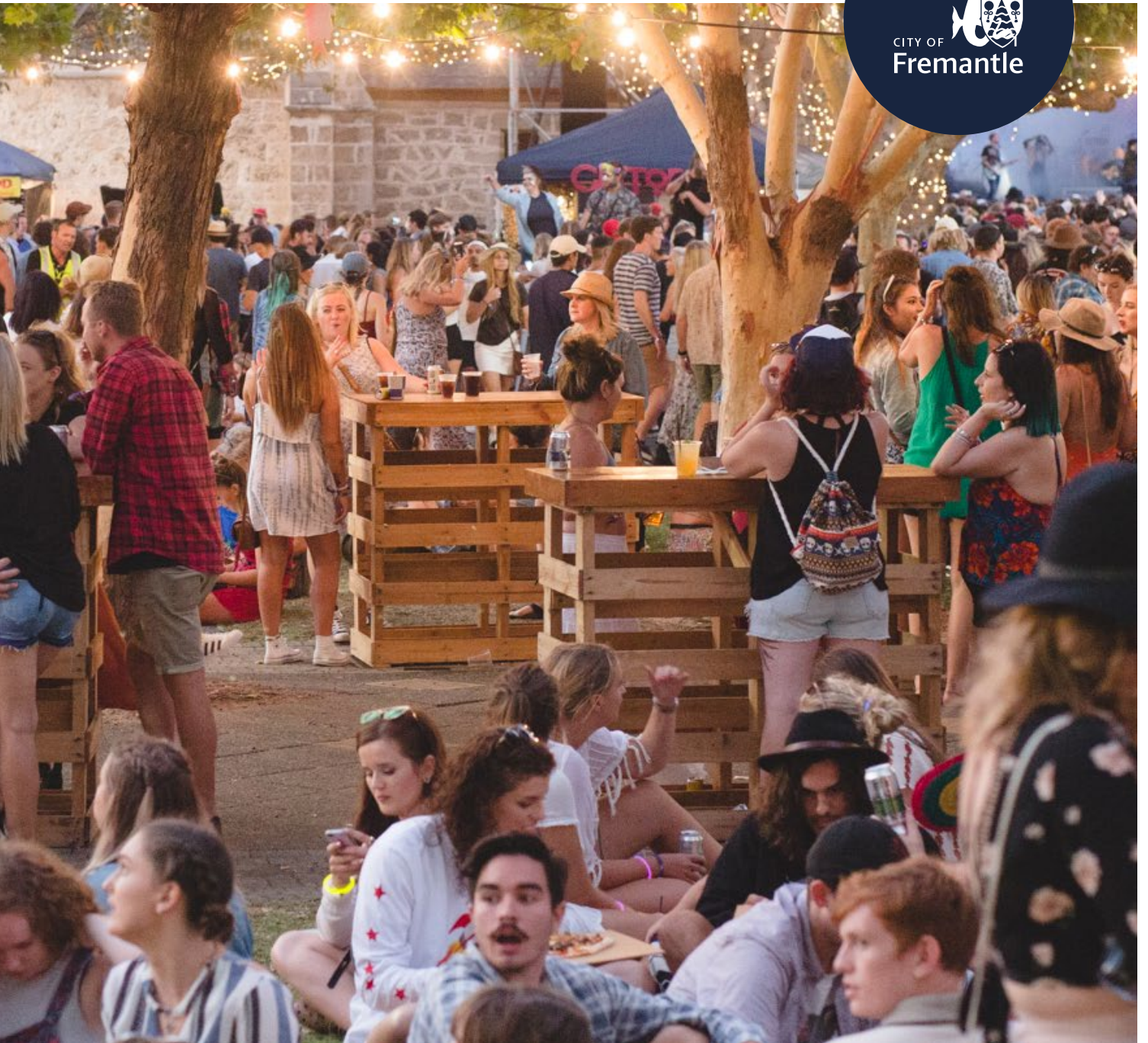


Event Planning Guide





INTRODUCTION

The City of Fremantle is proud to support our community in presenting a number of exciting and inclusive events that celebrate our port city's vibrant and diverse character.

This guide is designed to take you through the steps required to hold an event in Fremantle and the specific elements required for event approval.

Your Event Support

This event planning guide is designed to assist you with the planning and delivery of your event.

The first point of contact for all event organisers is the City's events team. We encourage you to take advantage of the support available and contact the events team throughout the planning process via events@fremantle.wa.gov.au



ACKNOWLEDGING FREMANTLE'S TRADITIONAL OWNERS

Wanjoo Walyalup: Welcome to Fremantle

The City of Fremantle acknowledges the Whadjuk people as the Traditional Owners of the greater Fremantle/Walyalup area and we recognise that their cultural and heritage beliefs are still important today. Fremantle is an important meeting place for events of social, educational, sporting and cultural significance.

Nyoongar Acknowledgement

The City encourages providing Nyoongar acknowledgement at events to help promote greater appreciation of Aboriginal culture, show respect for Traditional Owners, and to better community relationships to assist the reconciliation process. Please consider arranging a Welcome to Country or providing an Acknowledgement of Country.

Welcome to Country

A Welcome to Country involves a Traditional Owner (a Whadjuk person described as having descended from the ancestors named on the Whadjuk People Native Title claim) welcoming people to their land, usually at the opening of significant events.

In the event a Whadjuk Elder is not available then an Acknowledgement statement can be made.

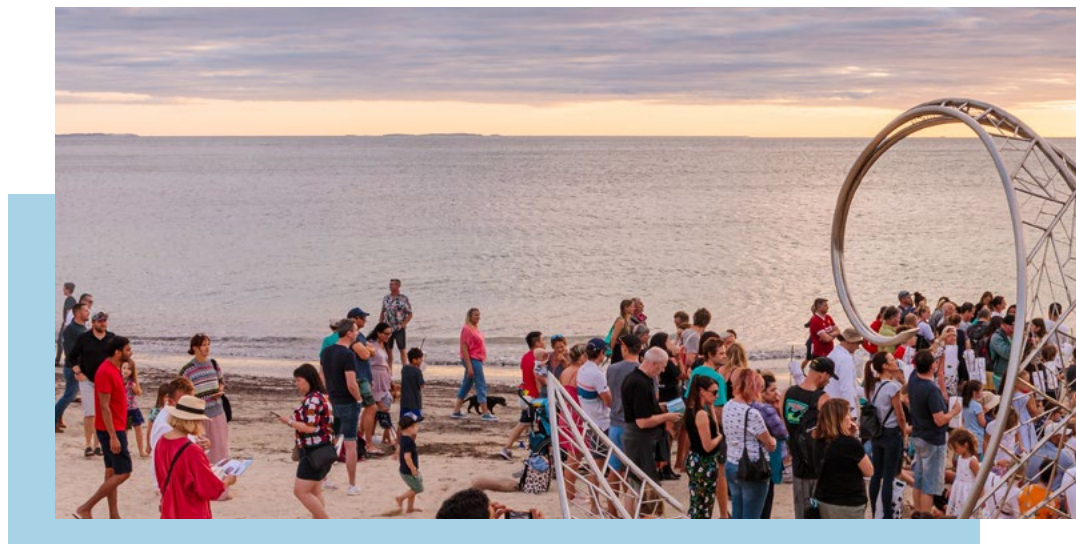
Acknowledgement of Country

An acknowledgement statement is a way the wider community can acknowledge the culture and ongoing relationship of traditional peoples to land and sea of an area, even when a Whadjuk elder is not present. It is a symbolic gesture as part of the ongoing reconciliation process. An example of an Acknowledgement of Country is:

I would like to acknowledge the Whadjuk people as the Traditional Owners of the greater Fremantle/Walyalup area and we recognise that their cultural and heritage beliefs are still important today.



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STEP 1.

PLANNING YOUR EVENT IN FREMANTLE

Do I need event approval?

To stage an event or activity in public spaces managed by the City of Fremantle, you must have event approval. Event approval ensures your activity is conducted in accordance with regulatory and legislative requirements. It also ensures that potential disruption to stakeholders is minimal and any parties that may be impacted, are notified.

Event approval is required if any of the following conditions apply.

- There are 50 or more attendees at your event
- Your event is to be held at one of the City's outdoor event venues
- You plan to erect infrastructure (for example: marquees, fencing, bouncy castles etc.)
- Your event requires vehicle access to drop off equipment
- Your event requires exclusive use of an outdoor venue, or part of an outdoor venue
- You will be charging a fee to participants

Other activities such as private events, weddings, promotions or filming and photography have different requirements and are not managed through the event approval process.

If you are unsure if you require event approval, we recommend contacting the events team at events@fremantle.wa.gov.au



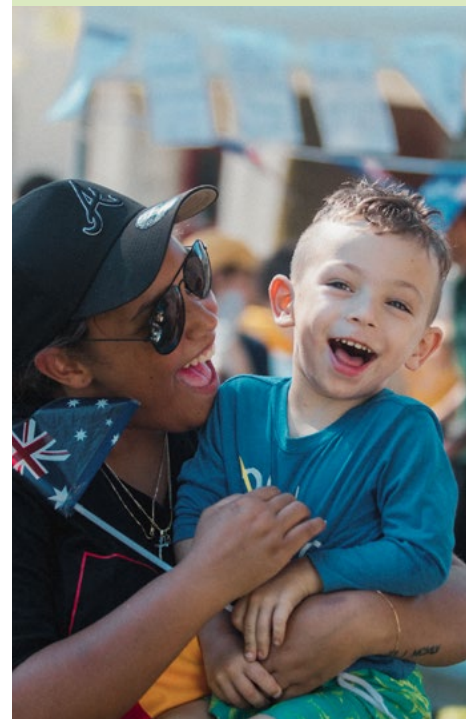
Disclaimer: The City of Fremantle's Event Planning Guide is to be treated as a guide only. This information is accurate and correct at the time of publishing on 10 February 2022. It is the responsibility of an event organiser to ensure that all laws are complied with including obtaining any necessary permits from the City of Fremantle. The City of Fremantle accepts no liability for any loss or damage incurred by an event organiser or third party from relying on this guide.

Which outdoor event venues are bookable?

Within the City of Fremantle there are a number of designated outdoor event venues. Your event application will be assessed based on the availability and suitability of the outdoor event venue.

These are the venues in the City that can be booked to hold an event. Each venue has been categorised as either Gold, Silver or Bronze, depending on their suitability to accommodate events.

Gold Locations	South Beach
	Fremantle Park
Silver Locations	Esplanade Reserve
	Fremantle Oval
	Walyalup Koort
	Port Beach
Bronze Locations	Bathers Beach
	Leighton Beach
	Pioneer Park
	Port Beach North Carpark
	Princess May Park
	Wilson Park



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STEP 2. LOCK IT IN!

Depending on the scale and requirements of your event, the City of Fremantle needs sufficient notice to process your application. Allow a minimum of six weeks for small-scale events, 3–6 months for medium-scale events and 6–12 months for large-scale events.

How do I apply for an event?

You can apply to hold an event on the City of Fremantle website by filling out this [Event Application form](#).

The Event Application form is a short online form designed to provide the City with an overview of your event. You will be required to submit a draft Site Map along with the application form. This draft Site Map should include the entire event space you wish to utilise and outline any infrastructure you will be including in your event.

The submission of an Event Application form does not mean that the event is approved, this is just to get as much information as possible to the City so they can help you work towards event approval.





Event Application Process

Once you submit your Event Application form, you will be assessed against set criteria and your application will be categorised by the events team. The requirements to gain approval are dependent on this categorisation and the impact of your event. The assessment is based on some of the below:

	Low Impact	Medium Impact	High Impact	
	Low Scale	Medium Scale	Large Scale	Major Scale
Capacity	Up to 249 patrons	250–4,999 patrons	5,000–9,999 patrons	Over 10,000 patrons
Size	Less than 1,000 sqm	Less than 1,000 sqm	Less than 20,000 sqm	More than 20,000 sqm
Duration	Single event day Single event site	Single event day Single event site	Single or multiple event days Single event site	Single or multiple event days Multiple event sites
Bump in/out duration	No additional bump in/out days	Bump in/out 1–2 days	Bump in/out 3–5 days	Bump in/out totals more than 5 days
Noise	No amplified noise	Amplified noise	Amplified noise/ Reg 18 required	Amplified noise/ Reg 18 required
Infrastructure	No marquees over 3x3m	Up to 10 items of infrastructure	Large infrastructure	Major infrastructure builds
Application Timeframe	6 weeks	3 months	6 months	9 months



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STEP 3. LET'S AGREE ON IT!

Event Agreement

Once you've submitted your Event Application form, the events team will assess and provide you with an Event Agreement. The Event Agreement will include a breakdown of the information we need from you to review and approve your event. Once the Event Agreement is signed and returned, you can start promoting your event!

The events officer will support you through the planning process and will work with you to develop your event documents. The City has a suite of templates and tools to help you deliver a safe and successful event. Please refer to the [A-Z of Event Requirements](#) for details on the type of information you may be required to provide the events officer, and the considerations you will need to make when planning your event.





STEP 4. YOU ARE APPROVED!

Event Approval

Once you've submitted your final plans and documents, and paid your event fee, your event will be approved—congratulations!

The events team will provide you with your formal event approval. The event approval will outline the terms and conditions of your event.

The event approval is confirmation that all event documentation is sufficient. You must keep a copy of your event approval at the event at all times and it must be available for presentation upon request.

Bump In

Bump in refers to the process of setting up your event site prior to the event opening. City officers may meet you at the event site to complete a site handover. A site handover includes an induction to the site where you will be briefed on site services such as water, power, toilets etc, and will receive your keys and/or lock combinations. You will also be able to jointly identify any existing areas of concern to ensure minimal turf and/or grounds damage during your event.

Once this has been completed, you can begin bump in!

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STEP 5. EVENT DELIVERY

It is now time to deliver your event. Authorised City officers may act on the City's behalf during your event and will require access to your event at any time.

If you require assistance for your event from the City after hours, please call the Community Safety team on 1300 360 666.



STEP 6. POST EVENT

Bump Out

Bump out refers to the process of packing up and removing all elements of your event once it has finished. You are required to leave the event venue clean and as you found it.

Once you have completed bump out, City officers will attend the location with you and assess the venue to determine if remediation is required.

If you have paid an event bond and there is no damage, and the City is not required to undertake any remediation works, you can receive your full bond amount back. City officers will arrange bond refund for you.

Post Event Feedback

You will be required to complete a Post Event Feedback form no later than seven days after the completion of bump out. This is to help you and the City to ensure events continue to be run in a safe and successful manner. [The Post Event Feedback form is available here.](#)



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A-Z

OF ADDITIONAL EVENT REQUIREMENTS

Access and Inclusion

All events must comply with the City of Fremantle's [Access and Inclusion Plan](#). The plan outlines a strategic approach to improve access and inclusion for people with disability. This approach must be present at all events and event organisers are responsible to ensuring they adhere to the plan.

Alcohol and Liquor Licensing

The sale and consumption of alcohol is only permitted for certain enclosed events, and a license must be obtained from the Department of Racing, Gaming and Liquor.

If a license to sell liquor is approved, a copy of the license must be forwarded to the events officer prior to the commencement of your event.

COVID-19

You must follow current WA Health Advice when planning your event. Refer to the WA Health website to see the current COVID-19 event guidelines. You will need to adhere to these in order to gain event approval.

Please note that the COVID-19 event guidelines may be updated throughout the event planning process. You will be required to adhere to the most up-to-date guidelines at the time of your event.

Electrical

All electrical works within the event must be signed off by an approved electrician once installed and a [Certificate of Electrical Compliance \(Form 5\)](#) must be submitted to the City prior to commencement of the event.

Emergency Management Plan

Emergencies can be unexpected and unpredictable. You are required to produce an Emergency Management Plan outlining how you will manage event attendees in the case of an emergency. This plan should outline any First Aid and Medical services, weather contingency planning, emergency communications plan and an emergency site map (including muster points, access/egress points, emergency services locations and emergency exits).

An [Emergency Management Plan template is available here](#).

Event Plan

An Event Plan is required to confirm the finer details of your event. This is necessary so that the City can have an in-depth understanding of your event. At a minimum, the below is required in your Event Plan.

- Event details, including name, location and a description of your event and overview of activities
- Event run sheet
- Bump in/out schedule
- Toilet amount and locations
- Security, provider details and number of personnel
- Water access and details
- Power and electrical elements included at your event and how they will be managed
- Signage plan detailing location of signage inside and outside event and the design of signage
- Accessibility information for patrons
- Contact list of event staff and contractors

An [Event Plan checklist is available here](#).



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First Aid

It is a requirement for events with over 500 patrons or events at risk of first aid incidents to have a First Aid Post and First Aid representatives. The events officer will let you know what first aid requirements you will need to have at your event.

The required first aid at an event varies with the type of event, but as a general guide the below figures should be considered.

Patrons	First Aiders	First Aid Posts
500	2	1
1,000	4	1
2,000	6	1
5,000	10	2
10,000	16	3

Food and Drink

If food or drink is being sold or provided at your event, you are required to provide a full list of the vendors to your events officer.

Your vendors must all be licensed to trade as a temporary food stall within the City of Fremantle. If they are not licensed, they can apply for a [Temporary Food Permit](#) and return documentation to the City no later than two weeks prior to your event.

If there are multiple vendors at your event, each vendor must complete their own documentation for you to submit together.

More information with regard to food and drink requirements at events can be found on the City's website [here](#).

All vendors must operate in accordance with the City's [Sustainable Events Policy](#), the event organiser is responsible for ensuring all vendors adhere to the policy.

Noise

Under the Environmental Protection (Noise) Regulations 1997, if your event should result in emission of noise levels above the prescribed level, you will need to complete an [Application for non-complying event \(Regulation 18\)](#) and submit a Noise Management Plan no later than 12 weeks prior to your event. You can find more information around specific noise requirements on the City's website [here](#).

If you are playing music at your event, whether live or recorded, you will need an APRA AMCOS licence.

Processions

If your event has less than 50 people and you wish to hold a procession through the streets of Fremantle, you will be required to complete an application for a Permit to hold a Public Meeting and/or procession—Section 7 of the Public Order in Streets Act 1984. This application is available via the [WA Police website here](#) and should be submitted to WA Police. Once approved the City's events officer will need to receive evidence of WAPOL's approval.

Public Liability Insurance Certificate of Currency

You must ensure you have a public liability insurance policy in place to cover your event. It is required that this policy is underwritten by an insurance broker authorised to conduct insurance business in Australia. A Certificate of Currency must be provided showing that the proposed event is fully covered for a minimum of \$10 million for low and medium impact events, and \$20 million for high impact events.

We recommend you seek copies of certificates of currency from any contractors operating at your event.

Remediation costs

If there are ground restoration works required following your event, you are responsible for the cost of remediation. This includes damage incurred by third parties, suppliers and any contractors. The City of Fremantle will retain an event bond prior to your event to cover the cost of remediation, if required. If remediation works are required, the cost will be deducted from your event bond, and the remaining balance returned to you.

Risk Management Plan

All events have risk elements associated with them and it is pivotal that you consider potential risks and have measures in place to mitigate those risks. The City of Fremantle requires event organisers to undertake a risk analysis in the form of a risk management plan. The risk management plan must be in accordance with the International Standard in Risk Management—ISO 31000:2018. The plan must include identification and measurement of risks, together with the proposed management and mitigation strategies of those risks.

[A Risk Management Plan template is available here.](#)



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Security

Depending on the type of event and number of patrons, security services may be required at your event to keep patrons and the public safe. The events officer will let you know if security services are required for your event.

It is the responsibility of the event organiser to arrange security services. Security personnel must be experienced crowd control officers and should be from a licensed security company. The City does not allow security dogs to be used under any circumstances.

Depending on the size and scale of the event, it may be required to engage WAPOL Major Events Unit.

Site Map

A draft Site Map needs to be included when submitting an Event Application form. This Site Map may change during the planning process, but you must update the event officer if you have any changes and provide them with a final Site Map prior to your event—and ensure it has been approved.

Your Site Map should be clear and to scale. A scale and legend should be included. The Site Map must identify the location of all event features including but not limited to; the event boundary, specific activities, equipment, permanent and temporary infrastructure, fencing, amenities, water, power, food or stalls, licensed areas and emergency access points.

If you are planning a High Impact event, you will be required to meet with the event officer at the venue during the planning stage. In this meeting you will discuss the location of infrastructure and may adjust your proposed Site Map.

Sponsorship

The City of Fremantle seeks to manage and support a diverse range of events that create opportunities for the community, visitors and businesses. The City has an Event Sponsorship Program in place to encourage and assist events in taking place in Fremantle.

For event sponsorship information, [head to the City's website here](#).

Sustainable Events Policy

Your event must comply with the City of Fremantle's [Sustainable Events Policy](#). The policy outlines that all events must exclude the use, distribution and sale of single-use plastics. It is a requirement that you review the policy prior to holding an event in Fremantle.

Stakeholder notification

In order to minimise any impact on stakeholders (particularly residents and businesses) surrounding your event, communication is necessary and is essential to the success of your event.

A letter must be sent to all stakeholders including businesses and residents within the event precinct. Your allocated events officer will provide you with a list of stakeholders that need to be included in your distribution and how long before the event these letters need to be distributed. It is your responsibility to ensure that appropriate stakeholder notification is completed.

Before you send your letter, you must submit it to your events officer to approve prior to distribution.

A [Community notification letter template](#) is here.

Depending on the size and scope of your event, you may be required to notify and involve WA Police, Department of Fire and Emergency Services and/or Perth Transport Authority during the planning process. Once you receive your event agreement you may be required to notify these stakeholders early in the planning process of your intention to hold an event.



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Structures/Infrastructure

If your event features stages, tiered seating and/or large structures, you need to ensure that they are safe. The following documents need to be completed by a structural engineer and submitted to the City.

- [Certificate of Structural Compliance](#)—to be submitted four weeks prior to construction of structures
- Certificate of Structural Integrity for a Temporary Structure/ Marquee—to be completed once the structures have been constructed
- Any amusement rides within the event must comply with the Occupational Safety and Health Regulations 1996, regulation 4.52 amusement structures and Australian Standards AS 3533 Amusement Rides and Devices.



Toilet Facilities

You must ensure you have sufficient toilets for the number of patrons attending your event. The following table is a guide to the number of toilet facilities that must be provided. Unisex accessible toilets must be provided at all events.

Total Attendance	Male Facilities			Female Facilities	Hand basins	
	WCs	Urinal Meters	Urinals	WCs	Male	Female
1,000	2	1.5	3	5	1	1
1,000–2,000	3	3	6	10	2	2
2,000–3,000	4	4.5	9	15	3	3
3,000–4,000	5	6	12	20	4	4
4,000–5,000	6	7.5	15	25	5	5
5,000–6,000	7	9	18	30	5	6
6,000–7,000	8	10.5	21	35	6	7
7,000–8,000	9	12	24	40	7	8
8,000–9,000	10	13.5	27	45	8	9
9,000–10,000	11	15	30	50	9	10
10,000–11,000	12	16.5	33	55	9	11
11,000–12,000	13	18	36	60	10	12
12,000–13,000	14	19.5	39	65	11	13
13,000–14,000	15	21	42	70	12	14
14,000–15,000	16	22.5	45	75	13	15
15,000–16,000	17	24	48	80	13	16
16,000–17,000	18	25.5	51	85	14	17
17,000–18,000	19	27	54	90	15	18
18,000–19,000	20	28.5	57	95	16	19
19,000–20,000	21	30	60	100	17	20
20,000–21,000	22	31.5	63	105	17	21
21,000–22,000	23	33	66	110	18	22
22,000–23,000	24	34.4	69	115	19	23
23,000–24,000	25	36	72	120	20	24
24,000–25,000	26	37.5	75	125	21	25
25,000–26,000	27	39	78	130	21	26
26,000–27,000	28	40.5	81	135	22	27
27,000–28,000	29	42	84	140	23	28
28,000–29,000	30	43.5	87	145	24	29
29,000–30,000	31	45	90	150	25	30

Please note if alcohol is not available at your event, this number may reduce by 50%.

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Traffic Management

If your event includes road closures within the City of Fremantle, you must submit a Traffic Management Plan by an accredited traffic management company along with an [Application for Road Closure](#) and an [Application to Obstruct](#). The Traffic Management Plan will be assessed by the City and, if approved, a signed copy of the application for a road closure will be given back to organisers to submit to Fremantle Police Station.

If road closures are required for your event, you must provide written resident notifications and an advert in local newspapers at least 14 days prior to the event. The events officer can provide you with a database of addresses to mail the notification to.

Vehicle Management Plan

If vehicle access is required at an event venue, a Vehicle Management Plan must be created to outline how vehicle movement will be managed safely. Things to consider when developing a vehicle management plan are:

- Access points must be locked or managed by event personnel at all times
- Vehicles moving through an event venue must stick to an approved travel path. This travel path should be established prior to the event with the event officer
- Every effort should be made to avoid vehicle movement on turf
- Vehicles must move at walking pace under the guidance of a spotter wearing high vis
- Timing of vehicle movement. You should plan to operate vehicles outside of peak pedestrian movement periods

A [Vehicle Management Plan checklist is available here](#).



Waste

As events can potentially attract increased numbers of patrons to public spaces, the City of Fremantle's standard waste services will not be sufficient. It is your responsibility to have suitable cleaning regimes and waste services at your event, and throughout surrounding locations affected by your event. All events must provide equal numbers of general waste and recycling bins and they must be distributed at your event in pairs.

A Waste Management Plan will need to be produced and implemented for your event. Your Waste Management Plan must include the number, type and location of bins provided. Waste collection and cleaning regimes for pre, during and post event must also be outlined in detail.

A [Waste Management Plan checklist is available here](#).

The City can provide you with bins upon request at an additional fee. Please contact waste@fremantle.wa.gov.au to request services or further information.

The City also has a Containers for Change (CFC) program. If you are likely to have large numbers of eligible beverage containers at your event, you can order CFC bins from the City for your event. CFC bins are provided free of charge for events.

Please see a list of eligible container requirements below.

✓ ELIGIBLE CONTAINERS



Most glass, plastic, aluminium, steel and paper-based cartons between 150mL and 3L.

✗ INELIGIBLE CONTAINERS



Containers not commonly found in litter, including all plain milk, flavoured milks 1L and above, pure juice drinks, wine and spirit bottles, cordials.



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EVENT FEES AND CHARGES

Events are categorised by their impact on the community. High impact events typically have over 5000 patrons, medium impact events typically have between 250–4999 patrons and low impact events do not exceed 250 patrons. Please see below a list of possible event fees and charges based on these categories.

Application fees (non refundable)

Standard event application fee	\$60.50
Medium, high or major impact commercial event application fee	\$98.50

Gold locations: South Beach and Fremantle Park

Event day per day fee	Low	Medium	High	Major
Commercial	\$874	\$2,185	\$10,920	\$16,380
Community	\$209	\$437	\$2,185	\$3,825
Bump in/out per day fee				
Commercial	\$164	\$437	\$2,185	\$2,730
Community	\$55	\$110	\$437	\$656

Silver locations: Esplanade Reserve, Fremantle Oval, Walyalup Koort, Port Beach

Event day per day fee	Low	Medium	High	Major
Commercial	\$656	\$1,315	\$8,190	\$12,565
Community	\$164	\$383	\$1,970	\$3,060
Bump in/out per day fee				
Commercial	\$110	\$328	\$1,640	\$2,185
Community	\$43.70	\$88	\$383	\$601

Bronze locations: Bathers Beach, Leighton Beach, Pioneer Park, Port Beach North Carpark, Princess May Park, Wilson Park

Event day per day fee	Low	Medium	High	Major
Commercial	\$547	\$1,095	n/a	n/a
Community	\$110	\$273	n/a	n/a
Bump in/out per day fee				
Commercial	\$88	\$273	n/a	n/a
Community	\$32.80	\$55	n/a	n/a

Road Reserves—Fun Runs & Street Parades

Event day per day fee	Low	Medium	High	Major
Commercial	\$547	\$874	\$1,640	\$3,825
Community	\$110	\$328	\$547	\$874
Bump in/out per day fee				
Commercial	\$273	\$437	\$874	\$2,025
Community	\$55	\$164	\$273	\$437

Public places and/or thoroughfares

Commercial hire: 50sqm or less	\$110 per day
Community hire: 50sqm or less	\$55 per day
Commercial hire: 51sqm and over	\$1.15 per sqm, per day
Community hire: 51sqm and over	\$0.60 per sqm, per day

Bond

Event bond	\$500–\$50,000
Ground restoration bond	\$500–\$50,000

Environmental Health

Regulation 18—Application for approval for a non-complying noise event	\$1,000
Late fee of 25% applicable for applications received less than 60 days before event.	
	Low Medium High/Major
Application to construct, extend or alter a public building	\$277.25 \$546 \$871
Early bird discount of 25% applicable if application is received more than 90 days prior. Late fee applicable for applications received within 30 days of event.	

Infrastructure engineering

Application to obstruct	\$227
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