

FACT SHEET

CONCERTS & PUBLIC GATHERINGS

This information sheet is a guide for event organisers of concerts, expos, fairs and festivals. The following points outline a number of requirements that you may be asked to meet in order to hold a concert or large community event. You may be interested to know that such events must comply with several state laws i.e. Health (Public Buildings) Regulations 1992 and the Environmental Protection (Noise) Regulations 1997. These laws ensure event organisers give consideration to the safety and well-being of both patrons and non-patrons.

1. A plan of the venue indicating, stage and DJ location, sound system layout, toilets, entry and exit points, crowd control strategies and first aid facilities. Please lodge this plan with the City's Environmental Health Services at least three weeks prior to the event.
2. Ensure the West Australian Police Service, Kalgoorlie Station, is informed at least two weeks prior to the event, and provided with such information as, the location and duration of the event, the name and phone number of the event organiser, and the names and number of crowd controllers.
3. Ensure Public Indemnity Insurance is provided for this event, to the value of \$10 million, in the joint names of The City of Kalgoorlie-Boulder and the event organisers, indemnifying the Council against any claim for damages that may arise.
4. A Section 18 approval must be obtained from the City, should noise emissions from the event exceed the assigned levels as determined by the Environmental Protection (Noise) Regulations 1997.
5. Residents living within the affected area, as specified by the City, must be notified in writing at least 7 days prior to the event. Notifying residents of the type of event, start and finish times, and of the complaint response service. The complaint response service will be provided via the City's after-hours phone service.
6. First Aid Personnel will need to be on duty for the event, and must be in a conspicuous location to assist patrons requiring attention.
7. Provide patrons with access to sharps disposal containers. This is in addition to the existing containers, situated in the toilet block.
8. All stage decoration and promotional material will need to be non-flammable and non-toxic.
9. Based on ticket sales or best estimates of attendance the City's Environmental Health Officers will advise you on the number of sanitary facilities required. Toilets must be maintained in a hygienic state throughout the event.

10. Electrical leads and Portable Outlet Devices will need to have been tagged by a licensed electrical worker, and cords secured to prevent injury to patrons. A certificate of electrical compliance must be provided to the City.
11. Ensure fire equipment is in good working order and readily accessible throughout the event. Adequate signed exits as determined by the City's Environmental Health Officer must be provided and unobstructed during the event.
12. Certification of structural soundness of any stands, stages and lighting rigs will need to be produced to the City.
13. Water must be made available free of charge or at a nominal cost. (Applicable for rave/dance parties).
14. Security/Crowd Control may be needed for the event determined by attendance at a ratio determined by the City's Environmental Health Officer. Telephones or portable communications units will be needed to assist your security staff with crowd control.
15. Fee for processing the application maybe charged as per the City's Schedule of Fees and Charges.
16. Advise whether food or alcohol is to be sold. Note that an occasional license may be required if alcohol is sold, please contact Department of Racing, Gaming and Liquor on 1800 634 541.
17. Application to construct, extend or alter a public building maybe required.

More Information

Contact the City of Kalgoorlie-Boulder Environmental Health Services.