



EVENT APPLICATION

ABOUT THIS APPLICATION

An event is an organised recreational, cultural, commercial, or social gathering of people. It is prearranged and not business as usual. The information collected in this application is used to assess your event in accordance with the [Guidelines for Concerts, Events and Organised Gatherings 2022](#). Please consult the guidelines for more information or contact the City's Events Team if you require any assistance when completing this form.

1: ORGANISATION AND CONTACT DETAILS

Organisation: _____

ABN: _____ Registered Non-Profit: ☐ Yes ☐ No

Address: _____

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

Phone Number: _____ Mobile Number: _____

Email Address: _____

2: BOND REFUND *Account Name must match organisation/individual listed above.*

Account Name: _____

BSB Detail: _____ Account Number: _____

Bond refund details are only used for refunding the ground hire bond post event. Bonds cannot be refunded to a credit card. Bonds can only be refunded to a bank account or via cheque. Damage to City of Greater Geraldton venues and/or reserves, beyond normal wear and tear may result in the bond being retained by the City.

3: 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

<i>Set-Up*</i>	Date:	_____
Start Time:	_____	Finish Time: _____
<i>Event Time</i>	Date:	_____
Start Time	_____	Finish Time: _____
<i>Pack-Down*</i>	Date:	_____
Start Time:	_____	Finish Time: _____

** Ground hire fees apply from the first day of set-up until the last day of pack-down. Please ensure the above information reflects this, including the installation of marquees and other large structures.*

PURPOSE

Please list event features:

Target Audience: _____

Anticipated No. of Attendees: _____

4: 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 [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](#).

5: EVENT INFRASTRUCTURE

SITE PLAN

A detailed site plan clearly showing all event infrastructure, such as stages, fencing, stalls, marquees, toilets, waste bins, signage/banners, lighting towers, power supply, entry/exit points (incl. widths), first aid posts, emergency evacuation areas, etc. must be provided to the City. A detailed site map ensures underground reticulation and power lines are not damaged or interfered with. Timers on automatic sprinklers and/or lighting may have to be adjusted. An on-site meeting with the City's Parks Team may be arranged for large scale events. Aerial maps for site plans are available for download from the City's [website](#).

Is the Site Plan attached? ☐ Yes ☐ No

UTILITIES

Is on-site power required?

☐ Yes ☐ No

Is on-site water required?

☐ Yes ☐ No

Utilities are not available at all locations, please contact the Events Team for information. Fees apply for the use of utilities and keys need to be collected prior to the event.

GENERATORS

Will generators be used?

☐ Yes ☐ No

Company: _____

All electrical equipment is to be tagged and tested in accordance with the *Health Act 1992 (Public Buildings)*. [HW15 – Electrical Compliance Certificate](#) is to be completed by a certified Electrician once the installation has been completed.

LIGHTING

Sufficient lighting must be provided at the event, particularly at night events. For general areas, lighting should be sufficient to allow trip hazards to be identified, approx. 5 lux. For exit paths and amenities, lighting should be 40 lux. Emergency lighting should operate automatically.

Will light towers be used?

☐ Yes ☐ No

Company: _____

TOILETS

Toilets are to be provided at the following ratios:

- 1 toilet per 150 patrons for events without alcohol.
- 1 toilet per 100 patrons for events with low levels of alcohol.
- 1 toilet per 85 patrons for events with high levels of alcohol.

Your event:

Attendance: _____

Duration: _____

Will alcohol be served?

☐ Yes ☐ No

Total number of toilets required:

Female Toilets: _____

Male Toilets/Urinals: _____

Disabled Toilets _____

Hand Basins: _____

WASTE

Event organisers must provide adequate waste bins for their event, which can be obtained from local waste companies or hired through the City. For large scale events, a waste management plan detailing ongoing clean-up operations may be required.

Number of bins that will be provided: _____

Company: _____

Do you wish to hire bins from the City? ☐ Yes ☐ No

If yes, please complete a [CEW11 - Special Event Bin Hire » City of Greater Geraldton](#)
Fees and charges apply.

STRUCTURES

Are you erecting any structures? ☐ Yes ☐ No

This includes but is not limited to marquees, stretch tents, spectator stands etc.

Pls provide details: _____

Company: _____

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

Total area covered: _____ m²

[HW41 – Certificate of Structural Integrity](#) is to be completed by a competent person for any structure over 55sqm.

Are there enclosed areas? ☐ Yes ☐ No

[HW16 – Application for Public Building](#) is to be submitted if temporary structures are enclosed. *Examples are circus tents, spectator stands etc. Please refer to the [Health Act 1992 – Public Buildings](#).*

Is [HW41 – Certificate of Structural Integrity](#) attached? ☐ Yes ☐ No

Is [HW16 – Application for Public Building](#) attached? ☐ Yes ☐ No

AMUSEMENT RIDES/DEVICES

According to *Occupational Safety and Health Regulations 1996 – Section 4.52* amusement structures should be operated, maintained, and inspected in compliance with Australian Standard (AS3533). Please refer to [Occupational Safety and Health Regulations 1996](#).

Will there be Amusement Rides/Devices? ☐ Yes ☐ No

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

Pls provide details: _____

Company: _____

Is the Hire Company Public Liability Insurance attached? ☐ Yes ☐ No

Are all WorkSafe Plant Registration Certificates attached? ☐ Yes ☐ No

Are all Annual Inspection Certificates attached? ☐ Yes ☐ No

STAGES

Will a temporary stage be constructed/erected? ☐ Yes ☐ No

Size of Stage: _____

Company: _____

SOUND AMPLIFICATION

Is Sound Amplification required? ☐ Yes ☐ No

Genre of Music: _____

Start Time: _____ Finish Time: _____

The Event Organiser must control noise to ensure compliance with the *Environmental Protection (Noise) Regulations 1997* at all times. A Noise Exemption and Noise Management Plan is required if 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

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.

TRAFFIC MANAGEMENT

A Traffic Management Plan is required if any roads are to be partially or fully closed, or if traffic flow is altered. A Traffic Management Plan needs to be submitted to the City, please allow 60 days for complex road closures. For local government-controlled roads, a Temporary Road Closure form needs to be submitted. Adequate parking needs to be provided to avoid disturbing neighbouring properties.

Is Traffic Management required? ☐ Yes ☐ No

What type of Road Closure is required? ☐ Full Road Closure ☐ Part Road Closure

Company: _____ *Accredited Company*

Is the Traffic Management Plan attached? ☐ Yes ☐ No

Is the Parking Plan attached? ☐ Yes ☐ No

Is [E002 Temporary Road Closure for Events Form](#) attached? ☐ Yes ☐ No

ON-SITE CAMPING

Patron camping at events must comply with the [Event Guidelines](#) (refer Camping p.104) and permission must be issued by the City. A site layout of the camping areas must be provided to the City.

Is there patron On-Site Camping? ☐ Yes ☐ No

Is the camping layout attached? ☐ Yes ☐ No

6: FOOD AND BEVERAGE

FOOD

For events longer than 4 hours, food and drinks must be available to patrons. All food stallholders must be registered with the City's Environmental Health team. To register, please complete a [HW05 – Notification of a Food Stall](#) application at least 14 days prior to the event.

Will Food be available during the event?

☐ Yes ☐ No

Is the list of Food Stallholders attached?

☐ Yes ☐ No

BEVERAGES

Potable drinking water supply must be available and easily accessible to patron's at large public events, especially events of significant duration or outdoor events. As a guideline – a minimum of 2 litres of free drinking water or 500ml/h (whichever is greater) or one water outlet per 1000 people is required.

Will potable water be available during the event?

☐ Yes ☐ No

ALCOHOL

The consumption of alcohol on City land is prohibited unless a permit has been issued by the City. The sale of alcohol requires a Liquor Licence from the Department of Local Government, Industry Regulation and Safety. Please refer to the [LGIRS website](#) for information.

Will Alcohol be consumed during the event?

☐ Yes ☐ No

If YES, how long will alcohol be available for?

Is [E011 – Consent to Consume Alcohol on Council Property](#) attached?

☐ Yes ☐ No

Is your Liquor Licence attached? *as per Liquor Control Act 1988*

☐ Yes ☐ No

7: RISK AND EMERGENCY MANAGEMENT

INSURANCE

Event Organisers must obtain appropriate public liability insurance with a minimum cover of \$20mil and provide a certificate of currency to the City. Other insurances may be required, depending on the nature of the event. No claims are to be made against the City and/or its employees or volunteers.

Have you obtained the appropriate insurance?

☐ Yes ☐ No

Is a Certificate of Currency for your Public Liability Insurance attached?

☐ Yes ☐ No

EMERGENCY MANAGEMENT

For all high-risk events, as well as those attracting more than 1,000 patrons, the Event Organiser must develop an Emergency Management Plan and provide this to the City for approval. The Emergency Management Plan must be distributed and explained to key personnel. Sufficient emergency exits must be provided and remain unlocked and unobstructed at all times during the event.

Is the Emergency Management Plan attached?

☐ Yes ☐ No

RISK MANAGEMENT

A Risk Management Plan in accordance with AS/NZS 31000 must be developed for all medium and high-risk events, or those attracting more than 1,000 patrons, and provided to the City.

Is the Risk Management Plan attached?

☐ Yes ☐ No

SECURITY AND CROWD CONTROL

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

Crowd Control must be provided at all large-scale events.

At high-risk events, two Crowd Controllers are required for the first 100 patrons and one Crowd Controller for each 100 patrons after that. Lower risk events should provide 1 Crowd Controller per 200 patrons. For large scale events, the Event Organiser should provide a Security and Crowd Control Plan to the City.

Is Security personnel required?

☐ Yes ☐ No

Number of Security personnel required?

Is Crowd Control personnel required?

☐ Yes ☐ No

Number of Crowd Control personnel required?

Company:

FIRST AID

First Aid must be provided for all medium to high-risk events, and those attracting more than 500 patrons, at the ratios outlined in the table below. For small, low-risk events without recognised first aiders, Event Organisers should ensure that at least one person on the Events Team holds a recognised first aid certificate. Emergency vehicles must be able to access the whole event site at all times. The Event Organiser should inform hospitals and emergency services of the event to ensure resources are available in an emergency.

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

Number of First Aid personnel required? _____

Company: _____

FIRE SAFETY

The Event Organiser must ensure 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. Please list all firefighting equipment and any areas where gas/fire is to be used/located on the Site Plan.

Will gas/fire be utilised at the event? ☐ Yes ☐ No

FIREWORKS & DRONES

For fireworks displays the fireworks contractor must complete a [Fireworks Event Notice](#) from the Department of Mines, Industry Regulation and Safety. For fireworks and drone shows detonated from the Geraldton Foreshore, approval will need to be sought from Midwest Ports and the Department of Transport and a signed [GO03 - Stakeholder Approval for Fireworks & Drones on Geraldton Foreshore](#) will need to be submitted to the City. Evidence of extensive engagement with surrounding residents/business will need to be provided to the City (i.e. letter drop).

Set-Up Location: _____

Is the Fireworks/Drone Management Plan attached? ☐ Yes ☐ No

Is the Fireworks/Drones Stakeholder Approval attached? ☐ Yes ☐ No

Is the Fireworks/Drones Approval from Neighbours attached? ☐ Yes ☐ No

Company: _____

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.

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

Final fees for ground hire, utilities and ablutions, and a refundable ground hire bond are confirmed and decided once an event has been approved. Fees and Charges are set through the annual Council Budget process and are updated annually on 1 July. For full fees and charges, please refer the [Fees and Charges Schedule](#) on the City's website.

PART 9: DECLARATION

I/We _____

As the Event Organiser applying for approval to host an event in the City of Greater Geraldton, I acknowledge that the information provided 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
☐	Site Map

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

☐	Application for Event Noise Exemption (HW46)
☐	Booking of Mall Banners – Please email artgallery@cgg.wa.gov.au
☐	Certificate of Structural Integrity (HW41) <i>for any structures over 55sqm</i>
☐	Consent to Consume Alcohol in or on Council Property (E011)
☐	Electrical Compliance Certificate (HW15) <i>for all electrical installations and generators</i>
☐	Emergency Management Plan
☐	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 (HW05)
☐	Risk Management Plan
☐	Special Event Bin Hire (CEW11)
☐	Stakeholder Approval for Fireworks/Drones – Geraldton Foreshore (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 management plans, public liability insurance

CUSTOMER EXPERIENCE

Banner bookings, keys for utilities, payment of invoices.

EMERGENCY MANAGEMENT

Emergency management plans, fireworks, fire safety and burning permits.

ENVIRONMENTAL HEALTH AND WASTE

Power, toilets, structures, sound, first aid, amusement rides, security, camping, waste, food and beverages, security and crowd control, food stallholders, emergency management plans, animal management and parking plans.

EVENTS

Event applications, ground booking enquiries, fees and charges enquiries, event management information, advice with CGG internal administration forms, facilitate internal communications with CGG teams, venue approval for city venues.

INFRASTRUCTURE (including Parks and Stores)

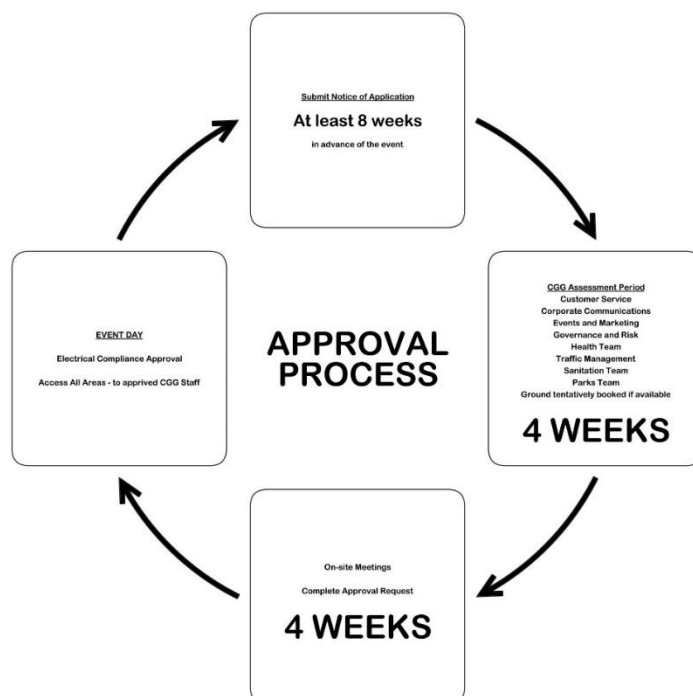
Traffic management, City parks, reticulation, ground markings, power and water supplies and beach combing.

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 submit your application within this timeframe may lead to your event not being approved.



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. 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.

COLLECTION NOTICE

The City of Greater Geraldton collects the personal information you provide in relation to EVENT APPLICATION so we can deliver the service, process your request, and meet our legal obligations under the *Local Government Act 1995* and any other related legislation. Your information may be shared with government agencies, contractors, or others where authorised by law or with your consent. Where required by law, your personal information will be made publicly available, e.g. public registers. The City manages personal information in accordance with relevant privacy legislation and takes reasonable steps to protect it from unauthorised access or disclosure. You may request access to, or correction of your personal information by contacting the City at pris@cgg.wa.gov.au.