



Event Application Form

Note: Applications must be lodged to the City of Kwinana at least 60 days before the event.

Complete this form if you are:

- Planning to hold a public event for 50 persons or more at a City of Kwinana owned/managed venue or any other venue.
- Planning to hold a private event for 50 persons or more at any other venue.

Before completion, please refer to the City of Kwinana Community Events Toolkit and our website at www.kwinana.wa.gov.au for further information.

1. Organiser's Details

Name of event:

Event organiser/applicant:

Company/organisation:

Type of organisation (if applicable): Commercial Not-For-Profit Community

Is your organisation incorporated? Yes No

If yes, please attach a copy of your Certificate of Incorporation with this application

Australian Business Number (ABN):

Business address:

Postal address (if different from above):

Telephone: Mobile: Fax:

Email address:

Contact person at the event (if different from event organiser/applicant):

Telephone: Mobile:

Email:

2. Event Details

Event start date:

Event finish date:

Event start time:

Event finish time:

Set up date:

Clean up date:

Set up time:

Clean up time:

Will this be a reoccurring event (e.g. weekly, fortnightly or specify dates etc.):

Venue (name of reserve, building or public open space):

Area/room name (e.g. hall, meeting room, kiosk, change rooms):

Is the venue a City of Kwinana reserve/facility? Yes No

Have you checked the availability of the venue? Yes No

Please see venue details on www.kwinana.wa.gov.au

Equipment required (if applicable):

Provide a brief description of the event:

Are you holding the event in a public open space area
(or do you require construction, extension or alteration of the venue)? Yes No

If yes:

- Complete '**Application to construct, extend or alter a public building**' (Form 1). Attach plans and details to construct, extend or alter a public building as well as the applicable fees with this application.
- Complete '**Application for certificate of approval**' (Form 2) with the applicable fees.

3. Attendance

Maximum number of people at any given time:

Estimated attendance over the entire event:

Target audience (e.g. youth, family):

Is the event open to the general public? Yes No

Will you be charging an entry fee to your event? Yes No

Is there disability access? Yes No

Event risk classification score (refer to *Events Toolkit: Appendix 1*): Low Medium High

Attach a risk management plan for medium or high risk events in accordance with AS/NZS ISO 31000 at least 14 days before the event. Note: City of Kwinana Environmental Health team may request a risk management plan for low risk events.

4. Insurance

Is the event covered by public liability insurance? Yes No

Attach a copy of the current certificate of currency which has a cover of \$10 million in the name of the applicant.

5. Toilets

Proposed temporary or portable toilets:

Type	Male WC	Male Urinal	Male Hand Basin	Female WC	Female Hand Basin	Disabled toilet
Number						

Permanent toilets (existing on the event ground):

Type	Male WC	Male Urinal	Male Hand Basin	Female WC	Female Hand Basin	Disabled toilet
Number						

6. Permits

6.1 Will alcohol be:

Served Consumed (include BYO) Both None. Please go to Question 6.3

If alcohol is served and/or consumed, please attach 'Application to consume alcohol at a City of Kwinana Facility' and provide an alcohol management plan.

6.2 Will alcohol be sold at the event? Yes No

If yes, a permit to sell, serve or supply alcohol is required from the Department of Racing, Gaming and Liquor (DRGL). Attach a copy of the license, copy of Responsible Service of Alcohol Certificate and an alcohol management plan. Application is to be made to DRGL 60 days before the event.

6.3 Will fireworks, pyrotechnics or laser approval be required? Yes No

If yes, complete an application for fireworks event permit by the Department of Mines and Petroleum and attach a scaled site plan illustrating fall out or exclusion zone and fireworks shell used with this application. Submit at least 90 days prior to the event as it may require Council approval.

6.4 Will an exemption for noise regulations be required (refer to guide)? Yes No

If yes, complete an application for approval for a non-complying event with applicable fees (or an application for notice of notifiable event applicable to events at **Calista Oval, Chisham Square or Koornalyn Arts Centre Amphitheatre**) and a scaled site plan illustrating the location of the sound desk, the location of the speakers and direction the speakers are facing, with this application. Submit at least 60 days prior to the event as it may require CEO approval.

6.5 Will you erect advertising signs for the event? Yes No

If yes, complete the City of Kwinana Application for Advertising and Portable Direction Signs permit and/or Application for Permit in the Public Interest. Submit at least 14 days prior to the event.

7. First Aid

Number of first aid attendants:

Organisation providing first aid attendants:

Name of first aid attendants:

Number and location(s) of first aid post:

Will the first aid attendants be present throughout the entire event? Yes No

Attach a medical plan if the event is considered a high risk event (as per section 3 of this application) and/or under request by City of Kwinana Environmental Health team with this application.

8. Waste Management

Number of bins and type supplied by applicant:

Type of bin	Number	Type of bin	Number
Waste		Recycle	
Skip bins		Green waste	
Other (please specify):			

Waste and recycling services requested by the applicant to be supplied by the City of Kwinana (fees may be applicable):

Type of bin	Number	Type of bin	Number
Waste		Recycle	
Delivery date required		Pick up date required	

9. Temporary Structures

Any marquees, tents, shade structures or any other temporary structures: Yes No

If yes, please confirm if there will be public access to these structures and provide details of type and size (measurements and area m²)

Please indicate the time the person/supplier will arrive to erect the temporary structure

am/pm

Persons details:

Name:

Mobile:

Supplier details:

Company:

Phone:

Email:

Any temporary staging: Yes No

If yes, please confirm if there will be public access to these structures and provide details of type and size (measurements and area m²)

Please indicate the time the person/supplier will arrive to erect the temporary stage

am/pm

Persons details:

Name:

Mobile:

Supplier details:

Company:

Phone:

Email:

- For temporary structures or stage >55m² in area, attach structural engineers certificate from the supplier and a copy of a current certificate of currency (ensure that public liability insurance of at least \$10 million is arranged by the applicant).
- Temporary structures with public access requires an application for building certificate and copy of structural engineers certificate from the supplier. Submit at least 25 days before the event. Fees are applicable.

10. Park Operations

Will your event require any holes or tent pegs driven into the ground? Yes No

Do you require line marking? Yes No

Will you require any heavy vehicle, truck or machinery access to the park? Yes No

11. Potable Water Supply

Is free potable water available at the event: Yes No

How many litres of potable water will be provided? Litres

Company providing potable water:

Type of water: scheme/spring/other (*please specify*):

12. Details of Food Stalls and Vehicles

Will food be served? Yes No

Will food be sold? Yes No

If yes, please provide details of food business operator, contact number & type of food served and/or sold.

Licensee/Operator (Full Name)	Company/Organisation	Contact Number	Type of Food/Drinks
1.			
2.			
3.			
4.			
5.			

Each food stall or vehicle is required to submit to the City of Kwinana Environmental Health Services at least 14 working days before the event the following:

Complete a **'Trading in Public Places Application for Temporary or Mobile Food Business with Existing Notification or Registration'** for food stalls and vehicles with existing Local Government approvals.

Complete **'Application for Notification/Registration of Mobile and Temporary Food Business and Trading in Public Places'** for any food stalls and vehicles without existing approvals e.g. once off sausage sizzles.

Copy of a current certificate of currency (ensure that public liability insurance of at least \$10 million is arranged by the applicant).

Copy of verification of notification/registration certificate for the temporary or mobile food business with a copy of the receipt showing payment of Food Act Registration/Surveillance fees for the current financial year (unless notified/registered with the City of Kwinana).

13. Details of Other Stall Holders and Entertainment Activities

(Sale, provision and/or advertisement of any goods, wares, merchandise, services)

Provide details of operator, contact number and type of products, service or activity

Will any other stallholders and/or entertainment activities be available? Yes No

Stallholders and entertainment activities may include:

- Sale of clothes, jewellery, toys or arts and crafts
- Promotional displays
- Entertainment activities e.g. balloon artist, stilt walkers, roaming entertainers etc
- Musicians and bands
- Raffles, draws and giveaways stalls
- Petting zoos/animal farms
- Amusement rides and structures e.g. bouncy castles, climbing walls, inflatable slides etc.
- Smoke machines, slushy makers etc.

If yes, please provide details of operator, contact number and type of products, service or activity.

Licensee/Operator (Full Name)	Company/Organisation	Contact Number	Product/Service/Activity
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Please submit to City of Kwinana Environmental Health team at least 14 working days before the event the following:

Complete ‘**Application for Trading in Public Places Licence**’ to cover all the above listed stallholders.

Copy of a current certificate of currency for each stallholder (ensure that public liability insurance of at least \$10 million is arranged by the applicant).

Amusement rides to demonstrate compliance with AS 3553 and submit the following additional documents:

Copy of plant registration with WorkSafe (unless class 1 structure)

Copy of log book with records of inspections and maintenance during the event (if plant is considered as class 1 structure, please provide supporting documentation and justification to reflect this)

Are any community and charitable groups covered by the City of Kwinana public liability insurance?

Yes

No

If yes, please specify the groups which are covered:

14. Utilities

Type of communication systems available: PA systems/amplifier/other (*please specify*):

Power sources: Generator/LPG/portable gas cylinders/mains power/other (*please specify*):

Lighting sources: Daytime event only/lighting inside building/lighting tower/stage lighting/other (*please specify*):

Specify the number of power sources, lighting sources and mark the location of each power source:

How will the generator(s), gas cylinder(s) and extension cords/cables be protected from public access?

Do you require electric light and/or power installation, alteration, addition at the premises:

Yes

No

If yes, will the licensed electrician be present on the day of the event:

Yes

No

NA

Please provide the electrician's contact details and the time the electrician will arrive:

Company

Phone

Time of arrival: am/pm

Electrician's Name

Mobile

Electrician must complete Certificate of Electrical Compliance (Form 5) at the day of the event before the event begins.

If no, please ensure that the electrical installations are certified.

Please submit proof of testing and tagging performed by an electrician with a completed Certificate of Electrical Compliance (Form 5) at least 14 days before the event.

Please submit gas safety checklists at least 10 days before the event.

15. Crowd Controllers

Number of security officers:

Company providing security officers:

Number of crowd controllers:

Company providing crowd controllers:

Area of patrol and any permanent position of security officers and crowd controllers:

Copy of a current certificate of currency (ensure that public liability insurance of at least \$10 million is arranged by the applicant).

If high risk event or on request, attach a crowd control plan with this application

16. Traffic and Pedestrian Management

Will traffic controllers be available? Yes No

Number of traffic controllers:

Company providing traffic controllers:

Pre and post event transport (e.g. availability of taxis, buses etc)

Please ensure you make the following arrangements:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Are there sufficient car parking spaces including off road and over flow parking available? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Are there any car parking spaces for stall holders and staff available? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Is there any access for people with a disability? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Is road access and egress adequate to allow for access by emergency services? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Are the entries and exits within the facility, park, reserve or open space provided with adequate pedestrian flow and competing queues? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Are there any road closures? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Details of any road closures or use of roads for the event:

Copy of a current certificate of currency (ensure that public liability insurance of at least \$10 million is arranged by the applicant).

If high risk event or on request, attach a traffic management plan with this application. Car parking, access and egress shall be marked on the site plan and traffic management plan

17. Emergency Services and Access

Are the following emergency services notified or present at the event?

Police:	notified only	will be present
Fire brigade:	notified only	will be present
St John Ambulance:	notified only	will be present

Will there be any arrangements for lost or stolen property and lost children? Yes No

Submit copy of emergency evacuation plan at least 14 days before the event.

If high risk event, events where alcohol will be consumed or on request, attach an emergency management plan written in accordance with AS3745 with this application. Please submit at least 14 days before the event.

18. Other

Are surrounding neighbours/residents notified of the event? Yes No

How are the surrounding neighbours/residents notified?

Attach a copy of notification letter to be sent to surrounding neighbours/residents. Please submit at least 14 days before the event.

Commencement date of advertising:

Method of advertising (e.g. Facebook, media release, advertisement etc.)

Health promotion and publicity details:

Sun protection/ SunSmart	Yes	No	NA
Safe and responsible drinking practices	Yes	No	NA
Smoke free environment	Yes	No	NA
Drug free event	Yes	No	NA
Healthy eating options	Yes	No	NA

Anticipated weather (rain, wind, heat, cold)

Has a contingency plan been considered in the event of unexpected weather? Yes No

If yes, include all risks events identified in the risk management plan in the contingency plan (refer to guide)

Please be aware once the initial application has been assessed by the Community Development and Environmental Health teams, further information may be required from the applicant.

Declaration

I, _____, as the event organiser seeking approval to host an event, acknowledge that the information and completed actions in my application are true and correct. I agree that I have the authority to make this application on behalf of the above named organisation.

I will ensure that appropriate liability and other insurances are in place for the activities to be conducted. I understand that the requirements specified in this Event Application Form are indicative only and non-exhaustive. As the event organiser I am responsible for complying with any other statutory requirements that exist outside of this form and payment of all fees and charges associated with the application.

Signature: _____

Date: _____

Please complete the following if booking a City of Kwinana facility:

I agree that I have read the City of Kwinana Terms and Conditions of Hire. I agree to abide by the City of Kwinana Conditions of Hire and be responsible for payment of all fees and charges with this hire.

Signature: _____

Date: _____

Return completed event application form to event.bookings@kwinana.wa.gov.au.



Administration

Cnr Gilmore Ave & Sulphur Rd, Kwinana WA 6167 | PO Box 21, Kwinana WA 6966

Hours Mon-Fri 8am-5pm (Cashier hours 8am-4pm)

Telephone 08 9439 0200 | admin@kwinana.wa.gov.au

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