

City of Bayswater
Event Application Form



The City of Bayswater has a three level event approval process - ***you may not need to complete this application form.***

The ***three levels of events*** are:

1. Low risk events

- a. No application is required;
- b. Small/informal gatherings;
- c. Less than 100 people;
- d. Requires a simple phone conversation with Events Staff to discuss your event; and
- e. We 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;
- b. This does not replace the need to make other hall/reserve bookings separate to this application;
- c. 100 - 1000 people expected to attend;
- d. Only simple equipment and support requirements;
- e. Application needs 45 days for approval before you can start to promote your event with confidence.

EXCLUDES regular sporting fixtures

3. Full event approvals

- a. High risk activities;
- b. More than 1000 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 this form please refer to [the City of Bayswater Event Guidelines](#), or contact the City's Event Coordinator via 9272 0694 who can answer any questions you might have.

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 5000 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 its availability before completing the Event Application Form.

After lodging the event application and accompanying forms the City will determine if any further information is required; for instance, a noise management plan or risk management plan.

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



Please complete the attached form and return it to:

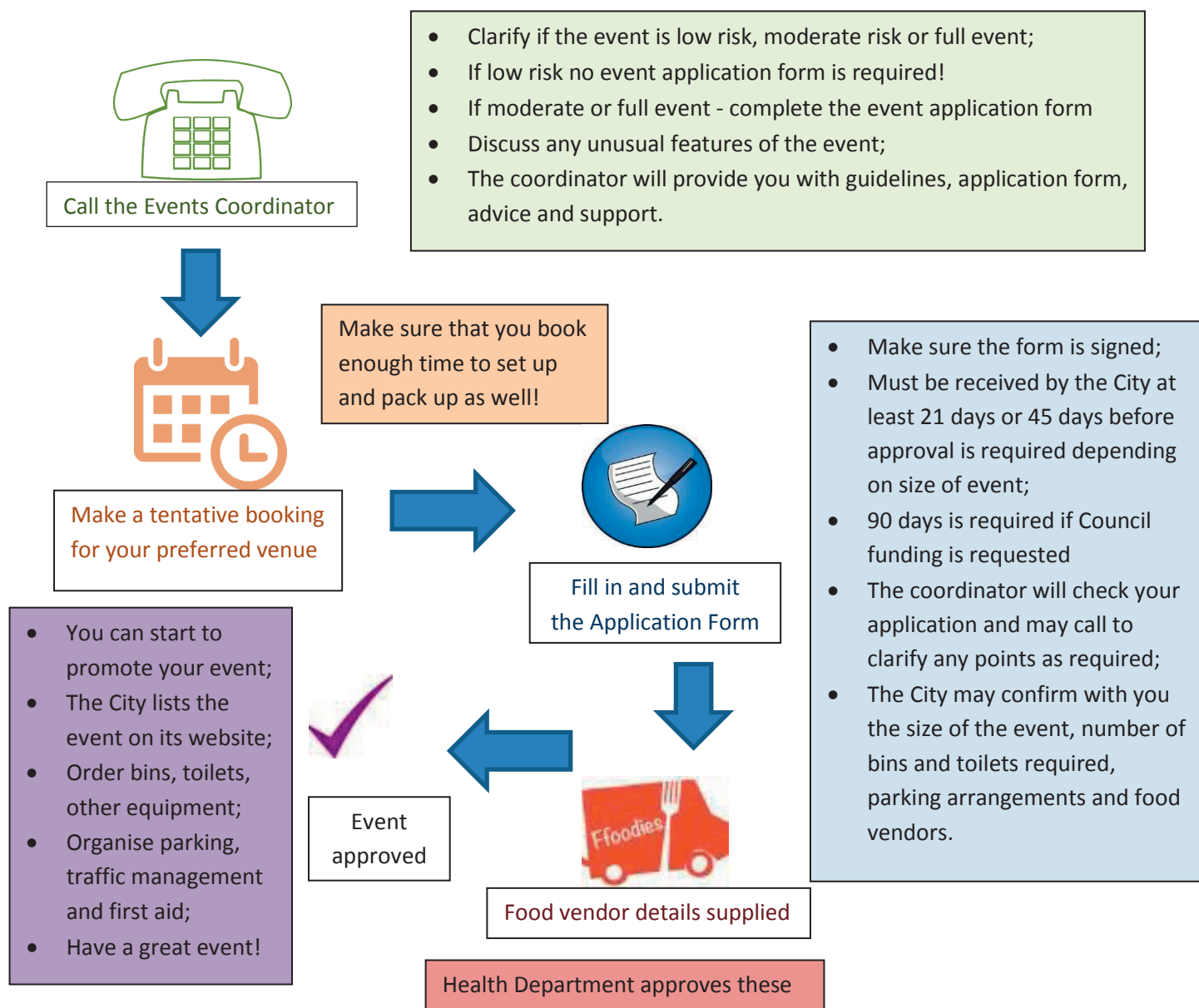
By Mail: Chief Executive Officer
City of Bayswater
PO Box 467 Morley 6943

In Person: Customer Service
61 Broun Avenue
Morley WA

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

For Assistance: Event Coordinator
(08) 9272 0694

EVENT APPROVAL PROCESS OVERVIEW



Moderate risk AND full event application

Please fill out the white sections of the table below. Information in the blue sections includes prompts and questions to better understand your event requirements.

CONTACT DETAILS	
Name of Organisation:	
Address:	
ABN Number:	
Is the organisation an incorporated not-for-profit or commercial entity?	<input type="checkbox"/>
If none of the above, what is the status of your organisation Example - community group with a committee / constitution	Yes <input type="checkbox"/> No <input type="checkbox"/>
Main Contact Person(must be over 18 years):	
Telephone:	
Mobile:	
Email:	
Secondary Contact Person:	
Telephone:	
Mobile:	

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: <input type="text"/> Largest number of people on site at any one time: <input type="text"/>
Description of the event including the type of entertainment provided (for instance, bands, amusement rides, petting zoos, etc).	
Activities Planned: for example markets, novelty races, picnic.	
Targeted Audience: For example, general public, families, work function, club or organisation event	
Will an entry fee be charged? Including gold coin donations.	Yes <input type="checkbox"/> No <input type="checkbox"/>

EVENT HISTORY

Has this event operated previously?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes how many people attended?	Number of people per day: <input type="text"/> Largest number of people at any one time: <input type="text"/>	

PUBLIC LIABILITY INSURANCE

The City requires evidence of your current Public Liability Insurance with a cover of at least \$10 million.		
Have you attached a Certificate of Currency for this event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 relevant fire safety, electrical installations, evacuation procedures, lighting and seating requirements? Please refer to the Event Guidelines sections 3.2 & 3.4	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The City requires an Emergency Evacuation Plan to be prepared for the emergency evacuation of personas at your event regardless of the size of your event. Please refer to the Event Guidelines for more information.		
An Emergency Evacuation Plan is attached. If NO this plan cannot be assessed or approved.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
It is important to make adequate safety and security arrangements for your event. Please refer to the table in section 3.7 of the Event Guidelines to see how many crowd controllers are required for your event.		
How many crowd controllers will you be providing?	Number of crowd controllers: <input type="text"/>	
Which accredited security company, if any, will be providing assistance?		

SITE PLAN

The City requires a site plan for the event. For more information about the site plan, please refer to section 2.2 of the Event guidelines.		
Have you attached a site plan indicating the layout of your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

FIRST AID PROVISION

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 3.9 of the Event guidelines to see what is required for your events		
How many qualified first aiders will you be providing?	Number of first aiders: <input type="text"/>	
Which accredited agency, if any, will be providing assistance? For example St John Ambulance or Red Cross.		
Details of the first aid post and access for emergency vehicles should be shown on the event site plan.		

STRUCTURES AND EQUIPMENT

Most outdoor events require approval to construct a public building, for example: for marquees, temporary staging and other requirements. Your event application fee includes the cost of approval for a public building approval

Will you be constructing a Public Building?

For further information please refer to section 2.4 in the guidelines or contact the City's Environmental Health Department.

Yes ☐ No ☐

If yes, the following fees may apply:

- **\$226.00 for an event with up to 1000 people**
- **\$871.00 for an event with more than 1000 people**

Will your event have external signage?

Please refer to the Event Guidelines section 3.11 and indicate the location of signs on the site plan.

Yes ☐ No ☐

Are you proposing to fence off the event?

Please indicate the location of fences on the site plan.

Yes ☐ No ☐

FOOD STALLS

There are 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 will need to be completed by each food vendor. The City also requires evidence of Public Liability Insurance for each of the food vendors. These forms need to be submitted no later than 60 days before the event.

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)

How many bins will you be providing to service this event

Number of bins:

Will you need to hire bins from the City of Bayswater?

Yes ☐ No ☐

Please complete the Refuse form in the Event guidelines for a quote.

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

Number of male facilities required:

Male seated 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?

If the event is happening after sunset please ensure that the toilet blocks have lights.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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TRAFFIC, PARKING AND ROAD CLOSURES	
<ul style="list-style-type: none"> 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 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 Events Guidelines 	
What arrangements are in place for vehicle parking at the event	
Is your event likely to have an impact on surrounding residents, such as road closures, crowd movement or traffic congestion?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES please provide a Parking Management Plan. Refer to item 2.11 in the Events Guidelines	
In some cases an additional Traffic Management Plan may be required.	

FIREWORKS	
If you wish to discharge fireworks you will require approval from the Department of Mines and Petroleum, Fire Authorities, the Police and the City of Bayswater. Please refer to section 2.10 of the Event Guidelines for more information or contact the Events Coordinator.	
Do you intend having fireworks at your event	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have fireworks planned for your event then please provide details:	

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 <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 IN ORGANISATION:
	SIGNATURE:
	DATE:
<i>This application will not be accepted unless signed and all fees are paid prior to it being considered for approval. It is recommended you do not market your event until full approval is obtained.</i>	



CHECKLIST - please tick all that apply once completed

Have you:

- ensured that the event venue available - make a tentative booking ☐
- Contacted the Events Coordinator to talk about your application? ☐
- Allowed enough time for approval before you start promoting your event?
 - 45 Days for moderate risk events ☐
 - 90 Days for full event applications ☐
- Completed all sections of the application form? ☐
- Included your certificate of currency for Public Liability Insurance? ☐
- Included a site plan for your event? ☐
- Created and included an emergency evacuation plan? (If required) ☐
- Identified your vendors and suppliers?
 - Food vendors ☐
 - Toilets ☐
 - Waste disposal/bins ☐
 - Tents/marquees/stages ☐
 - Other ☐
- Notified any other authorities that may need to give permission?
 - Department of Health ☐
 - Department of Local Government, Sport and Cultural Industries ☐
 - WA Police ☐
 - Department of Mines and Petroleum ☐
 - Department of Fire and Emergency Services ☐
- Signed the declaration ☐