



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:

- in person at the City of Bayswater Civic Centre, 61 Broun Avenue, Morley, WA 6062
- by post, addressed to Events Coordinator, PO Box 467, Morley, WA 6943
- via email - mail@bayswater.wa.gov.au

External Event telephone enquiries are welcome to call the Event team on 9272 0622.

Please check availability of your chosen venue and make a tentative booking prior to the completing this form. You can contact the City's Administration Officer Recreation via email on recreationservices@bayswater.wa.gov.au or via telephone on 9272 0992. **Completed Event Applications are emailed to mail@bayswater.wa.gov.au**

1. Contact Details	
Name of Organisation:	
Address:	
ABN:	
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:	
Email:	

2. 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 (e.g. bands, rides, petting zoo etc).	
Activities planned e.g. markets, stage music, picnic, fireworks).	

Targeted Audience:	
Will an entry fee be charged? (If so how much)	

3. 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.		

4. 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 2.3, 3.1, 3.4 and 3.5 of the Event Guidelines).	Evacuation Procedures	Yes	No
	Relevant Fire Safety	Yes	No
	Electrical Installations	Yes	No
	Lighting Requirements	Yes	No
The City requires an Emergency Evacuation Plan to be prepared for the emergency evacuations of 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 the table in section 3.8 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?			

5. 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 3.10 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.

6. Structures and Equipment		
Outdoor events may require approval to construct a public building e.g. marquees, temporary staging.		
Will you be constructing a Public Building? For further information please refer to section 2.4 in the Event Guidelines or contact the City's Environmental Health & Statutory Building Branch	Yes	No
	If yes, the following fees may apply: <ul style="list-style-type: none"> • \$165 for an event with up to 1000 people • \$425 for an event with more than 1000 people 	
Will your event have external signage? Please refer to the Event Guidelines section 3.12 and indicate the location of signs on your site plan.	Yes	No
Are you proposing to fence off the event?	Yes	No

7. Food Stalls

There may be 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
A Temporary Food business Application Form and supporting information will need to be completed by each food vendor. These forms need to be submitted at least 21 days before the event.		

8. 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 Racing, Gaming and Liquor (WA) Division of the Department of Local Government, Sport and Cultural Industries. 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
If yes, have you applied for a Liquor Licence?	Yes	No

9. Green & Clean / Waste Management

GREEN AND CLEAN - The City of Bayswater supports the movement to stop using single-use plastic at its community events and reduce waste. The City is therefore requesting event organisers to support this movement and look for environmentally friendly alternatives to plastic products such as cutlery, straws, plates, condiment sachets, bottled water, promotional products and packaging.

Will you and your vendors support being 'GREEN & CLEAN'	Yes	No
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). These lights will need to be clearly marked on your site map.		
What is your waste management plan?		
How many and what type of bins will be used to service this event?		
Who will your bins be supplied by?		

10. 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 3.7 of the Event Guidelines to calculate how many toilets and basins are required.

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 for people with a disability will you have? The City of Bayswater requires that at least one accessible toilet (toilet for people with disabilities) is provided at every event.	

11. Lighting

If the set-up, pack-up or event itself occur after hours of daylight, 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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12. Traffic, Parking and Road Closures

It is important that you have proper arrangements in place to manage a safe traffic flow and parking. When your event is on a road or part of a road you should 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?	
If 'Yes', please provide a traffic/parking management plan. Refer to item 2.11 in the event guidelines.	
Have you notified the WA Police and Main Roads WA regarding any proposed road closures?	
<i>Please note: in some cases, additional traffic management may be required.</i>	

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
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 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, refer to the checklist on the following page to ensure you have included all relevant supporting documentation.

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

Attachment Checklist

	APPLICANT USE ONLY	CITY OF BAYSWATER USE ONLY
1. Venue booking form (if required)		
2. Current Certificate of Public Liability Insurance (required)		
3. Site Plan (required)		
4. Emergency Evacuation Plan (required)		

5. Risk Management Plan & Security Plan (if required - events with over 1,000 people expected)		
6. Parking Plan (if required)		
7. Traffic Management Plan (if required)		
8. Fireworks Approval (if required)		
9. Noise management plan (if required)		
10. Liquor Licence (if required)		
11. Temporary Food Applications (if required).		
12. Amusement Devices information (if required).		
13. Temporary Public Building Fees (if required).		
14. Letter to surrounding residents (if required).		
15. Planning approval (if required).		
16. Application to Construct a Public Building (if required)		

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.

Large Higher 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 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.

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 supply further supporting documents.

EVENT APPROVAL

CITY OF BAYSWATER - OFFICE USE ONLY

City Of Bayswater – External Event Application Approval Process CHECK LISTS – OFFICE USE ONLY	
Date Received	
Date Processed	

Council Approval		
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.		
Is council Approval required	Yes	No
Added to Council Agenda / Date of next Council Meeting		
Outcome of Council Meeting		

Outcome of Application		
Recommendation	Application Approved	Application Rejected
Conditions of Approval / Reason for Rejection		

Approved by	
Coordinator Events	Tracy Frawley
Manager Environmental Health & Statutory Building	Michael Worthington