



## Site Plan Requirements

A site plan is required for every event as part of the Event Permit Application. The site plan must be neat, legible and include all of the following:

- Nearest cross roads and vehicle access points
- Parking areas (including parking on road verges) and bus drop off areas
- Permanent structures on site i.e. buildings, spectator stands
- Location and size of temporary structures – marquees, tents, shades
- Stage and sound equipment (if applicable)
- Amusement rides – specify types (if applicable)
- Lighting – permanent and temporary (if applicable)
- Electrical Cables – particularly where they will cross walkways (if applicable)
- Generators – include size and noise output (if applicable)
- Toilet facilities – permanent and temporary
- Drinking water facilities
- Rubbish receptacles
- Entrance and exit locations and dimensions
- Fire extinguishers-hose reels or location of fire fighting equipment
- First aid posts/first aid kit/ ambulance location
- Alcohol licenced area (if applicable)
- Designated areas e.g. spectator areas, competitor areas (if applicable)
- Competitor track/race course (if applicable)
- Walkways
- Seating arrangements
- Overnight camping (if applicable)
- Any other areas or facilities relevant to the event
- Dimensions of areas (in sqm) that the public will have access to – this is due to Covid restrictions.

The site plan may be an aerial-screenshot of an outside area, or a floor plan of an indoors area. It can be hand drawn but it must be to scale and neat. If you are hiring SWEK facilities for your event we may be able to give you an aerial photograph or floor plan of the site.

If you have any questions or queries regarding this please don't hesitate to contact the Community Grants and Events officer on 9168 4100 or by email [events@swek.wa.gov.au](mailto:events@swek.wa.gov.au).