



<b>Service 12: Funeral Services in Public Open Spaces</b>	
<b>Council Policy</b>	
<b>Management Procedure</b>	<b>Relevant Delegation</b>
Event Application Procedure – Funerals	

**Purpose**

The purpose of this policy is to:

- To establish the criteria to be taken into consideration in relation to the assessment of applications and approvals to conduct funeral services within the City of Kalamunda’s Parks and Reserves.

**Definitions**

“**Funeral**” is the observance held for a person usually before burial or cremation. A funeral includes the presence of a Casket.

“**Public Open Spaces** ” is any park or reserve under the management of the City of Kalamunda.

**Policy Statement**

The City of Kalamunda (the ‘City’) will consider on its merits any application for a funeral service to be conducted at the following recommended and preferred Parks and Reserves, which are under the control and management of the City:

- Stirk Park (Kalamunda)
- Jorgensen Park (Kalamunda)
- Hartfield Park (Forrestfield)

Each application will take into account the following criteria:

- (a) the public use of the Reserve or Public Open Space at the time the service is requested;
- (b) the expected size of the funeral

Applications to hold a funeral service at any of the approved locations as defined above must be lodged at the City’s Administration Office at least three working days prior to the time requested for the funeral service.

The approval for the funeral service at the requested time will be at the discretion of the City. The City will work with applicants, with an objective to assist in securing an appropriate time and location. The following conditions are required to be complied with as a part of any application:



- a) the completion and return a 'Venue Hire" booking form for the relevant site.
- b) completion of a 'Certificate of Testing for Portable Electrical Equipment' by a licensed electrical contractor, if any electrical equipment is to be used;
- c) all flexible cords, portable outlet devices and residual current devices require certification of testing and be tagged as such within 6 months of the event;
- d) appropriate management of electrical cabling, or such cabling be kept away from the public;
- e) the obtaining of permits for event related vehicles pursuant to the City (*Shire*) of Kalamunda Local Government Property Local Law, which would include strict conditions including appropriate marshalling into and out of the park to ensure the safety of the general public and event patrons;
- f) event noise, if amplified, is required to be kept to within 85dB(A) as measures 1m from the microphone;
- g) Certificates of Structural Integrity is required for any marquee or tent;
- h) a site plan of the event showing the proposed layout of the event noting all exits, toilets, stages, tents, marquees and the like is required to be submitted to the City;
- i) a parking plan showing the proposed locations of all event patron parking and how the organisers would manage parking on the day is required to be submitted to the City;
- j) an approved event notification letter is required to be provided to all surrounding residents by no later than 2 days prior to the event, which is to include details of the nature and times of the event and a contact telephone number that would be manned at all times during the event.

Related Local Law	
Related Policies	
Related Budget Schedule	
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
Conditions	
Authority	
Adopted	Next Review Date