City of Bayswater

Event Application

61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | events@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 Team, PO Box 467, Morley WA 6943
- By email events@bayswater.wa.gov.au

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 submiting an Event Application. Event organisers can contact the City's Recreation Services Administration Officer via email: recreation.services@bayswater.wa.gov.au or phone: 9272 0992.

Event Organiser Contact Details			
Name of Organisation			
Address			
Links	Website: Facebook: Instagram: Linked In: Other:		
ABN			
Public Liability (insurer name, value and policy number)			
Is the organisation an incorporated not-for-profit or commercial entity?		Yes ☐ No ☐	
If 'No', provide detail below 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			
Secondary Contact Person (must be over 18 years)			
Telephone		Mobile	
Email			
Contact Person During the Event (if different to above)			

Proposed Event Details			
Event Name			
Venue/Reserve Name			
Street Address			
Bump In Date(s)		Bump In Times	

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Event Date(s)					
Time of Event: Day One	From		To		
Time of Event: Additionals Day/s (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 ☐ Youth ☐ Seniors ☐ Community ☐ Other ☐				

Description/overview of the 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, cultural performances, picnic, food trucks, fireworks, bar, circus, sporting event, workshops, arts and craft activities)*

Is the event free to attend or paid? If 'Ticketed - Paid', provide detail of pricing and inclusions below *(e.g. $20 - includes food token and entry)*	Not Ticketed - Free ☐ Not Ticketed – Donation Entry ☐ Ticketed – Free ☐ Ticketed – Paid ☐

Event History

Has this event operated previously? If 'Yes', provide detail below	Yes ☐ No ☐			
Anticipated Attendance	Number Per Day		The largest number of people at any one time	

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Has the venue/reserve changed since the last event? If 'Yes', provide detail below	Yes ☐ No ☐ N/A☐

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 ☐ No ☐
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 individual vendor(s), at least **21 business days before the event**. A $80.00 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 ☐ No ☐
If 'Yes', has a Liquor Licence application been submitted?	Yes ☐ No ☐ N/A ☐

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.	
Will temporary facilities be provided at the event?	Yes ☐ No ☐
Number of male facilities available	Male toilets:
	Urinals:
	Male hand basins:
Number of female facilities available	Female toilets:
	Female hand basins:
Will parent room/baby change facilities be provided at the event? If 'Yes', please specify	Yes ☐ No ☐
How many accessible toilets will be provided at the event? The City of Bayswater requires at least one accessible toilet (for people with accessibility needs).	

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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	

Structures and Equipment	
Outdoor events may require approval to construct a public building *(e.g. marquees, shade domes, installations, temporary staging, elevated platforms).*	
Will the event organiser and/or supplier(s) be constructing a Public Building or Structures/Equipment? If 'Yes', specify what they are, how they will be weighted and their footprint below	Yes ☐ No ☐
If 'Yes', the following fees may apply: • $190.00 for an event with up to 1,000 people • $495.00 for an event with more than 1,000 people. For further information refer to the Event Guidelines section 4.4 or contact the City's Environmental Health and Statutory Building team.	
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	Yes ☐ No ☐
Is there intent to fence off to enclose the event site? If 'Yes', indicate the locations on the site map and specify below what type(s) of fencing will be used below including the ballast *(e.g. temporary fence, high fence, crowd control barriers, picket fence)*	Yes ☐ No ☐

Event Waste and Environmental Sustainability	
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.	
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).	
Will the above initiative be supported by the event organiser and vendor(s) at the event?	Yes ☐ No ☐
The City supports Containers for Change. Will the event organiser initiate 'Containers for Change' at the event?	Yes ☐ No ☐
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.	
How many, what size and type of bins will be used to service the event?	General Waste: Recycling: FOGO: Other (specify details):

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Which accredited waste management company, if any, will be engaged for the event?	

Safety and Security			
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?			
Relevant Fire Safety	Yes ☐ No ☐	Evacuation Procedures	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 attendees, regardless of the size of the event.			
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.			
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?	
Please note: details of the first aid post(s) and access for emergency vehicles should be clearly marked on the site map.	

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 and/or the City's Community Safety team to manage traffic on 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 general parking bays are currently available on site, or within close proximity?	
How many ACROD parking bays are currently available on site, or within close proximity?	
What public transport or ride-share measures have been considered during the planning of the event? (i.e. venue is 100m from train station).	
Is the event likely to have an impact on surrounding residents such as road closures, crowd management or traffic congestion?	Yes ☐ No ☐
If 'Yes', the event organiser is required to provide a traffic/parking management plan. Refer to the Event Guidelines section 4.12.	

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Have WA Police and Main Roads WA been notified regarding any proposed road closures?	Yes ☐ No ☐ N/A ☐
Please note: in some cases, the City may advice additional traffic management is required.	

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. Halls and Venues Hire Enquiry Form has been submitted (if required)	Yes☐	No☐	N/A☐
2. Public Liability Insurance (Certificate of Currency) **(required)** With cover of no less than $20 million	Yes☐	No☐	
3. Site Map **(required)**	Yes☐	No☐	
4. Emergency Evacuation Plan **(required)**	Yes☐	No☐	
5. Risk Management Plan (required if over 1,000 people are expected)	Yes☐	No☐	N/A☐
6. Security Plan (required if over 1,000 people are expected)	Yes☐	No☐	N/A☐
7. Parking Management Plan (if required)	Yes☐	No☐	N/A☐
8. Traffic Management Plan (if required)	Yes☐	No☐	N/A☐
9. Fireworks Approval (if required)	Yes☐	No☐	N/A☐
10. Noise Management Plan (if required)	Yes☐	No☐	N/A☐
11. Liquor Licence (if required)	Yes☐	No☐	N/A☐
12. Temporary Food Applications (if required)	Yes☐	No☐	N/A☐
13. Amusement Devices Information and Certificate of Inspection (if required)	Yes☐	No☐	N/A☐
14. Temporary Public Building Fees (if required)	Yes☐	No☐	N/A☐
15. Notification Letter – Residents and Businesses (if required)	Yes☐	No☐	N/A☐
16. Planning Approval (if required)	Yes☐	No☐	N/A☐
17. Application to Construct a Public Building (if required)	Yes☐	No☐	N/A☐
18. Waste Management Plan (if required)	Yes☐	No☐	N/A☐
Other: Form 5 and/or Structural Engineer Certification may be required to be submitted to the City, prior to event commencing			

Declaration	
I have read and understand 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 within Organisation: Signature: Date:
IMPORTANT: This Event Application will not be accepted unless signed and all required documents are 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.	

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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.

Fees:

The fees and charges listed in this Event Application refer to the 2026/27 Financial Year, found in the Fees and Charges 2026-27 publication. These are reviewed by the City annually.

Privacy Collection Notice:

The City of Bayswater (the City) collects and manages your personal information, including your name, business or organisation name, ABN, address, contact details, website and social media details, public liability insurance details and any other information provided as part of this Event Application. Your personal information may be disclosed to relevant City employees, event service providers and other parties where authorised or required by law. Providing this information is voluntary, however, if the requested information is not provided, the City may be unable to assess your event application. To update, correct or access your personal information, contact the Freedom of Information Officer via email: mail@bayswater.wa.gov.au or phone: (08) 9272 0622. For details on how your information is used, disclosed and managed in accordance with the Privacy and Responsible Information Sharing Act 2024 (WA), refer to the City's Privacy and Information Sharing Policy or contact the Privacy Officer via email: pris@bayswater.wa.gov.au.

Version History:

V3. 29/10/2026.