Do I need to complete an Event Application Form?

An event is a public gathering of people brought together for a common purpose on either public or private land. This includes but is not limited to: concerts, festivals, markets, and organised one-off sporting events. It does not include private parties on private land, wedding ceremonies and funeral functions.

The level of impact an event has on the surrounding community can vary. Depending on the impact your event will have on the surrounding neighborhood and legislative requirements you might have to complete an Event Application Form.

If you answer 'no' to all the below questions that means the City will not require an Event Application Form from you. If you answer 'yes' to any of the below questions the City will require an event application form.

If you have any questions or you are unsure whether you will need to submit an Event Application Form, please contact the Events Coordinator at 9272 0694

	Yes	No
1. Will you - or anyone else - be serving or selling alcohol at your event?		
2. Will you be constructing a Public Building?		
3. Will you - or anyone else - be serving or selling food at your event?		
4. Will you have amusement rides at your event?		
5. Do you intend to discharge fireworks at your event?		
6. Is your event likely to have an impact on surrounding residents, such as road closures, crowd movement or traffic congestion?		
7. Will your event: - take place on private land? - run over a period of time or are you holding a series of consecutive events? - change the use of an area? (For instance, change parking facilities into a public events space?		
8. Will there be amplified music or announcements at your event?		

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 to read the City of Bayswater Event Guidelines as it details relevant legislation, requirements and fees for organising events.

If you plan to have your event at a City of Bayswater venue or reserve it is recommended to check its availability before completing the Event Application Form.