

Event Application Information

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

The City of Bayswater has a three level event approval process: please read the following information, as you may find you do not need to complete an application form.

The three levels of events are:

1. Low risk events

- (a) No application required
- (b) Small/informal gatherings
- (c) Less than 100 people
- (d) Requires a simple phone conversation with Events Staff to discuss your event
- (e) The City will confirm your approval in writing
- (f) You may still require a venue application if your proposed event is on City land.

2. Moderate risk events

- (a) Only an abbreviated application is required, however, this does not replace the need to make other hall/reserve bookings separate to this application
- (b) 100 – 1,000 people expected to attend
- (c) Only simple equipment and support requirements
- (d) Application needs 45 days for approval before you can start to promote your event with confidence
- (e) Excludes regular sporting fixtures.

3. Full event approvals

- (a) High risk activities
- (b) More than 1,000 people expected to attend
- (c) Parking and traffic will need to be managed
- (d) Additional toilets and waste disposal required
- (e) City funding contribution or in-kind support requested
- (f) Application needs 90 days for approval before you can start to promote your event with confidence.

If you need guidance completing the Event Application Form, please refer to the City of Bayswater Event Guidelines, or contact the City's Events Coordinator via 9272 0694.

Moderate risk event applications must be submitted at least **45 days prior to the event BUT** can be submitted as early as one year in advance.

Full event applications may require Council approval; for instance, if a donation from Council is requested or when planning approval is required. Council approval is also required when your event does not comply with noise regulations or when 5,000 people or more people are attending. It is therefore essential to submit your application at least **90 days** prior to the event date to be listed in a Council agenda.

If you plan to hold your event at a City of Bayswater venue or reserve, it is recommended to check availability before completing the Event Application Form.

After lodging the application form and other accompanying forms (if applicable), the City will determine if any further information is required; for instance, a noise management plan or risk management plan. If this is the case, you will be contacted via email to complete 'Event Application Form B', or to supply further supporting documents.

It is recommended that you do not start promoting your event until it has been approved by the City of Bayswater.

Please submit application forms as follows:

By Mail: Chief Executive Officer
City of Bayswater
PO Box 467
MORLEY WA 6943

In Person: Customer Service
61 Broun Avenue
MORLEY WA 6062

Via Email: events@bayswater.wa.gov.au

For Assistance: Events Coordinator
(08) 9272 0694