



## EVENT POLICY

### **POLICY FOR THE ASSESSMENT OF EVENTS IN THE SHIRE OF BUSSELTON**

#### **PREAMBLE / POLICY STATEMENT**

This Policy will be used to manage the application and approval process of all types of events conducted in the Shire of Busselton.

The Shire of Busselton will assess applications for the conduct of events in accordance with legislative requirements.

#### **OBJECTIVE**

The purpose of this Policy is to:

- a. Promote and encourage events that enhance a wide variety of opportunities to residents and visitors to the Shire of Busselton;
- b. Protect the health and safety of persons attending events in the Shire of Busselton;
- c. Provide an efficient and timely approval process and response in accordance with the Shire of Busselton's Customer Service Charter;
- d. Ensure compliance with Regulatory requirements and standards; and
- e. Incorporate controls to minimise any adverse impacts of events and protect the amenity of residents in adjoining and nearby properties.

#### **DEFINITIONS**

For the purpose of this policy the following definitions apply:-

**Event:** An occurrence proposed to be held within the Shire of Busselton on private or public land, either indoor or outdoor by a person(s)/group/organisation, where people assemble at a given time for entertainment, recreation or community purposes and shall include but is not limited to:

- a. Concerts
- b. Vehicle Rally's
- c. One off sporting events - Ironman, Half Ironman, Exhibition events (eg Eagles v's Dockers), Jetty Swim, Cycling Criteriums, Marathons,
- d. Shows and fairs - Busselton Show, Air Show, Ciruses
- e. Festivals - Busselton Beach festival, Festival of Busselton, Carols by candlelight
- f. Exhibitions - Caravan and Camping Show

**Event Application Form** (Attachment 1) is required to be completed for any proposed event. Form requests details of size, nature, date, time, purpose, activities and facilities in relation to the event.

**Event Applicant** means the person, Company or Organisation, excluding the Shire of Busselton managed events, who is responsible for organising an event and who makes application to the Shire of Busselton for approval to stage an event.

**Public Place** means any street, way or place including but not limited to community reserves, facilities, halls or public open space.

**Shire of Busselton Facility or Reserve** means any property owned by the Shire of Busselton and includes, buildings, recreation centres, community centres, halls, reserves (passive and active).

**Passive Reserve Area** means a designated reserve area within the shire utilised for recreational or community purposes only ie. Mitchell Park (markets/art displays), Rotary Park (Festivals/Motor Vehicle displays), Shire beaches (water events) etc.

**Active Reserve Area** means a designated reserve area within the shire that is utilised by sporting bodies, community groups etc for the purpose of conducting sporting fixtures, carnivals etc. ie. Sir Stewart Bovell Oval, Lou Weston Oval, Churchill Park Oval (trotting/cricket) etc.

## **ASSESSMENT CRITERIA**

If one or more approvals are required from the following list then the event requires formal Shire of Busselton approval:

### **Lifestyle Development:**

- Preparation or sale of food to the public;
- Erection of tents, marquees, stages and other structures for public use;
- If the event proposed exceeds any established accommodation numbers or differs in nature to any approvals already in place in accordance with the Health Act and associated Regulations and the current Shire of Busselton Town Planning Scheme;
- Any noise being created including music, use of amplified equipment, extraordinary vehicle noise;
- Supply or installation of electrical equipment including generators, cabling, extension cords switches, fuses;
- Trading in a public place - selling, hiring of goods, wares or merchandise in a public place;
- Risk management process for events attracting more than 5000 people;
- Signage for the event is proposed to be erected;
- Sale or consumption of alcohol;
- Additional parking areas will be required;
- Additional toilet facilities will be required;
- Crowd control or security may be an issue;
- First aid may need to be considered; and
- Amusement structures will be used.

### **Community Infrastructure:**

- Event involves use of a road for any purpose including temporary road closure or suspension of Road Traffic Act / Regulations;
- Event affects the flow of traffic on any road for any reason;
- Hire of the Shire of Busselton refuse receptacles; and
- Fireworks are proposed.

### **Formal event approval is not required if the application is only a request for:**

- Hire of Shire of Busselton passive or active reserve area or equipment (see definition of passive and active reserve). This however would require the completion of a Facility Hire Form for each occasion.

## **POLICY DOES NOT COVER**

1. Events to be held at:
  - a. Educational premises including primary, secondary and tertiary centres; and
  - b. Religious centres including churches and worship centres.
2. An event approval is not required providing there is no variation from the following existing approvals:
  - a. Conditions associated with a Planning Consent under the Shire of Busselton Town Planning Scheme.
  - b. Approvals as required in accordance with the Health Act 1911 and associated Regulations. However if the event proposed exceeds any established accommodation numbers or differs in nature to any approvals already in place then an event approval is required and the requirements of this Policy apply.

## **EVENT APPLICATION PROCESS**

1. Annual events, organised by local community groups, will be required to submit a formal request for Council financial assistance in February each year in time for budget consideration.

All new events must submit a formal request for Council financial assistance a minimum of (8) weeks prior to the proposed date of the event.

2. Applicants are required to complete the Event Package (attachment 1) which consists of the following:
  - a. Event Application Form;
  - b. Event Checklist which is to be read in conjunction with the Event Information to Applicants to identify approvals and forms as required for the event;
  - c. Event Site Plan; and
  - d. Complete all relevant Forms included in the Event Application Package and obtain any other approvals as required.
3. The completed Event Application Form, Event Checklist, Site plan and any additional Forms or details of other approvals must be submitted to the Shire of Busselton a minimum of (8) weeks prior to the proposed date of the event.
4. All sections of the Event Application Form and Event Checklist must be completed in order for the application to be eligible for assessment.

5. The applicant must submit a risk management plan that complies with the requirements of AS 4360 if the event participation is for greater than 5000 people. The Shire may request a Risk Management plan for any event if the risks are deemed to be significant.
6. The Shire of Busselton may request any additional information to be supplied by applicants in order to ensure comprehensive assessment of the application.
7. The applicant must ensure any appropriate forms are completed and submitted with the event application.

## **ASSESSMENT OF APPLICATIONS**

The following issues will be considered by the Shire of Busselton in the assessment and approval process of event applications:

- a. The nature, size and suitability of the event in relation to the venue requested (including the presence of alcohol) and the likely impact of the event on the facility;
- b. The amenity of the event;
- c. The ability of the facility to accommodate the event at the proposed time (taking into consideration weather and the condition of the land, if on a community reserve or public open space);
- d. The likely impact on residents as a result of the event (including noise, dust, excessive light, or other adverse effects perceptible outside the venue);
- e. The availability of the venue at the required time(s) and on the required day(s);
- f. The period of time for which the event will operate and the proposed times of operation;
- g. Conflict or potential conflict with other events in that location or a surrounding location;
- h. The estimated number of participants associated with the special event in relation to the carrying capacity of the facility;
- i. The benefits to the Busselton community;
- j. Reputation of the operator; and
- k. Any other factors that may be considered necessary in relation to a particular event.

## **FEEES FOR EVENT APPROVAL**

1. All events will attract an application fee in accordance with the Shire of Busselton Schedule of Fees and Charges.
2. Event Applications received less than 8 weeks prior to the event may attract a late fee in accordance with the Shire of Busselton Schedule of Fees and Charges.
3. The applicant will be advised of any additional fees and charges upon event approval. These must be paid at least 7 days prior to the event.

4. Concerts will attract separate fees in accordance with the 'Staging of Concerts' in the Shire of Busselton Schedule of Fees and Charges.
5. Refund of fees will only be considered in the event of a cancellation notice being received at least 7 days prior to the event date and may attract an administration fee.

## **BONDS FOR EVENTS**

1. Bonds will be requested for events in accordance with the Shire of Busselton Schedule of Fees and Charges.
2. The Bond money will be refunded in full following the successful completion of the conditions of approval outlined in the Shires approval letter.
3. Failure to comply with any of the conditions specified in Councils approval letter may result in all or part of the bond money not being refunded to the applicant.
4. Failure to pay the bond money less than 7 days prior to the event may result in the event approval being withdrawn.