

Event planning Fearn Ave Precinct



October 2023

Events and Permits

The Fearn Avenue Precinct has been developed as multi-use public open space. The community are encouraged to use the area for events and activations that will enliven and enhance the Main Street. The space is suitable for small scale community events, community group activations and busking. This guide is designed to assist those wishing to use the space successfully plan their activities.

Event planning guide

Use of the Space

If you are planning an event or activation in the Precinct, a permit will be required to conduct the event or activity. This guide sets out key points you need to know when planning to use the Fearn Ave space. Please contact Shire's events team if you have any questions or need assistance with your planning or application. We recommend you check your proposed dates with the events team well in advance to ensure availability of the space and allow adequate time for processing your approval and booking in any services required by you.



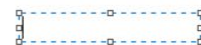
● drop down bollard

✿ phone booth

▲ phone charging station

★ power outlet

◇ public place bins



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Event Size

Due to existing furniture and landscaping within the Precinct the space is best suited to smaller scale events with limited use of additional structures.

The space has a capacity of 200-300 people at any one time depending on structures brought into the space for the event.

Events greater in numbers or with additional structures may require Public Building approval which will incur an additional fee.

Timing

Events within the Precinct may run at any time during the day, evening events should conclude by 9pm with pack up complete by 10pm.

Consultation

Fearn Ave Precinct is surrounded by businesses who should be consulted if you are planning an event or an activation. Communicating your plans to businesses early on will ensure their support for your activity and may also provide an opportunity for collaboration and cross promotion.

- Event organisers will be required to provide evidence of consultation with businesses and their support. Please let the events team know if any issues were raised and how these were resolved.
- Businesses on the southern side of the Precinct require access to their car parking bays (see Precinct map), should you require use of the area in front of these bays during business hours, please discuss this with the businesses when consulting with them. If the event will limit access, you will be required to provide evidence of consent from the affected businesses.
- Events running during evening hours with amplified noise are requested to letter drop nearby residential properties on Fearn Ave/Charles West Ave so that they are aware of the activity and finish time. The events team will provide you with a map of properties to be notified and a letter template. You will be required to provide a copy of your notification letter to the events team before distributing.
- Advice and further details of notification process will be provided to you at the time of your application if required.

The notification and consultation process is a good opportunity to make others aware of your planned event or activity and invite them to come along to join in.

Toilets

Public toilets are available adjacent to the precinct on the corner of Charles West Avenue.

- While events are operating it is expected that the event organiser will monitor the toilets, due to the extra patronage the event will bring to the area.
- The Shire will arrange for extra cleaning of the public toilets by Shire contractors if requested by the event organiser. The cost of additional cleaning is the responsibility of the event organiser, this will be added to the permit invoice.

- The public toilets are locked each evening at 7.30pm, events operating beyond this time will require use of the toilets for their patrons and will be asked to lock up the toilets at the conclusion of the event. A key will be loaned to the event organiser by the events team.

Power

Power may be accessed from 3 locations within the precinct. event and activity organisers requiring power will be loaned keys by Shire's Events team to access the outlets installed for use by events:

- A-** Events power board, located at the Charles West Ave car park end of the precinct,
1x 3-phase 32A
2x 1-phase 15A



- B-** Events pedestal pole, located in plant bed across from phone booth, 1x 1-phase 15A.



- C- Events pedestal pole, located in plant bed beside bench seat at Bussell Hwy end of precinct, 1x 1-phase 15A



The event organiser is responsible for ensuring all electrical equipment used on site has been tested and tagged by a licensed electrical contractor within the last 12 months.

Where multiple pieces of electrical equipment are connected to an existing power source via power board/s then the whole installation must be signed off by a licensed electrician, a Form 5 certificate of electrical compliance will need to be completed by the electrician and submitted to the Shire prior to commencement of the event.

Fees for power use as per Shires Fees and Charges will be added to your permit invoice;

- Power usage - Half-day fee (up front) 6 hours or less - \$12.50
- Power usage – Full-day fee (up front) 6 hours or more - \$25.00

Waste Management

Public place bins are provided at either end of the Precinct (see Precinct map) for general day to day use by the public. If events include sale of food or larger numbers of patrons within the event area, additional bins will need to be provided by the event organiser.

- The Shire events team will organise for additional bins to be dropped to the area prior to the event and collected afterwards at a reduced events fee.
- Cost of additional bins is the responsibility of the event organiser and will be added to the permit invoice.
- When planning your event or activity consider the amount and type of waste that may be generated and discuss your needs with the events team.
- Consider ways to minimise waste where possible.
- Event organisers are responsible for keeping the event area free from litter.

Fees for events bins as per Shires fees and Charges will be added to your permit invoice:

- 240L Recycling bin (inc collection & processing) - per bin per service -\$11.00
- 240L FOGO bin (inc collection & disposal) - per bin per service - \$11.00
- 240L General Waste bin (inc collection & disposal) - per bin per service - \$14.00

Structures

The Precinct area is not suitable for larger stages or marquees.

- Shade structures less than 20m² may be used, these should be adequately weighted.
- Small stages less than 20m² such as blocks or low panels are suitable for the space,
- Larger stages that require greater set up area or tie down are not suitable due to limited space and landscaping.
- The area found to be most suitable for stages is mapped out below. A stage could be orientated towards Bussell Hwy or facing the building to the south. Other areas may be used, the space below has been found to be the most suitable for previous event holders.



Should you wish to install a marquee to cover a larger area, discuss your plan with the events team, be aware of the following;

- larger weights will be required,
- a structural engineer may need to sign off on structures over 55m²,
- load in and out time frames may affect surrounding businesses,
- a Public Building approval may be required which will incur an additional fee.

Vehicle access

Fearn Ave is an active pedestrian area, this limits vehicle access to those essential for delivery of the event only:

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- A drop off area is located at the car park end of the Precinct (see precinct map). If using the bay during business hours, please keep in mind the space is used by other businesses and keep parking time to a minimum.
- Should you require vehicle access beyond the drop zone, the bollard may be lowered by using a key. The key loan is organised by the events team.
- Vehicles entering the space beyond the drop zone will be required to move under guidance of a marshal and spotter.
- Vehicles may exit out of the area onto Bussell Hwy if required, a drop-down bollard has been installed for this purpose, The key loan is organised by the events team.
- If you are planning to use a mobile food business, please consider the size of the van/trailer and space required for set up. Consider where the towing vehicle will park and how the trailer be removed. Ensure there is adequate space for the vehicles you are planning to use to manoeuvre.

Food

The Main Street is home to many and varied food businesses who you may wish to involve in your event. If you would like to include food suppliers at your event you will need to keep in mind these points.

- If any food or drink is being sold or provided at your event or activity you will need to ensure the food business or community group holds the relevant Food Business registration/notification with a local government authority under the *Food Act 2008*. Ask the operator to provide a copy of their certificate. You will need to provide their details as part of the event application process. If you have questions or need assistance, contact the events team.
- Food stalls need to comply with The Australia New Zealand Food Standards, information can be found on the Shire website here ([hyperlink to food stall page](#))
- Mobile food businesses and food stall operators preparing food onsite will need to protect the paving from spills and damage from the preparation.
- Before booking a food business check their power requirements and ensure there will be adequate power for their needs and determine the most suitable location to position their operations in terms of access and power.
- There is no water supply available in the Precinct for food preparation or drinking.
- Food vendors and suppliers must comply with the WA's Plan for plastics regulations. It is best practice for events to minimise waste where possible.
- A list of mobile food vendors who are registered with the Shire is available on the Shire website ([link here](#)) or from the events team.

Alcohol

The Precinct is best suited to family friendly no alcohol activities.

Surrounding licensed premises may be willing to get involved with your event, discuss this with them directly when planning your event. Please be aware licensed venues may need an additional approval from Department of Racing Gaming and Liquor if adjusting their trading area/times for the event.

Accessibility

All events need to ensure access and inclusion for people with a disability. Event organisers should complete the Inclusive events checklist when planning events. The Shire events team can offer advice and assistance. An inclusive events trailer is available for hire through Enable WA ([link here](#))

Events held within the Precinct need to ensure accessibility through the space at all times, two unobstructed pathways, 1.8 metres wide are to be provided through the area. Access to businesses must be maintained while they are in operation.

Event plan

Use of the space may require rescheduling of Shire maintenance services and affect businesses in the area, it is essential your load in and out timings are communicated as early as possible with the Shire and neighbouring businesses so that there are no conflicts and to ensure you have no issues when running your event or activity.

Insurance

Event and activity organisers are required to hold Public Liability insurance to the value of \$20 million to cover the event or activity within the Precinct. A copy will need to be provided with your permit application. Please ensure your group or business insurance covers activities outside of your normal operations, if unsure contact your insurance provider

Use of the Space

When using the Precinct area please keep in mind:

- Protection of landscape garden beds from damage by event infrastructure and patrons
- Protection of paving if cooking onsite
- No street art on pavement or structures
- No painting or chalk on roads or paving
- Keep the area litter free while operating
- Leave the area in a clean and tidy condition

Permit Application

How to apply for an event or activity Permit

1. Contact the events team to check proposed date/s.
2. Consult with surrounding businesses.
3. Submit your permit application:
 - Fearn Ave precinct application form,
 - a site plan showing the area you wish to use and location of any structures, stalls or like to be set up.
 - provide a copy of insurance certificate of currency,
 - inclusive events checklist,
 - details of consultation with surrounding businesses.
4. Provide additional details if applicable to your event:
 - details of any structures to be used,
 - details of any food vendors or stalls,

- details of any entertainment,
- Notification letter to surrounding residences.

When your application is processing the events team will:

- prepare an invoice for permit fee and any service fees such as bins and power use.
- organise any keys required for operating the event for collection from the Administration office front counter the day prior to the event or activity.
- Order bins as requested,
- Book additional toilet cleaning,
- provide you with additional resources such as letter template, list of food vendors, stakeholder contacts.

Please contact Shire's Events and Permit Officer on 9780 5266 should you have any questions or need assistance with your application.