



This form is an application only. You will be notified in writing when your event application has been processed.

I acknowledge that I have read the **External Event Information** Yes / No
Applicants **must** have read these guidelines before completing this form

Contact details

Applicant Organisation: _____

Event organiser: _____

Address: _____

Suburb: _____

Phone (work): _____ Home: _____

Mobile: _____

Email: _____

Event details

Event name: _____

Event date and time: _____

Event location: _____

Street address: _____

Set-up: Date: _____ Time: _____

Event Duration: Date: _____ Time: _____

Completion of clean-up: Date _____ Time _____

Description of event: _____

Target audience/patrons: _____

Number of expected guests: _____

Is this a public event? Yes / No

If **yes**, please complete Public Building **Form 1** and **Form 2**

Will an entry fee be charged? Yes / No
(including entry by donation)

Disability access

What arrangements have been made to meet the needs of people with disability?

Council reserves and parks

Will the event require any of the following?

		Description, access times, quantity
Holes or trenches dug into turf	<input type="checkbox"/> Yes/No <input type="checkbox"/>	<hr/>
Use of tent pegs	<input type="checkbox"/> Yes/No <input type="checkbox"/>	<hr/>
Lines marked on grassed areas	<input type="checkbox"/> Yes/No <input type="checkbox"/>	<hr/>
Access for cars	<input type="checkbox"/> Yes/No <input type="checkbox"/>	<hr/>
Access for light trucks	<input type="checkbox"/> Yes/No <input type="checkbox"/>	<hr/>
Access for heavy vehicles (weight)	<input type="checkbox"/> Yes/No <input type="checkbox"/>	<hr/>
Access for machinery, amusements on trailers etc	<input type="checkbox"/> Yes/No <input type="checkbox"/>	<hr/>
Other:		<hr/>

Fireworks

Are fireworks planned for the event? Yes/No

If **yes**, discharging of fireworks requires approval from the Department of Mines, Industry Regulation and Safety, fire authorities, WA Police, Department of Biodiversity, Conservation and Attractions and City of Nedlands. A copy of the relevant application form is available from the Department of Mines, Industry Regulation and Safety: www.dmp.wa.gov.au

Filming

Is filming planned for the event?

Yes/No

If **yes**, please read the filming information sheet and attach the **filming application form**

Site plan

A plan or diagram that is to scale must be developed and attached to your application form, showing the proposed event layout.

This should include any:

- Temporary structures (including the area in square metres and measurements)
- Amusements and entertainment attractions
- Emergency exits (including width)
- Food stalls
- Sale or consumption of alcohol areas
- Free water points
- Lighting
- Location of marquee, tents (including measurements and area in square metres)
- Site signage
- Location and number of additional toilet facilities (with signage for accessible toilets)
- Fire safety equipment
- Seating (including areas for people using wheelchairs, or with prams, and the people accompanying them)
- Fenced-off areas (including distances)
- First aid post(s)
- Electrical cables
- Mixing desk
- Vehicle access points (including street names)
- Parking areas (including accessible parking for people with disability)
- Any other facilities or significant infrastructure relevant to your event

Parking and traffic management

Will road closures or variation to existing traffic arrangements be required?

Yes/No

If **yes**, a traffic management plan is required. There may be significant issues with traffic management that impact on your event. Please contact the City's Rangers for further details. It is recommended you do this as early as possible.

Details of any road closures or use of roads for the event

Pre-event transport: What are your plans for patrons arriving at the event?

Post-event transport: What are your contingency plans for clearing patrons after the event (e.g. availability of taxis, buses etc)?

Parking

Specify parking facilities available for the event:

Parking facility	Existing	Additional – please describe
Standard vehicle bays		
Accessible parking		
Oversized vehicles (e.g. bus)		
Kiss and drive facilities		
Other: please specify		

Toilet facilities

Specify the **number** of toilets available:

	Toilets		Urinals		Hand-wash basins	
	Existing	Temporary	Existing	Temporary	Existing	Temporary
Unisex						
Male						
Female			/	/		
Accessible/disability						
Parenting room						

What arrangements are made for servicing toilets throughout the event?
(applicable only to events lasting over four hours)



Where the event continues after sunset, what arrangements have been made for lighting the inside and outside of the toilets?

Water facilities

Water supply details (e.g. taps onsite or brought in):

If water is brought in, specify the quantity and quality (i.e.. potable)

How will drinking water be supplied? (e.g. for purchase or free)

Gas and hazardous substances

Will fuel, gas or other hazardous substances be required for your event? (e.g. fuel for generator, gas for heaters etc) Yes/No

If **yes**, please detail the substance(s) and purpose for use below



Noise

All events must comply with the Environmental Protection (Noise) Regulations 1997.

Will there be any of the following at the event?

Description, size, quantity

PA system	<input type="checkbox"/> Yes/No <input type="checkbox"/>	_____
Mixing desk	<input type="checkbox"/> Yes/No <input type="checkbox"/>	_____
Musical equipment	<input type="checkbox"/> Yes/No <input type="checkbox"/>	_____
Speakers	<input type="checkbox"/> Yes/No <input type="checkbox"/>	_____
Other amplification equipment	<input type="checkbox"/> Yes/No <input type="checkbox"/>	_____
Other: please describe:		_____

Note: If the noise from the event is expected to exceed the assigned noise levels outlined in the Environmental Protection (Noise) Regulations 1997, an **Application for a Regulation 18 Approval** must be submitted at least 60 days before the event.

Complaints procedures

Have you received complaints regarding events of this nature previously? Yes/No

If **yes**, please provide details of the issues that arose and how you will avoid them re-occurring?:

Please provide details below or a copy of your complaint's procedure:



Temporary structures

Yes/No

Will there be any temporary structures?

If **yes**, provide details of all temporary structures in the table below or attach document

Structure	Number	Dimensions	Company or persons erecting structures	Method of anchoring structures*
Marquee				
Marquee				
Marquee				
Tents				
Stages				
Spectator stands				
Temporary fencing				
Other, please list				

Note: copies of manufacturer’s specifications, structural details and plans are required for **all** structures greater than 3m x 3m. If leasing this equipment from a supplier, it is recommended this information be obtained before the goods are booked.

Metal pegs are not permitted to be used on reserves, except in an exceptional circumstance.



Electricity

Please identify the power supply for your event *

***Note:** The City does have facilities to provide site power on reserves or foreshores

Will there be any generators?

Yes/No

If yes, specify the number and voltage of each generator

Will there be other electrical equipment?

Yes/No

If yes, please list

Will there be electrical leads?

Yes/No

If yes, how will electrical leads be prevented from being trip hazards and/or exposed to damp conditions?

Have all the portable electrical equipment been tested and tagged within the past 12 months by a licensed electrician?

Yes/No

Will electrical outlets be protected by residual current devices?

Yes/No

Will there be an electrician to certify electrical installations?

Yes/No

Will a switchboard be in operation for the event?

Yes/No



How will generators, electrical cabling, switches, fuses, etc be kept clear of patrons and be properly and safely secured?

Will lighting be installed? Yes/No

If **yes**, provide details (e.g. lighting towers, scaffolding etc)

Temporary Stall Holders

Will there be any retail sales or stallholders? Yes/No

If **yes**, please provide details of all traders in the table below or attach a separate document:

Company or persons	What is for sale?

Note: each stallholder must complete a **Street Trading Licence Application** and provide a copy of their certificate of currency for public liability insurance, listing the City as an interested party.



Food and drink stalls

Will food/drinks be sold at this event? Yes/No

If **yes**, please provide details of all food businesses in the table below or attach a separate document:

Food business name	Food sold	Type of business (i.e.. mobile food vehicle/temporary stall)	Registered food business (Y/N)

Note: each commercial food business must complete a **Street Trading Licence Application** and **Temporary Food Events Application Form**, provide copies of their certificates of currency of public liability insurance for the amount of \$20 million, listing the City as an interested party, as well as their Certificate of Registration of a Food Business.

Each community or charitable organisations selling food must complete an **Exempt Food Business Street Trading Licence Application, Exempt Food Business Notification Form** and provide a copy of their certificate of currency of public liability insurance for the amount of \$20 million, listing the City as an interested party.



Amusements

Will there be any amusements at the event? Yes/No

If **yes**, please specify details of all amusements in the table below or attach a separate document:

Amusement	Charged per go (Y/N)	Dimensions	Hire company	Method of anchoring (i.e.. peg size, weights)
Bouncy castle				
Face painters				
Animal farm				
Amusement rides				
Other (list)				

Note: each amusement that charges a fee “per go” must complete a **Street Trading Licence Application** and provide a copy of their certificate of currency of public liability insurance, listing the City as an interested party.

Each amusement must provide supporting documentation specified for the amusement type in the City’s event application guidelines.



Alcohol

Yes/No

Will there be alcohol consumed at this event?

If **yes**, please attach the **Application to Consume Alcohol on Council Premises**

Will alcohol be sold at this event? Yes/No

If **yes**, please provide a copy of your liquor licence from the racing, gaming and liquor section of the Department of Local Government, Sport and Cultural Industries: www.dlgsc.wa.gov.au

Environmental considerations

What consideration has been given for adverse environmental conditions and ensuring the comfort and safety of patrons attending this event?

First aid

Provide details of designated first aid officers in the table below:

Number of first-aid Officers	Qualifications	Agency



Please provide any details of specific first aid equipment you will have available for the duration of the event

Three horizontal lines for text input.

Fire safety

Specify the quantity, type and location of fire safety equipment in the table below

Quantity	Type	Location

Security arrangements

What crowd control strategies/site security are planned for the event?

Before event: _____

During event: _____

After event: _____



Please provide details of security in the table below

Security type	Provider	Number	Rostered hours	
			Start	Finish
Licensed security personnel				
Event liaison (<i>unlicensed</i>)				
Volunteer event staff				
Other (provide details)				

Public safety

What consideration has been given for ensuring patron safety in public access areas?

Waste management

What arrangements have been made to managed waste at the event?

Will you require the hire of additional City of Nedlands bins? Yes/No

If **yes**, please attach a completed **Event Bin Request Form**



Mandatory supporting documentation

I have attached the following documentation to accompany this event application

- A **scaled** site plan
- Copy of current public liability insurance
- Risk management plan

Acknowledgement

I, _____, as the event organiser, seeking approval to host an event in the City of Nedlands, acknowledge the information and completed actions in my application are true and correct.

I will ensure appropriate liability and other insurances are in place for the activities to be conducted and release the City of Nedlands from all liability and costs incurred arising from, or incident to, the event.

I declare I have read and understood my obligations as defined within the City of Nedlands' event application guidelines and recognise this document is a guide only and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the guidelines and that, as the event organiser, I am responsible.

I understand I will be responsible for all costs relating to damage resulting from the conduct of the event, including turf reinstatement costs, repairs to any Council assets or damage caused to public utility services.

Signature _____ Date _____

Submit to council@nedlands.wa.gov.au

Or

Submit to the City of Nedlands administration building at 71 Stirling Highway
Nedlands WA 6009.