

GUIDELINES FOR PUBLIC EVENTS

What is a public event?

“A gathering of people brought together for a common purpose by some pre-arrangement – and which is open to the public” – therefore this does NOT include private events ie those by personal invitation only.

Why does the Town need notification of a public event?

The Health (Public Buildings) Regulations require Local Governments to approve public events. Further details can be found in the “Guidelines for Concerts and Organised Gatherings”, Section 1.4.

How much does public event approval cost?

Please refer to the Town’s Fees and Charges, noting that there is **no application fee** applicable for non-commercial, community and fundraising events.

Is your proposed public event a low, medium, high or extreme risk event?

Simply contact the Town’s Economic & Community Development Officer and answer some questions (relating to the event elements as listed below).

Phone: 9339 9342

Email: events@eastfremantle.wa.gov.au

Need more information?

Please do not hesitate to contact the Town’s Economic & Community Development Officer (contact details above) if you are unsure of any aspect of public event organisation.

Please notify the Town at least 6 weeks prior to your event.*

**Note, extreme risk events require a report to Council, therefore you should contact us at least 4-6 months prior*

Event Element	Details
ACCESSIBILITY:	Under State and Federal law it is a legal requirement to make events accessible for people with disabilities. Consider having: wheelchair/pram friendly walkways and parking; parent and disability friendly facilities; clear event signage and flyers. For more details see www.disability.wa.gov.au (type <i>accessible events</i> in the search tool).
ACTIVITIES / ENTERTAINMENT:	Activities / entertainment which include equipment and/or animals (such as bouncy castles, animal farms, pony rides and amusement rides) require the operator to supply relevant certification.
ALCOHOL:	The Department of Racing, Gaming and Liquor is responsible for regulating and maintaining the integrity of lawful liquor activities in WA. Refer to their “Occasional Licence Guide” and “Exemptions to the Liquor Control Act 1988” for more information. Contact: www.rgl.wa.gov.au
APRA:	The Australasian Performing Rights Association (APRA) may require you to apply for a licence if there will be live or pre-recorded music at your event. Generally professional entertainers supply their own APRA licence. Contact: http://apraamcos.com.au/music-customers/licence-types/event-licences/
ATTENDANCE:	If the event is in a public building this number cannot exceed the maximum accommodation number.

