



Shire of Northam
Heritage, Commerce and Lifestyle

PUBLIC EVENTS APPLICATION PACKAGE



Please read the enclosed information carefully before filling out your application. Application forms can be returned to:-

By Mail: Events Officer
Shire of Northam
PO Box 613
NORTHAM WA 6401

By Email: records@northam.wa.gov.au

In Person: Front Counter- Shire of Northam
Administration Building
Shire of Northam
395 Fitzgerald Street
NORTHAM WA 6401

By Fax: (08) 9622 1910

For Assistance: Shire of Northam Events Officer
(08) 9622 8309

Introduction

The Shire of Northam welcomes the conduct of events and concerts to provide an opportunity for individuals or groups to put on events for residents and visitors.

The Shire of Northam does not permit vehicles, amplification of noise, any structures, vending or obstructions within a public place, thoroughfare or reserve; or any interference with or alterations to any fitting or facilities located thereon, unless the approval of the Shire is first obtained. The Shire of Northam has a responsibility to ensure that premises and organisers' of concerts, events and organised gatherings satisfy the basic statutory requirements for such events; and to ensure that the identifiable risks to any patron or staff/volunteer are minimised. Council seeks to ensure that events cause the minimum of inconvenience or nuisance to the community. As such, the Shire of Northam requires that all prospective event organisers fill out the *notice of intended event* form on page 3 of this package to ascertain whether they will need a formal approval for their event, and if not, whether any form of approval is required.

The control of patrons is the responsibility of the organiser and their demonstrated capacity to successfully achieve this objective will form a major part of the application assessment procedure. Each event is different and the specific approvals required will depend upon the type of event, and it is recommended that organisers consult early in the planning stages with staff to determine the required approvals needed to conduct the event.

Please note that completion of the application form does not automatically imply approval, and any non-completed sections will be taken to mean that the particular section does not apply to your intended event.

Event applications are required as early as possible to ensure adequate processing time. The minimum submission for smaller events is 30 days prior to your event date, and medium to large scale events will require a minimum of 60 days' notice.

Event organisers wishing to hold medium to large scale public events, or events that will take place on or across a road will be required to inform the WA Police.

The health section of your event approval will be assessed by the Shire of Northam's Health department. This will cover safety (structures, electrical safety etc), food, water, and toilets, and forms for these aspects are available from the Shire of Northam's events Officer on 08 9622 8309.

Should your event require an official event application, Council's Events Officer will be in touch with you to inform you of what paperwork is needed to support your application. This documentation will be needed before a determination on your event can be issued.



NOTICE OF INTENDED EVENT

Event Title:.....

Name of Organiser:.....

Date of Proposed Event:.....Time.....

Proposed Venue:.....

Please provide details of activities planned for your event:

	YES	NO	DETAILS
Are you having providing any of the following at your event? • Commercial marquees • Temporary fencing • Seating for attendees • Stages, platforms, or structures of any kind			
Will you be supplying first aid for your event?			
If so, who will be supplying first aid?			
Will you be providing free potable drinking water at your event?			
What food will be served at your event? (please provide details of food & providers)			
Will alcohol be consumed at your event?			
How many people will be attending your event? (approx.)			
Have you arranged clean up after your event?			
Have you considered rubbish management at your event?			
Will you have security at your event?			
Have you notified the Police of your event?			

Signature of event organiser

Date

.....

.....

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Signature of Events Officer

Date

.....

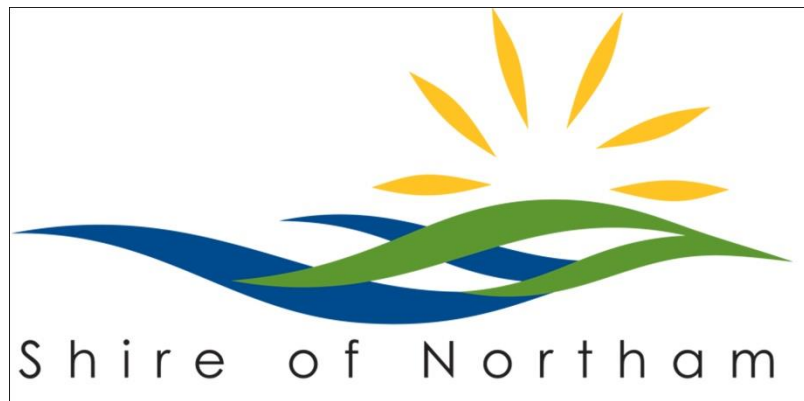
.....

Is it recommended that the organiser submit a formal event application on this occasion?

YES/NO

Please attach a copy of your certificate of currency when submitting this form

NOTE: The purpose of this form is for the Shire of Northam to ascertain whether you will need to complete a full event application (form contained within this events package) for your proposed event. Should this not be the case, we will keep the details contained on your completed notice of event form for our records as official notification of your event.



FORM 1

Application For Public Event Approval

Health Act 1911

HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

Event Details

Event Name _____
Event Location _____
Event Sponsor _____

Event Description (Type of Entertainment Provided) _____

Start Time _____ Finish Time _____
Date of Event _____

Is it a Community Event ☐ or Commercial Event ☐
Who is the Target Audience ☐ Youth (<25 years) ☐ Family ☐ General
☐ Other _____

Expected Number of Patrons at any one time _____
Details of Event Infrastructure, stages, marquees, electrical etc. _____

Numbers and Types of Toilet Facilities Proposed
Male WC's _____ Hand Basins _____ Urinals (Number or Metres) _____
Female WC's _____ Hand Basins _____
Disabled WC's _____ Hand Basins _____
Are any of these facilities temporary (i.e. portaloos)? _____

Number of Crowd Controllers Proposed _____
Name of Company Supplying Crowd Controllers _____

Parking Arrangements (Where, How directed etc) _____

Items Prohibited from Venue (i.e. Alcohol, food/drink etc)? _____

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How are people notified of these restrictions prior? _____

Who will be supplying First Aid? _____

No of first aid attendants? _____

Details of Rubbish Removal and Site Cleaning _____

Types of Refreshments Available (Food/Drinks) _____

(*Please note that all food stalls will require approval from the Shire's Health Services. You may contact them on 9622 6100 for further info)

Emergency Evacuation Plan/Procedures - Please attach documentation to your application.

Site Plan

Please attach site plan showing the layout of the venue and details such as (but not limited to);

- Toilets
- Entry and Exit Points
- Food stalls
- Free Potable Water
- Bar Areas
- Car Parking Areas
- First Aid Post
- Entertainment areas/stages
- Fire equipment

and any other relevant information

Alcohol

- Alcohol Availability ☐ Alcohol Free Event
- ☐ BYO Alcohol (permission in writing required from land owner)
- ☐ Alcohol will be supplied or sold (a Liquor Licence will be required. Please contact Liquor Licensing for further information)

Liquor Licensee Contact Details (If alcohol is to be supplied).

Name _____

Address _____

Phone _____

Event Organiser Details

Organiser's Name (Contact Person) _____

Company Name _____

Postal Address _____

Phone _____

Fax _____

Email _____

Web Address _____

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Contact During the Event (if different to organiser)

Name _____

Phone Number (mobile) _____

Land or Building Owner Authorisation

I, am the owner of the building/land on which this event relates to and I advise that I have given permission for this event to be held on my land if approved by the Council.

Signed:..... Dated: Phone:.....

Reminder – Have you attached?

- | | |
|---|---|
| <input type="checkbox"/> Copy of Risk Management Plan | |
| <input type="checkbox"/> Site plan | <input type="checkbox"/> Emergency evacuation plan |
| <input type="checkbox"/> Parking Management plan | <input type="checkbox"/> Copy of public liability insurance |
| <input type="checkbox"/> Food Stall applications | <input type="checkbox"/> Liquor Licence approval |
| <input type="checkbox"/> Additional Supporting Information (such as police contact, FESA contact) | |
| <input type="checkbox"/> Regulation 18 Noise Exemption Application form | |

Application Fees

	Risk level		
	Low Risk	Medium Risk	High Risk
Community Public Event	<input type="checkbox"/> \$154	<input type="checkbox"/> \$154	<input type="checkbox"/> \$871
Commercial Public Event	<input type="checkbox"/> \$154	<input type="checkbox"/> \$154	<input type="checkbox"/> \$871

Note: These fees are non-refundable.

Signed _____

Name _____ Date _____

PAY IN PERSON

At Shire of Northam Council Office,
395 Fitzgerald Street, Northam during
hours 8:30am to 4:30pm Monday to
Friday.

PAY BY MAIL

Send completed form together with
your cheque or money order; or if
paying by credit card complete the
section provided on the right and send
to Shire of Northam, PO Box 613,
Northam, WA 6401.

PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD

Name as shown on Card

Card Holder Address

.....Signature

☐ Bankcard

☐ Mastercard

☐ Visa Card

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Creating Accessible Events

This Checklist is designed to assist with planning events and functions that are accessible to people of all ages and abilities.

It is important that people with disabilities have the same opportunities as other community members to access and participate in public meetings, consultations, functions and events.

People with disabilities can face access issues when attending and participating in public functions in a variety of ways. They may experience difficulty hearing what is said, seeing small print on an invitation, climbing steps to the venue, understanding signage or using a rest room in the building.

To ensure that events can be accessed and enjoyed by people of all ages and abilities it is important to consider the items listed on this checklist. This checklist is part of the State Government Access Guidelines for Information, Services and Facilities. It is recommended that the organisers visit any venue chosen for a public function or meeting so that they may be satisfied of the accessibility of the venue and services.

Whenever possible functions should be held in fully accessible venues. It is recognised that standards for access have changed over time and many older buildings will not comply with current requirements. Event organisers, however, should always select the most accessible venues for public functions.

In instances where the venue is not fully accessible some access issues may be addressed by having informed staff available to provide assistance and through hiring equipment or facilities, such as an accessible toilet, ramp or audioloop. Information about where to hire equipment is available through the Independent Living Centre at phone number 9381 0600. Additional contacts and resources to assist you with organising an event that is accessible to people with disabilities can be found at www.disability.wa.gov.au.

Information on accessible events is also available on the Australian Human Rights Commission 'Accessible events – a guide for organisers'.

The checklist

As access requirements for people with disabilities will vary depending on the people attending and the type of event, you may find parts of this publication more relevant than others. To use these checklists, just tick "Yes" or "No" to the questions asked. You may also want to make brief comments.

This checklist is designed to be a quick, overview of the accessibility of a venue and function. It is not designed to assess every aspect of access in detail. It will indicate whether people with disabilities can easily attend your function and participate. For a more detailed audit of the accessibility of a building refer to the publication 'Access Resource Kit' at www.disability.wa.gov.au or contact an Access Consultant on www.access.asn.au.

Invitations and promotional material

Many people in our community experience difficulty in hearing, seeing and communicating with others. There are many simple ways to ensure your invitations and promotional material are accessible to people with disabilities.

Text	Yes	No
• Have you used a san serif font (such as Univers, Helvetica or Arial) in your invitations and promotional material?	<input type="checkbox"/>	<input type="checkbox"/>
• Is all text at least a minimum of 12 point type size?	<input type="checkbox"/>	<input type="checkbox"/>
• Have the invitations and promotional material been printed on matt paper and in contrasting colours?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the text uncluttered with no background graphics, patterns and watermarks?	<input type="checkbox"/>	<input type="checkbox"/>

Content	Yes	No
• Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs?	<input type="checkbox"/>	<input type="checkbox"/>
• Did your invitation include information about the accessible facilities at the venue such as the location of parking or nearest set down area?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you encouraged your invited guests to identify whether they have any access requirements such as accessible parking, an audio loop or sign language interpreter?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you included in the invitation your facsimile number and email address so guests have alternative ways of communicating their attendance?	<input type="checkbox"/>	<input type="checkbox"/>
• Is written promotional material available on request in alternative formats?	<input type="checkbox"/>	<input type="checkbox"/>


External environment

People with disabilities require a continuous, even, accessible path of travel. An accessible path of travel means there are no obstacles in the internal or external environment such as revolving doors, kerbs or steps.

Location of the nearest:

- Bus stop: _____
- Train station: _____

Accessible parking bays

- | | Yes | No |
|---|--|--|
| • Does the venue have an accessible parking bay? | <input type="checkbox"/> | <input type="checkbox"/> |
|  <ul style="list-style-type: none"> • Is the accessible parking bay/s identified by the international symbol of access? - raised sign - ground markings | <input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/> |
| • If the accessible parking is undercover is the roof a minimum of 2500 mm in height to allow the use of a car top hoist? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the distance from the car park to entrance less than 40m? | <input type="checkbox"/> | <input type="checkbox"/> |

Continuous accessible path of travel

Is there a continuous accessible path of travel, including kerb ramps, to the building from the:

- | | | |
|---|--------------------------|--------------------------|
| • Accessible parking bay/s? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Set down area? | <input type="checkbox"/> | <input type="checkbox"/> |
| • If there are steps to the building: | | |
| - Is there a ramp available for wheelchair users? | <input type="checkbox"/> | <input type="checkbox"/> |
| - Do all steps have handrails? | <input type="checkbox"/> | <input type="checkbox"/> |
| - Is there a contrasting strip on step edges? | <input type="checkbox"/> | <input type="checkbox"/> |
| • If there is a ramp to the building: | | |
| - Is the gradient no steeper than 1:14? | <input type="checkbox"/> | <input type="checkbox"/> |
| - Does the ramp lead to the main entrance? | <input type="checkbox"/> | <input type="checkbox"/> |

The building

Entrance	Yes	No
• Is the entrance threshold level?	<input type="checkbox"/>	<input type="checkbox"/>
• If there is a step/s at the entrance of the doorway:		
- is there a ramp of not more than 450 mm in length and with a gradient of 1 in 8?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the entrance door easy to open?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the clear door space 800 mm (preferred) or 850 mm?	<input type="checkbox"/>	<input type="checkbox"/>
Internal environment		
• Is the inquiry or reception counter low enough for a wheelchair user?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the venue have an accessible path of travel from the front entrance to all areas guests will use?	<input type="checkbox"/>	<input type="checkbox"/>
• If there are internal steps:		
- Do all steps have handrails?	<input type="checkbox"/>	<input type="checkbox"/>
- Is there a contrasting strip on step edges?	<input type="checkbox"/>	<input type="checkbox"/>
• If there are ramps:		
- Are they no steeper than 1:14?	<input type="checkbox"/>	<input type="checkbox"/>
- Do they have handrails?	<input type="checkbox"/>	<input type="checkbox"/>
• Do all doors have a clear space 800 mm (preferred) or 850 mm?	<input type="checkbox"/>	<input type="checkbox"/>
• If there is only a side approach to the door, is there 1200 mm clear space in front of the door?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the venue have a non-slip floor surface or carpets with a firm low pile of 6 mm or less?	<input type="checkbox"/>	<input type="checkbox"/>

Visibility	Yes	No
• Are facilities in the venue clearly signed?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the venue well lit?	<input type="checkbox"/>	<input type="checkbox"/>
• Are there any areas of high reflection or glare?	<input type="checkbox"/>	<input type="checkbox"/>

Toilets	Yes	No
• Does the venue have a unisex accessible toilet?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the toilet situated on the same floor as the function?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the door have a clear space of 800 mm (preferred) or 850 mm?	<input type="checkbox"/>	<input type="checkbox"/>
• If the door of the toilet door opens inwards is the space large enough so for the person in a wheelchair to shut the door once inside?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there 950 mm space at one side of the toilet pan?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a grab rail next to the toilet at 800 mm – 810 mm high, preferably in an “L” shape?	<input type="checkbox"/>	<input type="checkbox"/>

Signage	Yes	No
• Does the venue have clear, directional signage to:		
- the function room?	<input type="checkbox"/>	<input type="checkbox"/>
- the toilets?	<input type="checkbox"/>	<input type="checkbox"/>

The function

Everyone wants to be able to see the stage, hear speeches being made, understand training or messages being delivered. The following checklist will ensure your function is one where everyone's communication requirements are met.

If you are organising a sit down function and your guests include people using wheelchairs, the following checklist will assist you to create an event where all of your guests feel comfortable and relaxed.

Communication	Yes	No
• Is there a position where the interpreter will stand, so people who are deaf or hard of hearing can see both the person speaking and the interpreter's face and hand movements?	<input type="checkbox"/>	<input type="checkbox"/>
• Can the audio-visual technicians position spotlights for the interpreter which distribute light clearly and evenly to the face and upper body?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the venue have an audio loop installed?	<input type="checkbox"/>	<input type="checkbox"/>
• If there is an audio loop:		
- what type: induction loop/ infra-red/FM	<input type="checkbox"/>	<input type="checkbox"/>
- has it been placed towards the front of the room with clear sight lines to the stage and the interpreter?	<input type="checkbox"/>	<input type="checkbox"/>
Sit down function		
• Are there sufficient walkways (1000 mm or wider) in the function room?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there 900 mm space between tables?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there 710 mm to 840 mm space under the table to allow a wheelchair to slide comfortably underneath?	<input type="checkbox"/>	<input type="checkbox"/>

These guidelines are available in alternative formats on application to:
Disability Services Commission, 146-160 Colin Street, West Perth WA 6005
Telephone: 9426 9325; Country: 1800 998 214; TTY: 9426 9315

The guidelines are also available on the Commission's website
www.disability.wa.gov.au

Updated July, 2010

Guidelines for Public Events in the Shire of Northam

1. In the timeframe stipulated for the size and nature of your event, the organiser must provide to the Shire of Northam copies of (if applicable);
 - a. An Application for Public Event Approval;
 - b. Site Plan showing site layout, including exits, food stalls, parking, first aid, temporary structures etc;
 - c. The organising body's Certificate of Incorporation;
 - d. Facility Hire Form, if applicable
 - e. All Planning Approvals and Public Buildings approvals, if applicable;
 - f. Any other paperwork as required;
2. The event organiser is responsible for ensuring that all appropriate insurance is in place.
3. The event organiser must ensure compliance with Council Policy Temporary Road Closures if applicable. The Chief Executive Officer may request that a parking and transport management plan be submitted to the Shire of Northam no less than 30 days prior to the event.
4. A suitable risk management plan that meets the requirements of Australian Standard/NZS 4360:2004 (see Appendix 7) to the satisfaction of the Shire of Northam if:
 - i. the event caters for 5,000 or more patrons (if not, the risk form contained within this package will suffice), or
 - ii. the event involves road closures, or
 - iii. it is requested by the Chief Executive Officer
5. The event organiser shall ensure that all machinery, structures and amusement rides comply with the Occupational Safety and Health Regulations 1996, as administered by WorkSafe Western Australia.
6. The event organiser shall ensure that only a licensed electrical contractor in compliance with Australian Standards AS3000 and AS3001 carries out electrical work on the event site. If the event is held on premises owned or managed by the Shire of Northam, then only a licensed electrical contractor authorised by the Chief Executive Officer may be appointed. The event organiser shall ensure that all electrical outlets are protected by a Residual Current Device (RCD) and that all electrical equipment has been tested and tagged as required under the Health (Public Buildings) Regulations 1992. Double adaptors are not permitted – only power boards with overload protectors are to be used.
7. Stall Holder Licences from the Shire of Northam must be obtained for all stalls with payment of the appropriate fees as required under the Shire of Northam Fees and Charges. All stallholders are required to provide copies of current Liability Insurance Certificates and approval must be sought no later than ten (10) working days prior to the event. A single application for multiple stalls may be approved for a community event, with the exception of food stalls, which must obtain separate licences. All food premises, food vans and food stalls must comply with the Health Act 2008 and the Food Regulations 2009. Guidelines are available from the Shire of Northam.
8. Where noise levels from activities such as live music, amplifiers or similar, in the opinion of the Shire of Northam, have potential to cause disturbance to residents, or if complaints have been previously received from a similar event, then an “Approved Non Complying Event”

(Regulation 18) under the Environmental Protection (Noise) Regulations 1997 will be required from the Shire of Northam. The Shire of Northam may require community consultation if deemed appropriate.

9. The event organiser shall obtain the appropriate licences from the Department of Racing, Gaming and Liquor for any event that involves the sale or supply of alcohol or gaming as required by that Department. The event organiser shall provide the Shire of Northam with details of the proposed liquor licence at least 30 days prior to the event and a copy of the licence no less than 72 hours before the event. The event organiser shall promote the consumption of non-alcoholic beverages. Coffee, tea, soft drinks, low-alcohol beverages and food shall be available for the duration of the event if alcohol is available. If supply of non-alcoholic drinks and food run out then the sale of alcoholic beverages shall cease immediately.
10. The event organiser shall ensure that potable drinking water is available and accessible to patrons at the event. If water is being sold to patrons then it must be in plentiful supply and at a reasonable cost (less than the cost of cheapest alcoholic drink available in equivalent volume or more). Competitions that include the actual consumption of alcohol will not be permitted. If alcohol is available at the event, the event organiser shall have in place a written procedure for assisting intoxicated patrons and written directions for bar staff regarding their obligations in relation to the serving of alcohol.
11. The event organiser shall ensure that fire fighting equipment is supplied in accordance with the Building Code of Australia or as recommended by FESA. All equipment must be maintained in accordance with AS 1851 Maintenance Standards. If appropriate, the Chief Executive Officer may require the event organiser to contact the Shire of Northam's Fire Management Officer to discuss appropriate fire safety plans and needs. Where fireworks are to be used, approval is required from the Department of Consumer and Employment Protection. An Application Form (FX56) can be obtained from the Department of Industry and Resources and must obtain the prior approval of the Police, Shire of Northam and relevant Fire Services (FESA Fire Services Manager or Chief Bush Fire Control Officer).
12. The event organiser shall ensure there is adequate provision of First Aid services at the event, with levels dependent on the size and level of risk of the event. For high risks events, the Chief Executive Officer may request that a register of first aid incidences is to be supplied to the Shire of Northam.
13. The event organiser must notify the Northam Police Station, the Northam St John Ambulance and Northam Regional Hospital of details of the event no less than 28 days prior to the event. Emergency vehicles must be able to access the whole site at all times.
14. The event organiser may be requested by the Chief Executive Officer to provide the Shire of Northam of the details of the Security and Crowd Control Plan, if applicable. Any Crowd Controllers employed by the event organiser shall be licensed and be provided by a licensed crowd control agent as required under the provisions of the Security and Related Activities (Control) Act 1996.

Where alcohol is provided, a ratio of one (1) crowd controller per 100 patrons is to be provided. For low risk events, the Shire of Northam may allow this to be reduced to 1 crowd controller per 200 patrons.

15. The event organiser shall develop an emergency evacuation plan that is to be lodged with the Shire of Northam for approval. Plans must comply with Australian Standard AS 3745, Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces. The event organiser is to ensure that the evacuation plan is distributed and explained to key personnel. All crowd control staff are to be briefed on the location of emergency exits and the evacuation plan.
16. Event organisers shall ensure that toilet facilities are provided in accordance with the Building Codes of Australia and Health Department Guidelines. Where portable or chemical toilets are used for events, they must be monitored during the event for pump out requirements and must be located to facilitate easy pump out. The provider must be available during the event to pump out the toilets as required. Toilets are to be checked regularly during the event to ensure they are clean and that all consumables are readily available to patrons. Toilets are to be cleaned as required. Adequate artificial lighting is to be provided for toilets for events during hours of darkness. Directional signage to toilets must be provided and signage must be visible. The event organiser will ensure adequate venue access and toilet facilities for people with disabilities.
17. The event organiser shall be responsible for the collection, removal and disposal of litter from the venue, public areas and surrounding streets. Adequate bins are to be provided for patrons. All litter is to be removed within 24 hours of the event and for large events clean up operations may be required during the event.
18. For events held on Shire of Northam parks and reserves, the event organiser must liaise with Shire staff to ensure that there will be no damage to turf, reticulation, underground services etc.
19. The event organiser is not to advertise the event by using billposters or any other means that is contrary to the Litter Act (1979).
20. Shire Staff that are monitoring or inspecting any public event shall be provided with an unrestricted pass, free of charge, to all areas of events for the purpose of ascertaining compliance with statutory requirements. Nominated Staff shall be determined by the Shire of Northam Chief Executive Officer.
21. Council delegates authority to the Chief Executive Officer to vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or a variation is warranted in the circumstances of the proposed event.
22. Applicants are advised to refer to the Government of Western Australia Department of Health "Guidelines for Concerts, Events and Organised Gatherings (December 2009)" for detailed information on event organisational requirements.