Large Event Parking Plan

ICS:

City of
Kalamunda

This template is a guide to preparing a parking plan to support an event application. Please refer to the City of Kalamunda **Community Events Guide** for more information.

Ensure this plan is submitted with the event application a minimum of 8 weeks prior to the event.

Recommendations for event parking:

Less than 200 Attendees	» Identify appropriate event parking » Put in place signage to identify event parking locations » Arrange for parking marshals (if required) » Promote/advertise parking options direct to event attendees
200 - 800 Attendees	» Identify dedicated event parking (minimum of 30% of expected attendees) » Identify other parking that may be used » Put in place signage to identify event parking locations » Arrange for parking marshals (minimum 2 marshals) » Promote/advertise parking options direct to event attendees » Compile and submit a parking plan
800 + Attendees	» Identify dedicated event parking (minimum of 30% of expected attendees) » Identify other parking that may be used » Put in place signage to identify event parking locations » Arrange for parking marshals (minimum 4 marshals) » Promote/advertise parking options direct to event attendees » Compile and submit a parking plan » Submission of a Traffic Management Plan (where applicable)

Large Event Parking Plan

City of
Kalamunda

Name of Event:

Event Date(s):

Location:

Expected Attendance:

Number of Parking Bays:

Insert or attach a map showing:

- Event location (including street names)

- Patron entry/exit points (to event location)

- Attendee parking areas

- Supplier/event staff/event vehicle parking areas (or show parking within the event site)

- ACROD bays

- Carpark closures/VIP parking

- Bus parking, Uber/Taxi pick up locations

- Location of parking signage

- Location of marshals

- Parking regulatory signage (eg. no standing, no verge parking, timed parking area etc)

We require written confirmation from owners of proposed parking areas signed and including date, time and event name.

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Estimated vehicle numbers

How many people are expected at the event (attendees)? Adults:　　　　　Children:

As an estimate, how many (or what percentage) of attendees will:

» Drive a vehicle:

　» What is the carpool ratio (eg. Children's event may be 1adult:2children):

» Take public transport:

» Walk or ride a push bike:

» Other means of transport (eg. shuttle bus, Uber/Taxi etc):

» How many supplier vehicles are attending the event?

» Do suppliers have a separate carpark or will they be parked within the event site?

Total number of vehicles expected:

(Include supplier vehicles if these are being accommodated in the available parking for the event; do not include supplier vehicles that will be parked inside the event site)

Parking available for the event

(Where there is shared use of parking at a facility/reserve, provisions must be in place to retain parking for non-event patrons).

What parking is available for the event (include number of available bays)?

Are there any overflow parking areas?

Total number of available bays?

If there is a parking shortfall between the number of vehicles expected and number of bays, additional parking area must be arranged.

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Parking considerations

Are there any parking restrictions in the area? (Check any signage on verges, timed parking restrictions, who owns any available car parks etc)?

Are there any bike racks, or drop off locations for Uber/Taxi/Bus?

What are the public transport schedules and locations, at the times of your event?

How do you intend on managing the parking areas during the event (marshals, signage etc)?

Are you erecting any signage prior to or during the event, to advertise the event or event parking?

(If yes, provide details including the number of signs, location, messaging and size of signs, and note the location of signage on the map to be submitted with this plan. Any signage on verges must obtain a permit via the Event Application).

For use of shared parking facilities (eg. events on a public reserve) how do you intend on retaining public parking?

Do you have a Traffic Management Plan associated with your event? Yes   No

(Please ensure this plan is provided with your Event Application)

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Carpark Closures

Do you require any car parks (or portion of) closed for VIP or event service vehicles? Yes   No

(NB there is no guarantee of carpark closure approvals; fees apply).

Location (show this on the parking map}

Date and time of closure and reopening

Reason for closure

Parking Promotion

How is the event parking areas and alternative transport options being promoted to attendees? (This may include social media, website, direct messaging, ticket purchasing information, onsite signage etc?)