

## EVENT APPLICATION FORM

**This form must be submitted at least 60 days prior to the event, late submissions will not be accepted.**

1. EVENT ORGANISER DETAILS	
Organisation:	
ABN:	
Contact Person:	Position:
Address:	
Postal Address:	
Phone:	Mobile:
Email:	
2. EVENT DETAILS	
Event Name:	
Location of event:	
Is your event:	
<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Combination	
Type of Event:	
<input type="checkbox"/> Concert/Music and Other Festival <input type="checkbox"/> Exhibition <input type="checkbox"/> Community/Family Friendly Event <input type="checkbox"/> Conference/Education <input type="checkbox"/> Charity – <i>please provide your registered charity number along with a copy of your charity license or certificate of incorporation and the percentage of profits going to this organisation.</i> <input type="checkbox"/> Other, please specify	
Brief description of event:	

Date(s)of event:

Event start time: Event finish time:

Set up / bump in time: Pack up / bump out time:

Is your event ticketed?  
 Yes  
 No  
If yes, what is the proposed ticket price? \_\_\_\_\_

Expected maximum number of attendees at any one time:  
 0-5000 people  
 5001-10,000 people  
 10,000 -15,000people  
 more than 15,000 people

Expected number of attendees over the duration of event: \_\_\_\_\_

### 3. RISK MANAGEMENT and EMERGENCY SERVICES

Risk Management Plan attached  
 Emergency Management Plan attached  
 Covid-19 Management Plan attached  
 Proposed site plan

All events with more than 500 patrons that require local government approval must now register the event and have an approved COVID Event Plan. All relevant links to the COVID Event Plan template, FAQs, guidelines and registration form can be accessed from the Government of Western Australia, Department of Health [https://ww2.health.wa.gov.au/Articles/A\\_E/Events-registration](https://ww2.health.wa.gov.au/Articles/A_E/Events-registration).

Traffic Management Plan attached

A Traffic management plan is required for any event or activity that has the potential to create a traffic or pedestrian hazard within the road or road reserve, including the verge. Please ensure your plan is in accordance with AS 1742.3. Main Roads WA Code of Practice for Events and your authorisation number is included.

Do you agree to fund the costs of traffic management, to be managed by the Town?

Yes

No

Have you informed the local police of your event?

Yes

No

Will your event require user-pays Policing Services?<sup>1</sup>

Yes

No

Please refer to the WA Police website <https://www.police.wa.gov.au/Our-Community/Policing-Major-Events> - Policing Major Events Policy to determine if user-pays policing services are required for your event. Form 1 – Request for Policing Services to be submitted to the Manager of Community Safety.

Will First Aid be provided through an Accredited Provider?

Yes Agency Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

No

Do you agree to fund the costs of a first aid station outside of the event site?

*Provision of a First aid station outside of the Showgrounds is required for Music and other festivals with over 5,000 patrons.*

Yes

No

Will Security or Crowd Control Provisions be in place by an Accredited Provider?

Yes Agency Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Number of Security / Crowd Controllers : \_\_\_\_\_

No

Does your organisation have Public Liability Insurance (for a minimum of \$20m)?

Yes – please provide a copy

No

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## 4. COMMUNITY SAFETY

### Community Safety Costs

Do you agree to reimburse the Town for all officer time reasonably spent in relation to the event leading up to, during and after the event as per the Schedule of Fees and Charges. See

<https://www.claremont.wa.gov.au/MediaLibrary/TownOfClaremont/Documents/2021-22-Schedule-of-Fees-and-Charges.pdf> .

- Yes  
 No

### Transport

Has joint ticketing with the PTA been arranged?

*Ticketed events with attendance over 5000 will require joint ticketing and consultation with the Public Transport Authority. Please note this is a requirement for events greater than 5000 people capacity.*

- Yes  
 No

### Notification to surrounding residents

Do you agree to deliver written notifications by post to all residents, a minimum 2 weeks before each event?

- Yes  
 No

## 5. HEALTH SERVICES

### Waste

Have you arranged a litter/ waste crew for outside of the event site?

- Yes Agency name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
 No

*To maintain public health and safety, all rubbish must be removed or placed inside rubbish bins. Leaving the rubbish next to the bin is classed as littering. The Town requires all bin hire to be purchased through the Town.*

**Food – (additional fees apply)**

Will food and drinks be sold or provided at this event?

Yes

No

*If yes, a Notification of a Temporary Food Premises must be completed for each stall selling or providing food prior to the event. A copy of the stall holder's public liability insurance and copy of the Food Business Registration Certificate must be submitted with the application.*

**Alcohol**

Will alcohol be consumed or sold at this event?

Yes

No

*An Application to Consume Liquor on Council Premises must be completed to consume alcohol. Alcohol sales require an Occasional Liquor License, this is to be obtained from the Department of Racing, Gaming and Liquor prior to the commencement of the event.*

Is a permit required from the Department of Racing, Gaming and Liquor?

Yes

No

Who will be the Licensee?

Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

**Noise - (additional fees apply)**

Will there be amplified sound, music or noise during the event? (e.g. live music, PA announcements, recorded amplified music)

Yes

No

If yes, please provide description (including type of music etc):

\_\_\_\_\_

Do you think the noise associated with the event will impact the surrounding residents?

Yes

No

Will you be engaging an acoustic consultant?

Yes

No

Company Name: \_\_\_\_\_

Consultant Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

*If the noise from the event potentially exceeds the assigned noise levels as stated in the Environmental Protection (Noise) Regulations 1997, you may need to obtain a non-complying event approval from the Town. Fees may apply. You may be required to obtain a Regulation 18 noise approval. This will involve the submission of a detailed noise management plan, complaints procedure and noise monitoring arrangements.*

### **Fireworks**

Will there be fireworks at this event?

Yes

No

*If a permit to discharge fireworks is approved by the Department of Mines, Industry Regulation and Safety then the event organiser must ensure the Town receives the details of the permit at least 14 days prior to the event.*

Please outline fire safety arrangements in place:

\_\_\_\_\_

*Full details of fire safety procedure & arrangements should be included within your emergency management plan.*

### **Electrical installations**

Will there be any temporary electrical equipment installed? i.e. generator, power supply

Yes

No

If yes, please provide details of qualified person who will certify safe installation:

Company Name: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

A form 5 Electrical compliance certificate will need to be provided upon signing off installation

### Structural Installations

Will you be having any temporary structures erected (e.g. stages, seating, marquees)

Yes

No

These installations must be signed off by a competent person.

### Toilets provisions

How many toilets are available on-site for your patrons? \_\_\_\_\_

### Portable Toilets

Do you agree to provide a minimum of 10 temporary portable toilets at the drop off and pick up areas or another suitable location outside the venue?

Yes

No

## 6. EVENT APPLICATION FEES

<input type="checkbox"/> Events up to 10,000 people	\$500
<input type="checkbox"/> Events 10,001 – 15,000 people	\$700
<input type="checkbox"/> Events 15,001 and more people	\$1000

Payment of the full application fee and provision of all requested documentation is required before this Application will be reviewed and considered.

## 7. DECLARATION

I understand and agree that:

- It is the responsibility of the event organiser to ensure all relevant approvals have been obtained from the Town of Claremont and other approving agencies.
- Incomplete or late applications will not be considered.
- No liability is accepted by the Town for any failure of the applicant to conduct the event(s).
- Events that do not receive all relevant approvals may not proceed.
- The information I have provided is true and correct.

- If the Event proceeds, the applicant agrees to indemnify the Town of Claremont against all claims, breach, demands, losses, actions, suit, proceedings, damages, expense, costs (including legal costs) and expenses whatsoever arising out of or in connection with this event or otherwise at law.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position** \_\_\_\_\_

Completed application forms and all relevant documentation to be submitted to the Town of Claremont by email [toc@clarmeont.wa.gov.au](mailto:toc@clarmeont.wa.gov.au) or mail – Town of Claremont, PO Box 54 Claremont WA 6910.

**An event cannot proceed until written approval has been given by the Town.**

## CHECKLIST

*Please ensure all supporting documents required are included with your application*

Public Liability Insurance	<input type="checkbox"/>
Charity License or certificate of incorporation	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>
Risk Management Plan	<input type="checkbox"/>
Emergency Management Plan	<input type="checkbox"/>
Policing Services Form 1	<input type="checkbox"/>
Traffic Management Plan	<input type="checkbox"/>
Food Business Registration Certificate	<input type="checkbox"/>
Occasional Liquor License	<input type="checkbox"/>
Noise Management Plan	<input type="checkbox"/>
Permit to discharge fireworks	<input type="checkbox"/>