



Event Application Form A

61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | mail@bayswater.wa.gov.au | www.bayswater.wa.gov.au

Please check availability of your chosen venue and make a tentative booking prior to the completing this form. You can contact the City's Bookings Officer via email on recreationsservices@bayswater.wa.gov.au or via telephone in 9272 0992.

Contact Details		
Name of Organisation:		
Address:		
ABN Number:		
Is the organisation an incorporated non-for-profit or commercial entity?	Yes	No
If none of the above, what is the status of your organisation? E.g. community group with a committee/constitution		
Main Contact Person (must be over 18 years):		
Telephone:		
Mobile:		
Email:		
Secondary Contact Person:		
Telephone:		
Mobile:		

Proposed Event Details		
Event Name:		
Location of Event:		
Set-up date:		
Set-up time:		
Event date(s):		
Time of event: Day One	From:	To:
Day Two	From:	To:
Pack-up date:		
Anticipated Attendance:	Number of people per day:	
	Largest number of people at any one time:	
Description of event including the type of entertainment provided (for instance, bands, rides, petting zoo etc.)		
Activities planned e.g. markets, stage music, picnic, fireworks)		
Targeted Audience:		
Will an entry fee be charged?	Yes	No

Event History		
Has this event operated previously?	Yes	No
If yes how many people attended?	Number of people per day:	
	Largest number of people at any one time:	
Has the venue changed since your last event? If 'yes', please explain why.		

Safety and Security			
The ultimate responsibility to ensure the safety of people attending the event lies with the event organiser.			
Are you aware of the following requirements? (Please refer to sections 3.2 and 3.4 of the Event Guidelines)	Relevant Fire Safety	Yes	No
	Electrical Installations	Yes	No
	Evacuation Procedures	Yes	No
	Lighting Requirements	Yes	No
The City requires an Emergency Evacuation Plan to be prepared for the emergency community members at your event, regardless of the size of your event.			
Have you attached a copy of your emergency evacuation plan?	Yes	No	
It is important to make adequate safety and security arrangements for your event. Please refer to section 3.7 of the Event Guidelines to see how many crowd controllers are required for your event.			
How many crowd controllers will you be providing?			
Which accredited security company, if any, will be providing assistance?			

First Aid	
The number of people expected to attend the event will impact the number of first aid posts and qualified first aid officers required on site. Please refer to the table in section 3.9 of the Event Guidelines to see what is required for your events.	
How many qualified first aiders will you be providing?	
Which accredited agency, if any, will be providing assistance?	

*Please note: details of the first aid post and access for emergency vehicles should be shown on the event site plan.

Structures and Equipment		
Most outdoor events require approval to construct a public building, for example: for marquees, temporary staging and other requirements. Your event application fee includes the cost of approval for a public building approval		
Will you be constructing a Public Building? For further information please refer to section 2.4 in the guidelines or contact the City's Environmental Health Department.	Yes	No
	If yes, the following fees may apply: <ul style="list-style-type: none"> • \$226.00 for an event with up to 1,000 people • \$871.00 for an event with more than 1,000 people 	
Will your event have external signage? Please refer to the Event Guidelines section 3.11 and indicate the location of signs on your site plan.	Yes	No
Are you proposing to fence off the event?	Yes	No

Food Stalls

There are additional charges associated with food stalls - prospective stall holders need to contact the Events Coordinator to obtain more information about this process.

Will you - or anyone else - be serving or selling food at your event?	Yes	No
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A Temporary Food business Application Form will need to be completed by each food vendor. The City also requires evidence of Public Liability Insurance for each of the food vendors. These forms need to be submitted no later than 60 days before the event.

Liquor

If you would like to serve, BYO or sell liquor at your event, you will need to apply for and be granted a liquor licence from the Department of Racing, Gaming and Liquor WA. If you are granted a Liquor Licence, you will be required to provide further security.

Do you intend to serve, BYO or sell liquor at the event?	Yes	No
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If yes, have you applied for a Liquor Licence?	Yes	No
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Waste Management

It is important to have an adequate Waste Management Plan in place to ensure there are sufficient bins for the disposal of general waste, recycling and green waste (if applicable)

How many bins will you be providing to service this event?	
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Will you need to hire bins from the City of Bayswater?	Yes	No
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Declaration

The City requires applications to be submitted:

- **Minor events - less than 1000 people in attendance and no high risk activities: 45 days prior to the event.**
- **Major events - requiring Council consideration: 90 days prior to the event.**

I have read a copy of the City of Bayswater Event Guidelines	Yes	No
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I certify that the information provided in this application is true and correct to the best of my Knowledge. I agree to notify the City of Bayswater of any changes to the information provided in this application	Name:
	Position in Organisation:
	Signature:
	Date:

IMPORTANT: This application will not be accepted unless it is signed and all fees are paid, prior to consideration for approval. It is recommended you do not market your event until full approval is obtained.

Before submitting your application, go through the checklist on the following page to ensure you have included all relevant supporting documentation.

ATTACHMENT CHECKLIST

Please ensure you have attached the following documents to support your event application:

- Venue booking form (if required)
- Current Certificate of Public Liability Insurance
- Site Plan
- Parking Plan
- Traffic Management Plan (if required)
- Temporary Food Applications (if required)
- Emergency Evacuation Plan
- Risk Management Plan and security plan (if required - events with over 1,000 people expected)
- Fireworks Approval (if required)
- Noise management plan (if required)
- Planning approval (if required)
- Liquor licence (if required)
- Letter to surrounding residents (if required)

If your event is not held on a City park or reserve, you will also be required to complete Event Application Form B.