



## 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 Location(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: _____

### **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 [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](#).

### **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

Power and water is not available at all locations, please contact the Events Team for more information. Fees and charges apply for the use of utilities and keys will 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)*. [HW015 – 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: \_\_\_\_\_ Alcohol:  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 directly from local waste companies. For large scale events, a waste management plan detailing ongoing clean-up operations may be required.

Number of bins that will be provided: \_\_\_\_\_

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

Is the waste management plan attached?  Yes  No

### **STRUCTURES**

Are you erecting any structures?  Yes  No

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

Please provide details: \_\_\_\_\_

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

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

Total area covered: \_\_\_\_\_ m<sup>2</sup>

[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). For further information, 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.*

Please 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](http://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, Sport and Cultural Industries. Please refer to the [DLGSC 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

Is First Aid required?

Yes  No

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**

For fireworks displays the fireworks contractor must complete a [Fireworks Event Notice](#) from the Department of Mines, Industry Regulation and Safety. For fireworks detonated from the Esplanade, approval will need to be sought from Midwest Ports and the Department of Transport and a signed [GO03 – Stakeholder Approval for Fireworks from the Esplanade](#) 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 Management Plan attached?

Yes  No

Is the Fireworks Stakeholder Approval attached?

Yes  No

Is the Fireworks 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](mailto:council@cgg.wa.gov.au).*

### **PART 8: FEES AND CHARGES**

Final fees for ground hire, utilities, and a refundable ground hire bond are confirmed 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 ([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*
  - 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 ([E005](#))
  - Risk Management Plan
  - 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](mailto: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)**

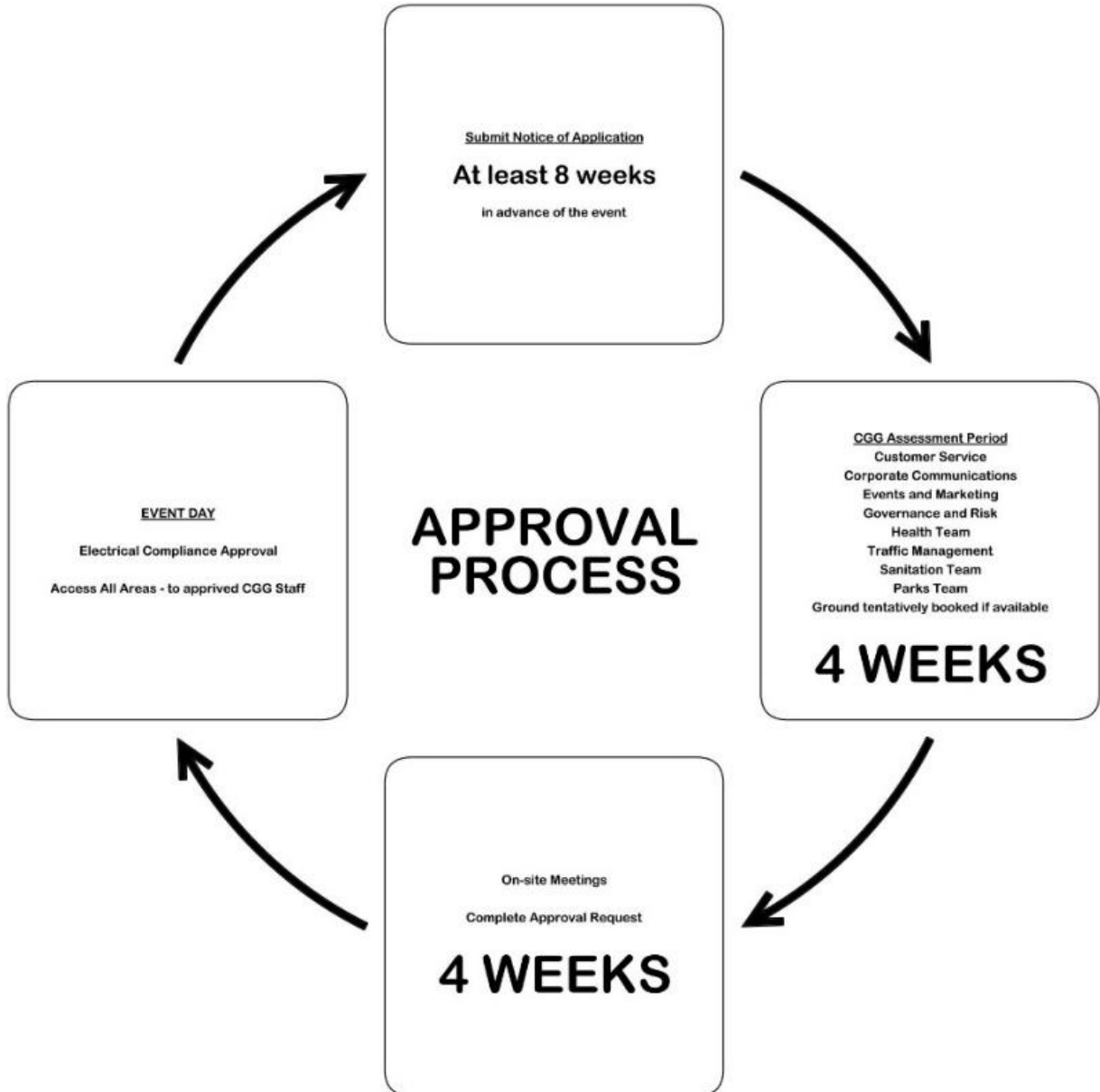
Traffic management, City parks, reticulation, ground markings, power and water supplies and beach combing.

### **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.