T (08) 9781 0444
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City of Busselton
Geographe Bay

Event Application

Organiser's Details

Applicant/Organisation		
ABN		
Contact Person		
Postal Address		
Contact Details	Ph: Mobile:	Email:

Event Details

Event Name			
Website/Social Media Details			
Event Location/s			
Event Dates	Start:	Finish:	
Event Times	Start:	Finish:	
Bump In	Date:	Time:	
Bump Out	Date:	Time:	
Is the Event Ticketed?	☐ Yes	☐ No	
Event Description e.g. sporting, community, concert			
Estimated total attendance	Over duration of event:	At any one time during the event:	
Maximum capacity - **at any one time during the event for Temporary Public Building Certificate (if applicable) and/or Liquor Licence applications**	Liquor Licensed area (if applicable): Unlicensed area:	Total unlicensed and licensed area(s) combined:	
Target Audience/Demographic			
Power	☐ Existing	☐ Generator/s	☐ N/A
Water	☐ Scheme	☐ Tank	☐ N/A

Event Logistics

What arrangements have been made for people with disabilities?			
Entertainment details e.g. amplified music, amusement rides etc			
Alcohol / Food Available	Alcohol: ☐ Yes ☐ No	Food: ☐ Yes ☐ No	
Temporary Structure Details e.g. marquees, stages, light towers, archways, bouncy castles etc. (please provide sizes)			
Toilets	Male Urinals:	Female WC:	Disabled WC:
	Male WC:	Hand wash Basins:	
Road Closure Details if applicable	☐ Full Road Closure ☐ Half Road Closure	☐ Temporary Traffic Suspension ☐ N/A	

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Affected Roads (Provide a map if multiple roads affected)		
Transport Plans	☐ Patrons own transport	☐ Buses Provided
	☐ Other:	
Temporary Camping	☐ Yes – Number of Nights:	☐ N/A

Aircraft or Drone Operations

Do you intend to use an aircraft or drone?	☐ Yes (provide details below)	☐ No
	Name and model:	
	Weight:	
	Serial number:	
	CASA registration:	
	Licenced Operator Name:	
	Ph: Email:	
	Operation Date/s: Operation Time/s:	
	Launch / landing location/s:	

Event Bonds and Fees

Event associated fees apply to all events. Fees, charges and/or bonds relating to events will be communicated and invoiced after the initial assessment has been completed. A concessional fee, being 50% of the normal fee, may apply in relation to activities with a charitable purpose being carried out by not-for-profit organisations.

Is your organisation not-for-profit? ☐ Yes ☐ No

Acknowledgement

I, _____ as the event organiser, seeking approval to host an event within the City of Busselton acknowledge that, the information and completed actions in my application are 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 as a result of my negligence or wilful actions. I will ensure the appropriate liability and other insurances are in place for the activities to be conducted.

I understand the Event Application Package is a guide and has been compiled according to a number of statutory requirements. There may be other requirements which exist outside of the package and that as the event organiser I am responsible.

Signature: _____ Date: _____

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Event Application Checklist

Activity	Tick if applicable to your event	Supporting Information Required Refer to Guidelines for concerts, events and organised gatherings 2022 prepared by WA Department of Health for more information
Site Plan	☐	Include all structures, fenced areas, power and exits, legend
Hire of City Reserve, or Venue	☐	Contract of Hire
City Requests: Power, Bins, Gates	☐	Scope of Works
Event Notification to neighbouring residents and/or businesses	☐	Please provide a copy of correspondence to persons (including businesses) impacted by your event (e.g. due to noise, road closures, timing of event etc)
Public Liability Insurance	☐	Certificate of Currency to a minimum of $10 million and if requested, $20 million (current for your event date/s)
Sale of Food	☐	Food Traders Information Spreadsheet (supplied by City)
Sale of Alcohol	☐ ☐	- Copy of Liquor Licence - If on City owned or managed land: A letter to the City of Busselton requesting permission to sell alcohol
Installation of Temporary Structures Marquees / Tents / Staging	☐ ☐	- Certificate of Temporary Structure form (for structures larger than 5mx5m) - Structural certification (for structures larger thank 9mx6m/54m^2 or of a unique nature)
Noise (excessive)	☐	Regulation 18 (Noise) Application - submit at least 60 days prior to event (statutory requirement)
First Aid	☐	Provide details of first aid provision (where applicable)
Event Notification to Emergency Services	☐	Event Notification Form
Department of Health Notification	☐	Before proceeding, all public and private events with more than 500 patrons should be registered on the Department of Health Website here: Events registration
Risk Management	☐	Risk Management Plan is encouraged for all events, and mandatory for events attracting more than 1000 persons or deemed high risk - submit 4 weeks prior to event to standard AS/NZS 31000
Emergency Management	☐	Emergency Evacuation Plan required depending on location for all high risk events - submit 4 weeks prior to event. (e.g. outdoor adventure race events, large or licensed gatherings etc).
Security	☐	Provide details of security/ crowd control (where applicable)
Temporary Roadside Signage	☐ ☐	- Temporary Sign Approval form (for signs located on City managed roads) - For signs on Main Roads managed roads, applicants must seek approval from Main Roads WA
Traffic Management	☐	A Traffic Management Plan is required where roads are closed, partially closed or traffic is suspended – submit minimum 4 weeks prior to event. Refer to Traffic Management for Events – Code of Practise
Temporary Camping	☐	Application for Approval to Camp will be requested if required – submit 4 weeks prior to the event.
Parking	☐	Parking Management Plan (where applicable)

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Event Billboard and Street Banners	☐ ☐	- Application for Billboard Approval - Application for Street Banner Approval
Public Building	☐	Form 2 – apply for certificate of approval stating the maximum number of patrons that can safely be accommodated at the venue.
Electrical Equipment	☐	Form 5 (to be signed by licenced electrician)
Amusement Rides	☐	- Worksafe registration and Public Liability Insurance (additionally, logbook of regular maintenance should be sighted by event organiser)
Refer to **Guidelines for concerts, events and organised gatherings 2022** prepared by WA Department of Health as a resource for event managers to assist with the supporting information or event planning requirements.		

Application Procedure

1. Read the City of Busselton Event Policy
2. New Events – Meet with the City's Events Coordinator to discuss your application. To make an appointment, phone 9781 0302 or email events@busselton.wa.gov.au
3. Complete an Event Application and forward to events@busselton.wa.gov.au:
   - Major events (e.g. concerts/festivals) – minimum 12 weeks prior to the event;
   - Community events – minimum 4-8 weeks prior to the event.
4. In response to receiving a completed Event Application, the City's Events Officer will send a request for information outlining remaining information to be submitted. Blank forms required to be actioned will be included based on information provided and specific to the application checklist process with specific deadlines.
5. When all required information is received, the City's Events Officer will forward a letter of acknowledgment outlining conditions (as they apply) and invoice with event related bonds, fees or charges.

Approval Procedure

1. You may not proceed with the event until you have received written confirmation from the City advising all City and statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale of your event.

   Special conditions (if applicable) will be outlined in your letter of acknowledgement. It is the event organiser's responsibility to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are issued.

   It is an offence to operate an event without a valid approval and both Local Government and Police are empowered to close public events which are considered unsafe or unsuitable.

2. A debrief should be held for large events within 7 days post event.

Note:

Event applications and approvals are not transferable, therefore the event organiser may not transfer an approval to an alternative venue, date or time without resubmitting and receiving approval from Council.