

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 inquiries are welcome to call the Event team on 9272 0622.

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

Contact Details			
Name of Organisation			
Address			
ABN			
Is the organisation an incorporated not-for-profit or commercial entity?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If none of the above, what is the status of your organisation? <i>E.g. community group with a committee/constitution.</i>			
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			
Location Name			
Set up Date		Set-Up Time	
Event Date(s)			
Time of Event: Day One	From		To
Time of Event: Day Two	From		To
Bump out date			
Anticipated Attendance	Number Per Day		Largest number of people at any one time
Description of event including the type of entertainment provided (<i>e.g. bands, rides, petting zoo etc</i>)			
Activities planned (<i>e.g. markets, stage music, picnic, fireworks</i>)			
Will an entry fee be charged? (<i>If so how much</i>):			
Event History			
Has this event operated previously?			
Anticipated Attendance	Number Per Day		The largest number of people at any one time
Has the venue changed since your last event? If 'yes', please explain why below		Yes	No

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

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

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 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.	

Lighting

If the set-up, pack-up or event itself occurs 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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Structures and Equipment

Outdoor events may require approval to construct a public building e.g. marquees, and temporary staging.

Will you be constructing a Public Building?	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 For further information please refer to section 2.4 in the Event Guidelines or contact the City's Environmental Health & Statutory Building.		
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

Event Waste and Environmental Sustainability

The Waste Avoidance and Resource Recovery Strategy 2030 is a long-term 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 City run events.

City of Bayswater bans the use of the following at City-run events:

Single-use water bottles; Single use plastic (cutlery, straws, condiments ect; Polystyrene cups and packaging; Lightweight plastic bags; Single Use coffee cup lids; Balloons; Confetti and Glitter (including compostable glitter).

I agree to these bans at my event Yes No

The City supports Containers for Change. Will you initiate 'Containers for Change' at your event	Yes	No
<p>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, FOGO and green waste (if applicable). These need to be clearly marked on your site map.</p>		
What is your waste management plan?		
How many and what type of bins will be used to service this event? (General Bins, Recycle Bins, Green and FOGO Bins)		
Who will your bins be supplied by?		

Safety and Security			
<p>The ultimate responsibility to ensure the safety of people attending the event lies with the event organiser. (Please refer to sections 2.3, 3.1, 3.4, and 3.5 of the Event Guidelines).</p>			
<p>Are you aware of the following requirements?</p>			
Relevant Fire Safety	Yes	No	Evacuation Procedures
Electrical Installations	Yes	No	Lighting Requirements
<p>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.</p>			
Have you attached a copy of your Emergency Evacuation Plan?	Yes	No	
<p>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.</p>			
How many crowd controllers will you be providing?			
Which accredited security company, if any, will be providing assistance?			

First Aid	
<p>*Please note: details of the first aid post and access for emergency vehicles should be shown on the event site plan.</p>	
<p>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.</p>	
How many qualified first-aiders will you be providing?	
Which accredited agency, if any, will be providing assistance?	

Traffic, Parking and Road Closures	
<p>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.</p>	
<p>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.</p>	
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	
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:
<p>IMPORTANT: This application will not be accepted unless signed and all required documents provided, prior to consideration for approval. It is recommended you do not market your event until full approval is obtained.</p> <p>Before submitting your application, refer to the checklist to ensure you have included all relevant supporting documentation.</p>	

Attachments to support event applications		
**Please ensure you have attached the required documents to support your event application		
1. Venue booking form (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Current Certificate of Public Liability Insurance (required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Site Plan (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 & Security Plan (Required for events over 1,000 people expected)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Parking Plan (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Traffic Management Plan (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Fireworks Approval (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Noise management plan (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Liquor Licence (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Temporary Food Applications (if required).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Amusement Devices information (if required).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Temporary Public Building Fees (if required).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Letter to surrounding residents (if required).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Planning approval (if required).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. Application to Construct a Public Building (if required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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.