

Event Application Form B

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

Please note: You only need to complete this application form if your event is not being held at a City park or reserve.

Contact Details	
Name of Organisation:	
Main Contact Person (must be over 18 years):	
Telephone:	
Mobile:	
Email:	

Event Details	
Event Name:	
Location of Event:	
Event date(s):	

Toilets	
The number of people expected to attend the event will dictate the number of toilets and hand basins required on site. Please refer to the table in section 3.6 of the Event Guidelines to calculate how many toilets and basins are required.	
Number of male facilities required:	Male seated toilets:
	Urinals:
	Male hand basins:
Number of female facilities required:	Female toilets:
	Female hand basins:
How many accessible toilets for people with a disability will you have?	

Traffic, Parking and Road Closures	
It is important that you have proper arrangements in place to manage safe traffic flow and parking. When your event is on-road or part of a road, you must contact the WA Police to discuss your event, before lodging your event application form with the City.	
It is not the responsibility of WA Police or the City of Bayswater Rangers to manage traffic on the day of your event – they will only enforce traffic and parking laws. Refer to item 2.11 in the Event Guidelines.	
What arrangements are in place for vehicle parking at the event?	
How many parking bays are currently available?	
Is your event likely to have an impact on surrounding residents such as road closures, crowd management or traffic congestion?	Yes No
If 'Yes', please provide a parking management plan. Refer to item 2.11 in the event guidelines.	
Have you notified the WA Police and main roads regarding any proposed road closures?	
<i>Please note: in some cases, additional traffic management may be required.</i>	

Lighting

If the set-up, event time or pack up time is after 7pm you will need to provide extra event lighting. These lights will need to be clearly marked on your site map.

Number of lights supplied by event organiser?	
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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:

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