Event Application Package

A STEP BY STEP GUIDE TO SUCCESSFUL EVENT PLANNING IN THE CITY OF BUSSELTON

Issued to:                      Date Issued:

Issuing Officer:

Key Council Contact:

DISCLAIMER

The information contained within this package has been provided as a guide only. Additional information or approvals may be required from other agencies and it shall be the sole responsibility of the Applicant, not the City of Busselton, to ensure all relevant approvals and information are obtained in relation to each particular event.

Current July 2019
Application Procedure

STEP 1: Read Event Policy

STEP 2: New events - Meet with the Events Coordinator at the City of Busselton to discuss your application. Please call 08 9781 0302 to make an appointment.

STEP 3: Complete Event Application Form and Site Plan. Complete Event Approval Checklist, which is to be read in conjunction with the Event Information to Applicants. The Event Information to Applicants will identify the forms that are required to be completed, and other approvals required for the event.

STEP 4: Submit the Event Application Form, Site Plan, Event Approval Checklist and Completed Forms, together with any appropriate Additional Information to:

The Chief Executive Officer
City of Busselton
Locked Bag 1
BUSSELTON WA  6280
Email - city@busselton.wa.gov.au
Fax: (08) 9752 4958

(Your application should be received AT LEAST 8 WEEKS PRIOR to your event)

Approval Procedure

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

It is an offence to operate without a valid approval and both local government and Police are empowered to close public events that are considered unsafe or unsuitable.

PLEASE NOTE: Any special conditions (if applicable to your event) will be outlined in your confirmation letter. It is your responsibility to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are obtained.

STEP 2: Debrief (if a large scale event), including City, should be held within 7 days post event

Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer council approval for an event to an alternative venue, date or time, without re-negotiating with Council.

PLEASE NOTE: An event is not acknowledged until the City of Busselton is satisfied that event organisers have met all the conditions of the application and the City has issued acknowledgement in writing.

All requested documentation must be received a minimum of five working days prior to the event.
Event Application Form

This form is an application only. You will be notified in writing when your Event Application Form has been processed. Applications must be submitted at least 8 weeks prior to your event.

Organiser’s Details

Name of event:
Applicant/organisation:
ABN No:
Contact person (if different from above):
Postal address: Post code:
Telephone (hm): (wk) (mb)
Email address:

Event Details

Date:
Actual Set Up Date & Time:
Actual Event Start Date & Time:
Actual Event Finish Date & Time:
(If your event spans multiple days, please advise start and finish times for each day below)

Actual Completion of Clean up Date & Time:
Website/social media address:
Commencement Date of Advertising:

Event organisers are to provide an Event Production Schedule detailing all timeline information relevant to the event: E.g. set up and clean up times, road closure times, erection of marquee times etc. The timeline is to be submitted to the City 3 weeks prior to the event.

Proposed Venue Details: (E.g. name of reserve, building or public open space)

Event Description (E.g. Sporting, commercial, entertainment)

Entertainment- Brief details (number of stalls / products/ entertainment- bands, amplified music/ animals/ activities/ farm machinery/rides)

Primary Purpose of Event. E.g. fundraiser for community group

Will alcohol be available/consumed on site? Yes [ ] No [ ]
Will food be available? Yes [ ] No [ ]
City Staffing requests? Yes [ ] No [ ]
Details of any temporary structures such as tents, marquees, stages to be used for the event (including size dimensions).

Please note: Requirements for detailed information relating to the structural adequacy of tents, marquees and stages to be submitted with this application, can be found in the Event Application Information booklet.

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

**Expected Attendance**

Maximum Number of People Expected at any given time:

Maximum Number of People (Licensed areas) at any given time:

Anticipated Total Number For Entire Event:

Target audience expected demographic e.g. youth, adult, family, age range etc

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

Pre and post event transport: What are your contingency plans for getting patrons to your event and then clearing patrons after the event, e.g. availability of taxis, buses, coaches etc

Have you ever conducted this event before and if so, when / where was it held?

**Event Facilities**

Power Supply Details: (generators or existing)

Water Supply Details: (scheme or rainwater)

Toilets Available: Male: Closets Female: Closets Urinals Hand Wash Basins

**Event Fees**

Will be applied to all events. All fees and charges relating to events will be communicated and invoiced once an initial event 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 or groups.

Is the event a fundraiser for a charity or community group? Yes ☐ No ☐

Please provide details of beneficiary: ____________________________________________________________

Email address for event invoice to be sent to: ____________________________________________________

For attention of: ____________________________________________________________

**It is important to attach any other relevant information that can assist in assessing your event.**

**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 that appropriate liability and other insurances are in place for the activities to be conducted.

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

**Signature** ___________________________ **Date** ___________________________
Site Plan

A detailed layout of the event is to be included with your application form.

Please ensure the following is indicated on the map (if applicable):

- Stage (incl. measurements & area m²)
- Food Stalls
- Electrical Cables
- Parking Areas
- Site Signage
- Seating
- First Aid Post(s)
- Emergency Exits
- Lighting
- Vehicle Access Points (incl. street names)
- Location of Marquee, Tents (incl. measurements area m²)
- Location & Number of Additional Toilet Facilities
- Fences Off Areas (incl. distances)
- Any other facilities relevant to your event

It is suggested that a copy of the finalised site plan be issued to police, fire services, SES, and other relevant emergency services, first aid and security personnel, and participants.
Event Approval Checklist

The following checklist briefly identifies the approvals and compliance that will be required for your event. Please take this completed checklist with you to your meeting with the City Key Contact. Some forms may be required just prior to your event.

Column A - tick the activities that apply to your event. Complete this prior to your first meeting with the City Key Contact.

Column B - identifies the form or approval that is required. Further information is provided in the Event Information for Applicants. Please refer to this document for further information.

Column C - is for you to tick after completing the form or obtaining approval for the activity. Column D - is for office use only

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<tr>
<th>Activity</th>
<th>A</th>
<th>B</th>
<th>C</th>
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<tbody>
<tr>
<td>1) Hire of City reserve, hall, oval, park</td>
<td></td>
<td>Contract of Hire form to be completed. Will you require a key for an indoor facility? Have you considered accessibility to your event?</td>
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<td>2) Consultation with other venue users and neighbouring businesses.</td>
<td></td>
<td>Demonstrate that you’ve advised neighbouring businesses and other venue users (if applicable) of your event.</td>
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<tr>
<td>3) Event Fees/Bonds</td>
<td></td>
<td>Payment of all bonds must be made prior to commencement of your event. Payment of all fees must be made within 7 days of receipt of tax invoice. A concessional fee, being 50% of the normal fee, may apply to highlighted fees (see attachment 3 of Information for Applicants), in relation to activities with a charitable purpose being carried out by not for profit organisations or groups. Do you wish to apply for the concessional fee? - Yes  No</td>
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<td>4) Public Liability Insurance</td>
<td></td>
<td>Obtain advice from insurance company for your needs. Obtain certificate of currency for event and submit a copy to the City.</td>
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<td>5) Publicity/social media advertising</td>
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<td>Provide date that pre event advertising will commence: ______________________________ Form of advertising: ______________________________</td>
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<td>6) Venue access for City Staff</td>
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<td>Relevant City representatives may need to monitor the event. Provision of access such as authority cards/passes or other arrangements need to be made.</td>
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<td>7.1 &amp; 7.3) Form 1 or Form 3 submitted?</td>
<td></td>
<td>Form 1 is required for <strong>all</strong> events that do not occur in existing public or private buildings. Form 3 <strong>may</strong> be required for events that occur in existing public or private buildings if existing accommodation numbers are requested to be exceeded.</td>
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<td>7.2) Form 2 submitted?</td>
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<td>Form 2 is required if the venue is intended to hold patrons within a boundary, i.e. fences.</td>
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| 8) Notification of food vendors | | The City of Busselton needs from the event organiser;  
• Food Act 2008 registration Certificate from Local Government (if not COB)  
• Public Liability Certificate of Currency  
• List of all food stalls operating at the event to be provided 2 weeks prior to the event. |  |
<p>| 9) Toilet Facilities required | | Male and Female toilets to be supplied in accordance with requirements. |  |
| 10) Marquees or Tents or Stages used | | Certificate of Temporary Structure to be completed for all marquees, tents and stages larger than 5m x 5m dimensions. Structural certificates including manufacturers specifications required for all structures larger than 9m x 6m dimensions Structure may need to be signed off by suitably qualified person stating that is compliant with relevant Australian Standards and has been erected as per Manufacturers specifications after erection. |  |
| 11) Ground marking, use of stakes/pickets to erect Tents/ Marquees and signage | | If you are erecting marquees, stages or structures, please advise the City. Indicate ground marking required on your Scope of Works form to avoid damaging underground services. Will you require the watering schedule to be turned off for the duration of your event, if so please indicate on your Scope of Works. |  |
| 12) Noise from vehicles, music, PA systems likely to be created | | Neighbouring residents advised a minimum of 7 days prior to the event (such as via a mail drop), speaker orientation considered. Submit copy of letter and provide details as to scope of mail drop or otherwise |  |</p>
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<td>12.3) Large scale events creating excessive noise. Regulation 18 exemption Application submitted?</td>
<td></td>
<td>Exemption from Noise Regulations (Regulation 18) required. Application to be submitted 8 weeks prior to the event.</td>
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<td>13) Generators, Electrical installations required</td>
<td></td>
<td>Please advise City staff whether you will be utilising existing mains power or generators. City staff can provide you with information on existing power on site if applicable. Please note there is a fee applicable for use of City power outlets.</td>
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<tr>
<td>Form 5 Certificate of Electrical Compliance to be submitted?</td>
<td></td>
<td>All electrical equipment to be tested and tagged in accordance with Australian Standard 3012, Clause 13.</td>
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<td>14) Sale, serving or consumption of alcohol likely</td>
<td></td>
<td>Permits/Approvals must be obtained from the relevant stakeholders below (as applicable): 1. Owner of the premises (Land Owner authority) 2. Department Racing Gaming Liquor (Sales) 3. Police (Consultation)</td>
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<td>15.1) and 15.2) Risk Management Plan</td>
<td></td>
<td>Encouraged for all events. Mandatory requirement for events that will attract more than 1000 people. To be completed in accordance with AS/NZS ISO 31000:2009 to be completed and submitted to the City.</td>
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<td>15.3) Emergency Evacuation / Management Plan</td>
<td></td>
<td>Required for all high risk public events. In accordance with AS 3745—2010</td>
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<td>15.4) Fire Management Plan</td>
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<td>Depending on the nature and location of the event a Fire Management Plan may be required.</td>
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<td>16) First Aid</td>
<td></td>
<td>First Aid plan to be submitted.</td>
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<td>17) Water Supply</td>
<td></td>
<td>Adequate water supply available for patron consumption in accordance with requirements Contact the City to determine the nearest connection point.</td>
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<td>18) Crowd Control Safety</td>
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<td>Attendance of crowd control and security personnel must be in accordance with table.</td>
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<td>19) Police Department Notification</td>
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<td>Police Notification form to be signed by relevant Police Station before submitting to the City of Busselton.</td>
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<tr>
<td>20) Amusement Rides and Structures</td>
<td>☐</td>
<td>Please forward to the City copies of:</td>
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<td>• Work safe registration; and</td>
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<td></td>
<td></td>
<td>• Public Liability Insurance</td>
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<td>Event Organisers to sight:</td>
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<td></td>
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<td>• Logbook of regular maintenance.</td>
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<td>Temporary camping Licence Application submitted?</td>
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<td>22) Road to be used or part road closure proposed OR Usual flow of traffic disrupted</td>
<td>☐</td>
<td>Application forms must be completed. City, Police Department and Main Roads of WA (if applicable) must receive applications 4 - 12 weeks prior to event to ensure approval</td>
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<td>Traffic Management Plan to be developed and implemented by qualified person.</td>
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<td>23) Parking for event patrons required</td>
<td>☐</td>
<td>Parking Areas established, marshals organised, City contacted. For larger events a Parking Management Plan may need to be submitted.</td>
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<tr>
<td>24) Temporary Roadside Advertising Signage to be erected</td>
<td>☐</td>
<td>‘Temporary Sign Approval’ obtained from City with sign design, locations, details submitted. For signs on a main road, applications must seek Main Roads of WA approval.</td>
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<tr>
<td>25) Street Banners / Event Billboard - Event Advertising</td>
<td>☐</td>
<td>Event advertising street banners can be erected in Busselton CBD and Foreshore prior to your event, costs apply. Advertise your event on Event Billboard located at the entrance to Busselton on the Bussell Highway, costs apply.</td>
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<tr>
<td>26) Additional Bins / Rubbish collection arrangements</td>
<td>☐</td>
<td>Additional bins and rubbish collection can be supplied by the City for events being held at City facilities or reserves at a cost.</td>
<td>☐</td>
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<td>27) Event Timeline</td>
<td>☐</td>
<td>Event timeline outlining all aspects relevant to the event is to be submitted to the City 3 weeks prior to the event.</td>
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Further compliance may be required with the following additional Local Agencies

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| 29) Emergency Services Notified if applicable. | SES - [www.ses-wa.asn.au](http://www.ses-wa.asn.au)  
Emergency Services - [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)  
St John Ambulance [www.ambulance.net.au](http://www.ambulance.net.au) |   |
| 30) If events are held in navigable waters beyond the low water mark OR you are using vessels for hire or reward OR providing transport for paying passengers | Approval Required from Department of Transport  
Ph (08) 9792 6666 |   |
| 31) Use of airspace and air-site facilities including drones | Civil Aviation Safety Authority Ph 13 17 57  
Drone application required |   |
| 32) Broadcasting, communication or public playing of recorded music. | Phonographic Performance Company of Australia Ltd:  
Contact Information - Licensing:  
Ph: (02) 8569 111  
Fax: (02) 8569 1183  
Email: licensing.mail@ppca.com.au  
| 34) Scope of Works | A Scope of Works is required between the event organiser and the City of Busselton, for events held on City managed land. |   |