

# EVENT IN A PUBLIC PLACE INFORMATION

## SHIRE OF BROOME

ADVICE ISSUED UNDER LOCAL GOVERNMENT PROPERTY AND PUBLIC PLACES LOCAL LAW 2003

### EVENTS IN A PUBLIC PLACE

The culture and climate of Broome is ideal for, social 'get-togethers', functions, wedding, parties and barbecues in dozens of beautiful public parks, reserves and beaches.

To encourage the safe management of these events in public open space, the Shire of Broome has introduced a permit system to use these stunning areas.

Under the Shire of Broome Local Laws, anyone undertaking an event within public space must obtain written consent to do so. This consent can be obtained by completing an application form for an Event in a Public Place.

#### Who needs to get a permit?

Any individual or company who undertakes an event, commercial function, wedding or function on public open space expecting up to 100 people to attend, must be issued with a permit for an event in a public place.

Any event which expects more than 100 people to attend, must apply for a Shire of Broome Event Permit, by contacting the Shire.

#### Why do we need a permit?

With the ever increasing popularity of public open space as a venue for weddings, corporate functions, organised events and parties, it is critical that activities are managed to avoid conflict with other events, and ensure Broome's parks, reserves and beaches are maintained and free of event waste and litter.

#### How do I get a permit?

Permits can be obtained by completing an Event in a Public Place application and sending it to the Shire of Broome no later than **14 DAYS** prior to your event.

#### What does the permit cover?

The permit will cover any non-exclusive use of an area of Shire managed public open space or Local Government Property for use of events, private or commercial functions and wedding ceremonies where expected attendance is not expected to be more than 100 people.

These areas include; Cable Beach and Gantheaume Point, Town Beach, Male Oval, Haynes Oval and dozens of other parks and reserves across Broome.

Events and functions at Entrance Point must be approved by the Broome Port Authority.

#### What does the permit NOT cover?

The event in a public place does not include:

- Events for more than 100 people
- Events where an exclusive use is required
- Events where alcohol is served or consumed
- Events where live or amplified music is used other than normal car radios
- Events where any temporary infrastructure is required
- Events where power, or other Shire services are required
- Events involving fireworks

For any of these events, a Shire Event Permit and Application process must be issued.

#### What if I'm holding an event as a business or company?

For company functions and events, or those of a commercial nature, a Public Liability Insurance Certificate of Currency for \$10 Million must be provided to the Shire.

#### What are my responsibilities under the permit?

When a permit is issued to you, or your company, you are then responsible for the conduct, behaviour and manner of your guests or employees. In addition, it is your



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responsibility to ensure that any areas used for your event are left in the manner in which you found them.

The Permit requires you to maintain the function area in a clean state, with all refuse to be removed at the completion of your event. Public bins at your event site may not be used to dispose of the refuse generated by your event, all waste must be removed entirely from the area

#### **Are there any other conditions or restrictions?**

Yes, the event permit will cover your activity with the following restrictions and conditions applied.

#### **Alcohol**

This permit does not cover the consumption, sale or supply of alcohol. If you wish to serve alcohol as part of your event, a liquor license must be obtained from the Department of Racing, Gaming and Liquor.

#### **Vehicles and the environment**

Vehicles are to be parked in approved car parking spaces only, and must not be parked on grass areas at any time.

Access for vehicles is only provided through established access points.

Tent pegs, flags or any other item are not to be placed into or piercing turfed areas.

No vehicles are to be driven onto or parked on dune areas or above the high water mark.

No permit will be provided for activity that involves walking on or over sand dune areas, other than established access points.

All vehicles accessing the beach must adhere to the 15kmph speed limit.

#### **Noise**

Any event within a non-beach area must conclude by 10.30 pm.

#### **Fires**

Fires are only permitted on beaches. Only timber that is free of nails is to be burned. Any fire associated with an event must be extinguished with water at the completion of the event and any unburned timber and ashes must be removed from the site.

Fires must be attended at all times.

In accordance with the Bush Fires Act Section 25 (1)(a)

“When for any day, or any period of a day, the **fire danger forecast** by the Bureau of Meteorology in respect for the Shire of Broome is “**extreme**” or “**very high**”, **such a fire shall not be lit on that day or during that period**”

**“The fire shall not be lit except between the hours of 6pm and 11pm.”**

#### **Guantheume Point**

No vehicles are to proceed further than 450 metres past the access road at Guantheume Point. For your convenience there is a sign against the sand dunes at the 450 metre mark. Vehicles are prohibited left of the access ramp.

#### **Further Information**

For additional information, or a copy of the application form, please visit the Shire of Broome website at [www.broome.wa.gov.au](http://www.broome.wa.gov.au) or contact the Event and Sponsorship Coordinator on (08) 9191 3456.

To report any issues or concerns during your event, please contact the Duty Ranger at the Shire of Broome on 0407 382 079 between the hours of 6am and 6pm.

#### **Disclaimer**

*This document has been developed to provide advice concerning the Event in a Public Place application process under the Local Government Property and Public Places Local Law 2003. This information should not be considered as approval for your event. An Event in a Public Place permit must be issued by the Shire of Broome for your event to proceed.*