



EVENT APPLICATION (For Medium to High Risk Events)

WHEN IS AN EVENT APPROVAL REQUIRED?

Is your event medium to high risk? If you say YES to more than one of the following it is:

- | | | | |
|---------------------------------------|---|---|-----------------------------------|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Attracting a Large Crowd | <input type="checkbox"/> Amusement Rides | |
| <input type="checkbox"/> Generators | <input type="checkbox"/> Fireworks | <input type="checkbox"/> On City Land | <input type="checkbox"/> Security |
| <input type="checkbox"/> Selling Food | <input type="checkbox"/> Stage | <input type="checkbox"/> Traffic Management | |

DEFINITION OF AN EVENT

An event is an organised recreational, cultural, commercial or social gathering of people. The event is prearranged and not business as usual. Any event held in a public open space on City owned land and open to the community must follow this process. Please contact City's Environmental Health and Waste team, if you require further clarification.

PART 1 ORGANISATION AND CONTACT DETAILS

Organisation: _____

ABN: _____ Registered Non-Profit: Yes No

Contact Person: _____ *Event Organiser must be over 18*

Position: _____

Address: _____

Phone Number: _____ Mobile Number: _____

Email Address: _____

PART 2 EVENT DETAILS

Name of Event: _____

Event Type: Community Commercial Free Ticketed

Proposed Event Locations(s): *Make sure all relevant ground booking/venue use applications are completed.*

One-Off Event: Yes No

Recurring Event: Yes No

How Often? _____

EVENT DATES AND TIMES

Set-Up Date: _____

Start Time: _____

Finish Time: _____

Event Time Date: _____

Start Time _____

Finish Time: _____

Pack-Down Date: _____

Start Time: _____

Finish Time: _____

PURPOSE

Please list event features:

Target Audience: _____

Anticipated No. of Attendees: _____

COUNCIL OWNED PARKS

The Event Organiser must organise an on-site meeting with the City's Maintenance Operations Team to ensure the underground reticulation and power lines are not damaged or interfered with in any manner whatsoever. Timers on automatic sprinklers and/or lighting may have to be adjusted.

Please refer to the City's website to assist with choosing the perfect park. These [maps](#) will assist you with your site plan.

PART 3: ACCESS AND INCLUSION

We have assessed our need to provide access and inclusion to our event, which will enable all people, including individuals with disabilities to engage fully.

I/we have visited the City's website and viewed a copy of the [Disability Access and Inclusion Plan](#): Outcome 1 – *People with disability have the same opportunity as other people to access the services of, and any events organised by, a public authority.*

Additional information is available from the City's website; [Accessible Events Checklist](#).

PART 4: EVENT INFRASTRUCTURE

POWER SUPPLY

All power cords are to be tagged and tested in accordance with the *Health Act 1992 (Public Buildings)*. If on-site City of required, please contact the City's Customer Experience Team.

On-Site Power? Yes No Generators: Yes No

Company: _____

Contact Person: _____

Address: _____

Phone Number: _____ Mobile Number: _____

Email Address: _____

An [HW015 – Electrical Compliance Certificate](#) is required to be signed off by a certified Electrician.

TOILETS

Total Attendance: _____ Duration of Event: _____

Total Number Required:

Female Toilets: _____ Male Toilets/Urinals: _____

Disabled Toilets: _____ Hand Basins: _____

Please refer to **TABLE 1** for Total Attendance information and **TABLE 2** for Duration Percentages.

TABLE 1 *Total Number of Ablutions facilities based in attendance numbers*

TOTAL ATTEND.	MALE FACILITIES			FEMALE FACILITIES	HAND BASINS		UNISEX/ DISABLED
	WC's	Urinal (m)	Urinals		Male	Female	
Up to 1000	2	1.5	3	5	1	1	1
1000-2000	3	3	6	10	2	2	1
2000-3000	4	4.5	9	15	3	3	1
3000-4000	5	6	12	25	5	4	2
4000-5000	6	7.5	15	30	5	5	2
5000-6000	7	9	18	30	5	5	2
6000-7000	8	10.5	21	40	7	7	2
7000-8000	9	12	24	45	8	8	3
8000-9000	10	13.5	27	50	9	9	3
9000-10000	11	15	30	55	9	10	3
10000-11000	12	16.5	33	60	10	11	3

TABLE 2 Total Number of Ablutions facilities required based on duration of the event

DURATION OF EVENT	PERCENTAGE OF THE ABOVE	TICK APPROPRIATE BOX
More than 8 Hours	100%	<input type="checkbox"/>
6 Hours but less than 8 Hours	80%	<input type="checkbox"/>
4 Hours but less than 6 Hours	75%	<input type="checkbox"/>
Less than 4 Hours	70%	<input type="checkbox"/>
No Alcohol	50%	<input type="checkbox"/>

STRUCTURES

If any temporary structures are enclosed, then a [HW16 – Application for Public Building \(Construct, Extend or Alter\)](#) is to be submitted along with this event application to the Environmental Health and Waste team for assessment with the *Health (Public Building) Regulations 1992*. This application generally relates to temporary structures, such as circus tents, spectator stands, outdoor concerts, etc. that are not subject to a building licence as would be issued under the *Local Government Act – Building Code of Australia*.

Do you have any singular temporary structure over 55sqm? Yes No

If YES, then a manufacturing/engineering certificate is to be provided to the Environmental Health and Waste team for this structure to ensure compliance.

How are they secured: _____ Total Area Covered: _____ m²

Are there enclosed areas? *Please refer to the Health Act 1992 – Public Buildings* Yes No

Please refer to the Department of Health’s website and their [Public Building Guidelines](#).

STAGES

Will a temporary stage be constructed/erected? Yes No

Built: _____ Risers: _____

Truck: _____ Other: _____

Stage Size(s): _____

Company: _____

Contact Person: _____

Address: _____

Phone Number: _____ Mobile Number: _____

Email Address: _____

SOUND AMPLIFICATION

Noise Control: the Event Organiser shall control noise to ensure compliance with the *Environmental Protection (Noise) Regulations 1997* at all times.

Is Sound Amplification required? Yes No

Genre of Music: _____

Start Time: _____ Finish Time: _____

For one-off events that the community has been made aware of, the following reactions from residents are likely;

RESIDENTIAL LEVEL	LIKELY RESPONSE
Below 55dB(A)	Generally no complaints
55-65dB(A)	Few complaints, increasing in sensitive areas and later hours
65-75dB(A)	Considerable level of complaints, less in tolerant areas

A PPCA licence may be required for playing of sound recordings, please refer to www.pcca.com.au. Other licences may be required, please check with the PPCA.

A noise exemption maybe required for an approved sporting, cultural or entertainment event, whereby noise emissions are likely to exceed assigned levels.

Is a Noise Management Plan attached? Yes No

Is [HW46 – Application for Event Noise Exemption](#) attached? Yes No

FIRST AID

First Aid is to be provided for all events. The Event Organiser may be required to provide details for First Aiders and locations to Council. Emergency vehicles must be able to access the whole site at all times. Inform the hospitals and emergency services of the event to ensure resources are available in an emergency.

Is First Aid required? Yes No

Number of First Aid personnel required: _____

Company: _____

Contact Person: _____

Address: _____

Phone Number: _____ Mobile Number: _____

Email Address: _____

Please refer to **TABLE 3** for Quantity of First Aid Staff required.

TABLE 3 *Quantity of First Aid Staff required*

PATRONS	FIRST AIDERS	FIRST AID POSTS
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2
20000	22+	4

AMUSEMENT RIDES/DEVICES

According to *Occupational Safety and Health Regulations 1996 – Section 4.52* in relation to Amusement Structures, the structures should be operated, maintained and inspected in compliance with Australian Standard (AS3533).

For further information, please refer to [Occupational Safety and Health Regulations 1996](#).

Will there be Amusement Rides/Devices? Yes No

This includes but not limited to bouncy castles, bucking bull, inflatable slides, roller coasters etc.

Company: _____

Contact Person: _____

Address: _____

Phone Number: _____ Mobile Number: _____

Email Address: _____

Are all WorkSafe Plant Registration Certificates attached? Yes No

Is the Hire Company Public Liability Insurance attached? Yes No

Are all Annual Inspection Certificates attached? Yes No

ON-SITE CAMPING

Is there patron On-Site Camping? Yes No

If On-Site Camping is required (e.g. site security), then permission must be obtained prior to the event from the City's Ranger Services and Land and Regulatory Services teams.

WASTE MANAGEMENT

The Event Organiser shall be responsible for the collection, removal and disposal of litter from the venue, public areas and surrounding streets. All litter is to be removed within 24 hours of the event by the event organiser.

Adequate bins are required to be provided for patrons. For large events, ongoing clean-up operations during the event may be required.

For additional green wheelie bins at the event, they can be hired and will incur a charge (price on application). These costs include the delivery and collection of the bin(s) for your event and one service to empty the waste in the bin(s) at the inclusion of your event.

The City will not service bin(s) mid-event for a one-day event, so please ensure that enough bin(s) are ordered to cover the events waste requirements.

Number of Bins required? _____

Are additional services required?

Yes No

If YES, when: *e.g. each morning, in the afternoon* _____

Number of additional services required? _____

Is [HW11 – Special Event Bin Hire](#) application attached/submitted?

Yes No

TRAFFIC MANAGEMENT

Traffic Management is required if any roads are to be closed or congestion, which will be created due to the event. A Parking and Transport Management Plan is required to be submitted to the City's Compliance/Traffic Control Officer.

Timeframes for road closures will vary, please allow 60 days for complex road closures. There should be adequate parking so that neighbouring properties are not disturbed by vehicles visiting the event/venue.

Is Traffic Management required?

Yes No

What type of Road Closure is required?

Full Road Closure Part Road Closure

Company: _____

Accredited Company

Contact Person: _____

Address: _____

Phone Number: _____

Mobile Number: _____

Email Address: _____

Is the Traffic Management Plan attached?

Yes No

Is the Parking Plan attached?

Yes No

PART 5: FOOD AND BEVERAGE

FOOD

All food stallholders must be registered with the City's Environmental Health and Waste team, 14 days prior to the event. To register, please complete [HW05 – Notification of a Food Stall](#) application.

Will Food be available during the event? Yes No

If YES, duration of how long it will be available for? _____

Is the list of Food Stallholders attached? Yes No

BEVERAGES

Potable drinking water supply shall be available and easily accessible to patron's at large public events, especially events of significant duration or outdoor events. As a guideline – one water outlet per 500 people is required.

Will potable water be available during the event? Yes No

ALCOHOL

The sale of alcohol will require a Liquor Licence; apply with Department of Local Government, Sport and Cultural Industries. Please refer to the [DLGSC website](#) for the appropriate information.

Will Alcohol be consumed during the event? Yes No

If YES, duration of how long it will be available for? _____

Is [E011 – Consent to Consume Alcohol on Council Property](#) attached? Yes No

Is DLGSC – Occasional License attached? *as per Liquor Control Act 1988* Yes No

PART 6: RISK MANAGEMENT

EMERGENCY MANAGEMENT

Emergency exits shall be unobstructed and remain unlocked at all times during the event. An Emergency Exit Plan is to be developed and provided to the City for approval. The Event Organiser is to ensure that the Evacuation Plan is distributed and explained to key personnel. All event personnel are to be briefed on the location of emergency exits and the evacuation plan.

Is the Emergency Evacuation Plan attached? Yes No

INSURANCE

You will be required to obtain public liability insurance. All insurances are the responsibility of the Event Organiser. No claims are to be made against the Council and/or its employees or official volunteers of the City.

Have you obtained the appropriate insurance? Yes No

Is a copy of your Public Liability Insurance attached? Yes No

RISK MANAGEMENT

A Risk Management Plan must be provided for all however, if the event is likely to have 5000 or more participants, then a Risk Management Plan in accordance with AS31000 must be provided.

Please complete a Risk Management Plan and refer to Tourism WA's [Event Risk Management Plan Template](#).

Is the Risk Management Plan attached? Yes No

SITE PLAN

The Site Plan should include the following information: stage barricading, stalls, marquees, toilets, waste bins, signage/banners, lighting towers, power supply, entry/exit points, first aid posts, emergency evacuation areas, etc.

A detailed layout of the event is to be included with your application. The finalised Site Plan to be issued to all relevant emergency services, first aid, security personnel and event stakeholders. Aerial maps for Site Plans are available for download from the City's [website](#) or use [IntraMaps Public](#), which is also available on the City's website.

Is the Site Plan attached? Yes No

SECURITY AND CROWD CONTROL

A Security Officer is someone who watches, guards or protects any property. A Crowd Control Officer is someone who controls or monitors behaviour, screens people seeking entry and removes people for behavioural reasons.

Security and Crowd Control must be provided at all community events. The Event Organiser must contact the Local Police Station and the Ambulance to notify them of the event and provide full details. The Event Organiser may be required to provide the Security and Crowd Control Plan to the City.

At high-risk events, two (2) security guards are required for the first 100 patrons and then one (1) for each 100 patrons after that.

Are Security personnel required? Yes No

Number of Security personnel required? _____

Are Crowd Control personnel required? Yes No

Number of Crowd Control personnel required? _____

Company: _____
Contact Person: _____
Address: _____
Phone Number: _____ Mobile Number: _____
Email Address: _____

FIREWORKS

If you intend to have fireworks at your event, the contractor must complete an Application for Fireworks Event Permit and Fireworks Events Notice from the Department of Mines, Industry Regulation and Safety. Please refer to the [DMIRS website](#) to download the appropriate applications.

Permission must also be sought from all surrounding neighbourhoods for the detonation of fireworks, please complete the Approval from Neighbours for Fireworks application. Please also complete [GO03 – Stakeholder Approval for Fireworks from the Esplanade](#) form, if the location of the fireworks is the Esplanade.

Set-Up Location: _____

Is the Fireworks Management Plan attached? Yes No

Is the Fireworks Stakeholder Approval attached? Yes No

Is the Fireworks Approval from Neighbours attached? Yes No

Company: _____
Contact Person: _____
Address: _____
Phone Number: _____ Mobile Number: _____
Email Address: _____

FIRE SAFETY

The Event Organiser must make sure firefighting equipment is in place at any generators or switchboards, any flammable liquid or gas containers, food-cooking areas, backstage and within 10 metres of each exit if enclosed. The Event Organiser may be required to contact the City's Emergency Management Team to discuss fire safety plans.

Will gas be utilised at the event? Yes No

Please list all the fire fighting and any areas where gas is to be used/located in the Site Plan.

















Portable Fire Extinguisher Guide

Department of Fire and Emergency Services
www.dfes.wa.gov.au



TYPE OF FIRE, CLASS AND SUITABILITY

Two colour schemes for fire extinguishers exist.			A	B	C	E	F	D	Comments
Pre-1997	Current	Extinguishing Agent	Wood Paper Plastic	Flammable & Combustible Liquids	Flammable Gases	Electrically Energised Equipment	Cooking Oils and Fats	Metal Fires	
		Water	YES	NO	NO	NO	NO	Use only special purpose extinguishers and seek expert advice.	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
		Wet Chemical	YES	NO	NO	NO	YES		Dangerous if used on energised electrical equipment.
		Foam*	YES	YES	NO	NO	LIMITED		Dangerous if used on energised electrical equipment.
		Powder	(ABE) style="text-align: center;">YES	YES	YES	YES	NO		Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different.
			(BE) style="text-align: center;">NO	YES	YES	YES	YES		
		Carbon Dioxide	LIMITED	LIMITED	NO	YES	NO		Not suitable for outdoor use or smouldering deep-seated A Class Fires. Suitable for small fires only.
		Vaporising Liquid	YES	LIMITED	LIMITED	YES	NO		Check the characteristics of the specific extinguishing agent.
		Fire Blanket	LIMITED*	LIMITED	NO	NO	YES		* Fire Blankets may be used as a thermal barrier against radiated heat and to control a fire in clothes being worn by a person.
		Fire Hose Reel	YES	NO	NO	NO	NO	Maximum length of hose is 36m.	

■ The class in which the agent is most effective.
■ Not recommend for this class of fires.

LIMITED The Extinguishant is not the agent of choice for the class of fire, but it may have a limited extinguishing capability.
* Solvents such as alcohol or acetone mix with water and therefore require special foam.

ACCESS BY COUNCIL STAFF

The Event Organiser shall ensure that authorised council staff has access to the whole venue. This can be arranged through the issuing of tickets or having the City's staff names recorded at the door.

EVENT MEETINGS

All events will require consultation with key City staff. As the Event Organiser, it is your responsibility to contact the City's staff members and arrange a meeting. Please find the department contact details under the Contact details for City staff.

PART 7: CITY FUNDING

Has the City of Greater Geraldton provided funding for this event? Yes No

If YES, how much funding will be provided? _____

If YES, please liaise with the Office of the Mayor to invite the Mayor and/or Council members to your event to acknowledge the funding. Please note, a minimum of four (4) weeks' notice is required to secure attendance. Please send invitations to: council@cgg.wa.gov.au.

PART 8: FEES AND CHARGES

Event fees are set through the annual Council Budget process. Final fees are confirmed once an event has been approved. For full fees and charges, please head over to the City's website and click on [Fees and Charges Schedule](#), these fees and charges are updated annually on the 1 July.

PART 9: DECLARATION

I/We _____

As the Event Organiser applying for approval to host an event in the City of Greater Geraldton, acknowledge that the information completed in my application is true and correct. I accept full responsibility of the facility and/or reserve during the specified hire period and will ensure compliance with the City's conditions of hire and local laws. I will indemnify the City against any action, suit or proceeding caused by my failure to observe all statutory and other requirements, or because of my negligence or wilful actions. I will ensure that the appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Events Application is a guide and has been compiled with a number of statutory requirements. There could be other requirements that exist outside the package and that, as the Event Organiser, I am responsible.

I, the hirer have read and understood the terms and conditions of this application form. I acknowledge the Event Application is subject to compliance with these conditions.

I certify the above information is true and correct in every detail. I understand that, if the information declared in this application is not true and correct, the City of Greater Geraldton may refuse my application.

Name: _____

Signature: _____

Date: _____

PART 10: CHECKLIST

HAVE YOU SUBMITTED THE APPROPRIATE FORMS FOR YOUR EVENT?

REQUIRED FOR ALL EVENTS

- Certificate of Currency for Public Liability Insurance
 - Emergency Management Plan
 - Risk Management Plan
 - Site Map
-

DEPENDING ON THE ELEMENTS OF YOUR EVENT, YOU MAY BE REQUIRED TO SUBMIT THE FOLLOWING, ADDITIONAL DOCUMENTS

- Application for Event Noise Exemption ([HW46](#))
 - Booking of Mall Banners ([E003](#))
 - Certificate of Structural Integrity ([HW41](#)) *for any structures over 55sqm*
 - Consent to Consume Alcohol in or on Council Property ([E011](#))
 - Electrical Compliance Certificate ([HW15](#)) *for all electrical installations and generators*
 - Fireworks Event Notice ([Department of Mines, Industry Regulation and Safety](#))
 - Fireworks Notification to Residents
 - Food Business Registration Certificate
 - Liquor Licence ([Department of Local Government, Sport and Cultural Industries](#))
 - Notification of a Food Stall ([E005](#))
 - Special Event Bin Hire ([HW11](#))
 - Stakeholder Approval for Fireworks – Esplanade ([GO03](#))
 - Temporary Road Closure for Events ([E002](#))
-

Additional event information, forms and resources can be found on the City's website, under [Event Forms and Resources](#).

A City Events Officer or Environmental Health Officer may request additional documents depending on the nature of your event.

PART 11: ADDITIONAL INFORMATION

CONTACT DETAILS FOR CITY STAFF

Email Address: council@cgg.wa.gov.au *all documentation must be emailed to this email address*
Phone Number: (08) 9956 6600

COMMUNICATIONS

Media enquiries, interviews with the Mayor and CEO, website uploads, list of Media Contacts and Approval for use of CGG logo.

CORPORATE COMPLIANCE AND SAFETY

Evacuation Plans, Risk Plans, Fireworks, Site Plans, Public Liability Insurance and Fire Safety.

CUSTOMER EXPERIENCE

Banner Bookings for CGG and Function Permit Approval

ENVIRONMENTAL HEALTH AND WASTE

Power, Toilets, Structures, Sound, First Aid, Amusement Rides, Security, On-Site Camping, Waste, Food and Beverages, Security and Crowd Control, Food Stallholders, Emergency Management Plans, Animal Management and Parking Plans.

EVENTS

Event, Ground Booking enquiries, Fees and Charges, event management information, advice with CGG internal administration forms, assistance with Road Closure Application, ground booking approvals for City Grounds, facilitate internal communications with CGG Teams, Venue Approval for City Venues and Mall Banner Bookings.

INFRASTRUCTURE (including Parks and Stores)

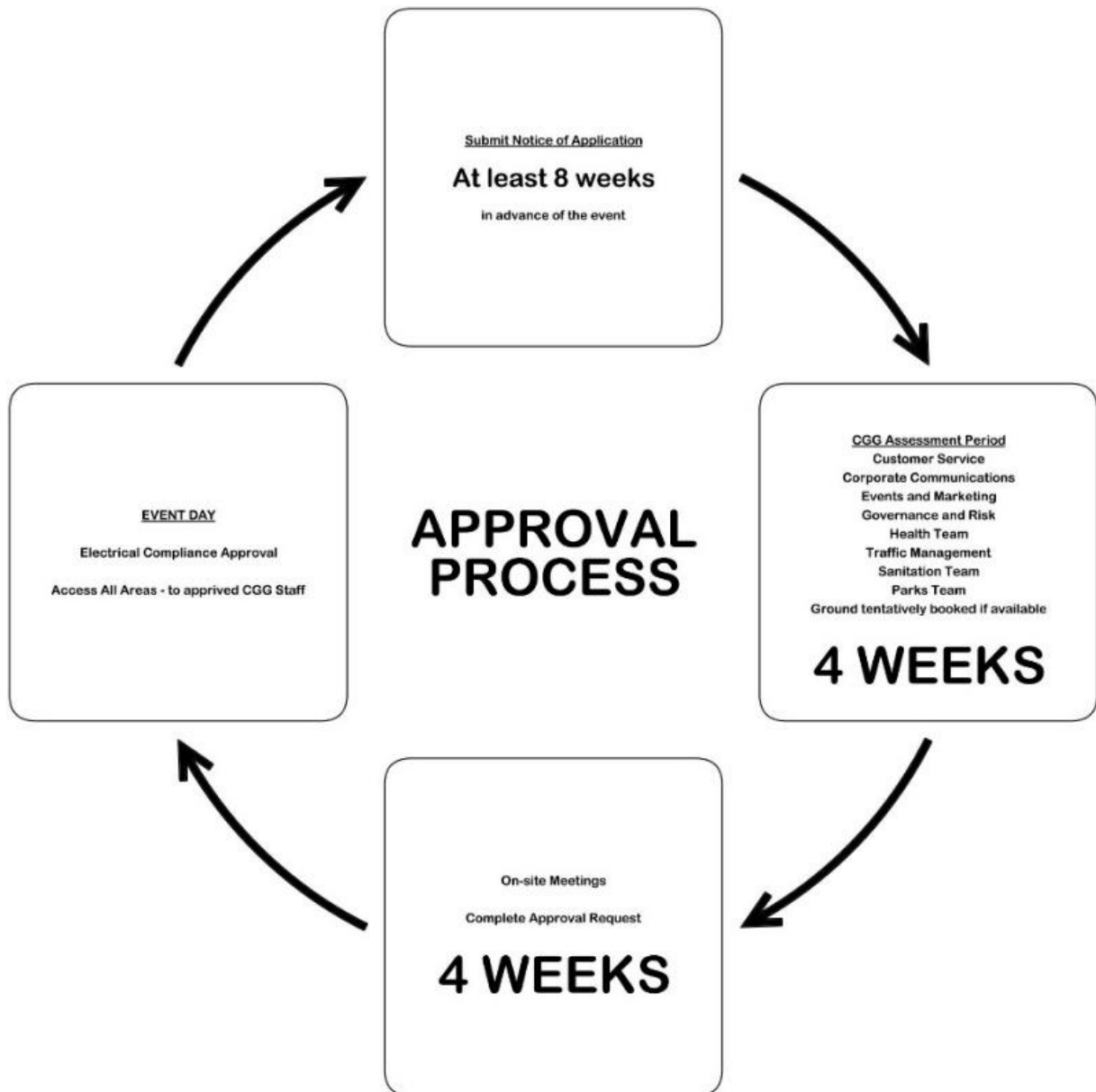
Traffic Management Approvals, City Parks, Reticulation, Grounds Marking, Power and Water Supplies and Beach Combing.

USEFUL CONTACT TELEPHONE NUMBERS

9921 3722	Clerk of Courts (for Occasional Licences)
9923 3044	Department of Fire and Emergency Services (DFES)
1100	Dial Before You Dig
9923 4555	Geraldton Police Station
9956 1200	Main Roads Western Australia (MRWA)
9921 6444	State Emergency Services (SES)
9964 5222	St Johns Ambulance

APPLICATION PROCEDURE

The Event Application should be submitted at least eight (8) weeks prior to the event. Due to legal requirements, failure to do this means your event may not be approved in time.



PLEASE NOTE

This package is intended as a guide and is required for the City of Greater Geraldton's documentation. It is subject to change or amendment. There may be other requirements not mentioned in this guide, which may be necessary for you to conduct the event. You should satisfy yourself that no other permission or licences are required before making an application to the City of Greater Geraldton. No liability is accepted by the City for any failure of the applicant to conduct any event because of reliance on the information in this package.