



Event Application

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

Event Applications can be lodged via:

- In person at the City of Bayswater Civic Centre, 61 Broun Avenue, Morley WA 6062
- By post, addressed to the Arts and Events Coordinator, PO Box 467, Morley WA 6943
- Email to: mail@bayswater.wa.gov.au

External event enquiries can be directed to the City's Arts and Events Coordinator on 9272 0694.

If the intent is to hold the event at a City of Bayswater venue or reserve, it is recommended to check the availability of the preferred venue and make a tentative booking, prior to completing an Event Application. Event organisers can contact the City's Recreation Services Administration Officer via email: recreation.services@bayswater.wa.gov.au or via phone: 9272 0992.

Event Organiser Contact Details			
Name of Organisation			
Address			
ABN			
Public Liability (insurer name and policy number)			
Is the organisation an incorporated not-for-profit or commercial entity?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If 'No', provide detail on the status of the organisation (e.g. community group with a committee/constitution)			
Main Contact Person (must be over 18 years)			
Telephone		Mobile	
Email		Website	
Secondary Contact Person (must be over 18 years)			
Telephone		Mobile	
Email		Website	

Proposed Event Details			
Event Name			
Venue Name			
Venue Address			
Bump In Date(s)		Bump In Times	
Event Date(s)			
Time of Event: Day One	From		To
Time of Event: Day Two (if required)	From		To

Bump Out Date(s)		Bump Out Times	
Anticipated Attendance	Number Per Day		Largest number of people at any one time
Target Audience If 'Other', provide detail below	Family <input type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Community <input type="checkbox"/> Other <input type="checkbox"/>		
Description of event (what is the purpose and/or objectives of the event?)			
Activities and offering at the event (e.g. amusement rides, petting zoo/animal display, inflatables, car boot sale, market stalls, DJ, live music/performances, stage shows, picnic, food trucks, fireworks, bar, circus, sporting event, workshops, arts and craft activities)			
Will the event be ticketed/registrations required? If 'Ticketed - Paid', provide detail of pricing and inclusions below (e.g. \$20 - includes food token and entry)		Not Ticketed - Free <input type="checkbox"/>	Not Ticketed – Donation Entry <input type="checkbox"/>
		Ticketed – Free <input type="checkbox"/>	Ticketed - Paid <input type="checkbox"/>

Event History			
Has this event operated previously? If 'Yes', provide detail below		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Anticipated Attendance	Number Per Day	The largest number of people at any one time	
Has the venue changed since the last event? If 'Yes', provide detail below		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Food and Beverage Vendors

There may be additional charges associated with food and beverage operators - prospective stall holders should be advised to contact the City to obtain more information about the process.

Will the event organiser(s) and/or external operator(s) be serving or selling food and/or beverages at the event? If 'Yes', provide detail and number of external operators below	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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A Temporary Food Business Application Form and supporting information will need to be completed by each food/beverage vendor. These forms need to be submitted to the City, by the vendor, at least **21 business days before the event**. A \$77.00 fee may be required to be paid by each vendor.

Liquor

If the event organiser(s) intend to serve, sample (including offering tastings), BYO or sell liquor at the event, the event organiser will need to apply for and be granted a liquor licence from the Racing, Gaming and Liquor division of the Department of Local Government, Industry Regulation and Safety (LGIRS). If the event organiser(s) are granted a Liquor Licence they will be required to provide event security.

Is there intent to serve, BYO, sample or sell liquor at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', has a Liquor Licence application been submitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>

Toilets

The number of people expected to attend the event will dictate the number of toilets and hand basins required on site. Refer to the Event Guidelines section 5.7 to calculate how many toilets and basins will be required for the event.

Number of male facilities required:	Male toilets:
	Urinals:
	Male hand basins:
Number of female facilities required:	Female toilets:
	Female hand basins:
How many accessible toilets will the event have? The City of Bayswater requires that at least one accessible toilet (for people with accessibility needs) is provided at the event.	

Lighting

If the bump in, bump out and/or the event itself occurs after hours of daylight, the event organiser will need to provide additional event lighting. These lights will need to be clearly marked on the site map.

Number of lights to be supplied by event organiser?	
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Structures and Equipment

Outdoor events may require approval to construct a public building (e.g. marquees, installations, temporary staging, elevated platforms).

Will the event organiser and/or supplier(s) be constructing a Public Building or Structures/Equipment? If 'Yes', specify below	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<p>If 'Yes', the following fees may apply:</p> <ul style="list-style-type: none"> • \$184.50 for an event with up to 1,000 people • \$481.75 for an event with more than 1,000 people. <p>For further information refer to the Event Guidelines section 4.4 or contact the City's Environmental Health and Statutory Building team.</p>	
<p>Will the event have external signage? Refer to the Event Guidelines sections 5.3 and 5.12 and indicate the location of signs on the site map. If 'Yes', specify below</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Is there intent to fence off to enclose the event site? If 'Yes', indicate the locations on the site map and specify what type(s) of fencing will be used below (e.g. temporary fence, high fence, crowd control barriers, picket fence)</p>	
<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Event Waste and Environmental Sustainability

<p>The Waste Avoidance and Resource Recovery Strategy 2030 is a long-term WA state strategy tailored towards improving waste management and becoming a sustainable, low-waste, circular economy. The three objectives of the strategy are 'Avoid, Recover, Protect' and the City is committed to achieving these objectives, by helping reduce waste and increasing material recovery at events held within the City.</p>	
<p>The City discourages the use of the following at events held within the City: plastic carry bags, single-use water bottles, single-use plastic (cutlery, straws, stirrers, condiments ect.); polystyrene cups and packaging, plastic food containers, single-use coffee cups and lids, balloons (including helium balloon releases), confetti and glitter (including compostable glitter).</p>	
<p>Will the above initiative be supported by the event organiser and vendors at the event?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>The City supports Containers for Change. Will the event organiser initiate 'Containers for Change' at the event?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>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). These need to be clearly marked on the site map.</p>	
<p>How many and what type of bins will be used to service the event?</p>	<p>General Waste: Recycling: FOGO: Other (specify details):</p>
<p>Which accredited waste management company, if any, will be engaged for the event?</p>	

Safety and Security

<p>The ultimate responsibility to ensure the safety of people attending the event lies with the event organiser. Are the event organisers aware of the following requirements?</p>			
<p>Relevant Fire Safety</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Evacuation Procedures</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Electrical Installations</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Lighting Requirements</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>The City requires an Emergency Evacuation Plan to be prepared for the emergency evacuations of community members at the event, regardless of the size of the event.</p>			
<p>It is important to make adequate safety and security arrangements for the event. Refer to the Event Guidelines section 5.8 to calculate the ratio of how many crowd controllers are required at the event.</p>			

How many crowd controllers will be provided at the event?	
Which accredited security company, if any, will be engaged for the event?	

First Aid Provisions

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. Refer to the Event Guidelines section 5.10 to calculate the ratio of what is required at the event.

How many qualified first-aiders will be provided at the event?	
Which accredited first aid company, if any, will be engaged for the event?	
<i>Please note: details of the first aid post(s) and access for emergency vehicles should be clearly marked on the site map.</i>	

Traffic, Parking and Road Closures

It is important that the event organiser has adequate arrangements in place to manage a safe traffic flow and parking. When the event is going to be held on a road or part of a road, event organisers should contact the WA Police to discuss the event before lodging an Event Application with the City.

It is not the responsibility of WA Police or the City's Community Safety team to manage traffic on the event day(s) – their roles are to enforce traffic and parking laws. Refer to the Event Guidelines section 4.14.

What arrangements are in place for vehicle parking at the event?	
How many parking bays are currently available on site, or within close proximity? Include the number of ACROD bays.	
Is the event likely to have an impact on surrounding residents such as road closures, crowd management or traffic congestion?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', provide a traffic/parking management plan. Refer to the Event Guidelines section 4.12.	
Have WA Police and Main Roads WA been notified regarding any proposed road closures?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<i>Please note: in some cases, additional traffic management may be required.</i>	

Declaration

I have read and understand the City of Bayswater Event Guidelines.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 within Organisation:
	Signature:
	Date:

Supporting Documentation Checklist

Ensure the required documents are attached to support the Event Application.			
If required documents are not submitted with the initial Event Application, additional delays may occur during the approval process.			
1. Venue Booking Form (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Certificate of Public Liability Insurance \$20 Million (required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3. Site Map (required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4. Emergency Evacuation Plan (required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5. Risk Management Plan & Security Plan (required if over 1,000 people are expected)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6. Parking Plan (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7. Traffic Management Plan (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
8. Fireworks Approval (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
9. Noise Management Plan (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
10. Liquor Licence (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
11. Temporary Food Applications (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
12. Amusement Devices Information and Certificate of Inspection (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
13. Temporary Public Building Fees (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
14. Notification Letter – Residents and Businesses (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
15. Planning Approval (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
16. Application to Construct a Public Building (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
17. Waste Management Plan (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p>IMPORTANT: This Event Application will not be accepted unless signed and all required documents provided, prior to consideration for approval. It is recommended the event organiser(s) does not commence advertising/marketing of the event until full approval is obtained from the City.</p> <p>Before submitting an Event Application, refer to the below checklist to ensure all relevant supporting documentation is included.</p>			

Timelines:

Moderate-Risk Event Applications must be submitted at least **45 days prior to the event**, however they can be submitted as early as one year in advance.

Full/High-Risk 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 the event does not comply with noise regulations and/or when 1,000 people or more people are attending. It is therefore essential to submit an Event Application at least **90 days prior to the event**, to be listed in a Council agenda.

After lodging the Event Application and other supporting documentation (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, the event organiser will be contacted via email to supply further supporting documents.

Please note: the fees and charges listed in this Event Application refer to the 2025/26 Financial Year. These are reviewed annually.