



## Mass Gathering/Event Application

This application assists the Town to assess your proposed mass gathering/event for Public Safety and Environmental Health matters such as: Noise Exemptions, Public Buildings, Emergency Evacuations, Mobile Food Vendors, Alcohol, Toilet facilities, Gates, Fences, Emergency Lighting, Fireworks etc.

*This form is to be submitted via [admin@vicpark.wa.gov.au](mailto:admin@vicpark.wa.gov.au) a minimum of **60 days** prior to the proposed event date.*

### PRELIMINARY QUESTIONS

**1. Has approval been sought and obtained from the property/venue owner? (if the venue is owned by the Town – a separate “Reserve Hire Booking Application” will need to be submitted and approved before lodging this application)**

- Yes    Property Owner: \_\_\_\_\_
- No    Reason: \_\_\_\_\_

### EVENT DETAILS

|                   |             |  |           |  |
|-------------------|-------------|--|-----------|--|
| Event name:       |             |  |           |  |
| Address/location: |             |  |           |  |
| Date/s of event:  |             |  |           |  |
| Time/s of event:  | Start time: |  | End time: |  |
| Bump-in:          | Date:       |  | Time:     |  |
| Bump-out:         | Date:       |  | Time:     |  |

### EVENT ORGANISER DETAILS

|                       |           |
|-----------------------|-----------|
| Name of organisation: |           |
| Contact person:       |           |
| Address:              | Postcode: |
| Phone:                | Mobile:   |
| Email:                |           |

**2. Type of event:**

- Concert                       Music Festival                       Cultural                       Sporting  
 Fete/Fair                       Expo/Exhibition                       Walk/Run Fundraiser                       Religious/worship  
 Other: \_\_\_\_\_

Brief description of the event: \_\_\_\_\_



**3. Is the event fenced?**

No  Yes

**4. Has the event been held before?**

No  Yes

If yes please provide a brief history of event and location: \_\_\_\_\_

\_\_\_\_\_

**5. Location:**

Outdoors

- *Events held outdoors only with no indoor component*

Combined indoors / outdoors

- *Events that include both indoor and outdoor components (eg. outdoor events with walled or un-walled marquees, festivals with both indoor and outdoor event spaces)*

Indoors only (good ventilation)

- *Indoor venues that have open windows and doors, or air movement systems that remove internal air. Marquees with substantially open walls may be included here.*

Indoors (limited/ poor ventilation)

- *Indoor venues with few open windows or doors, poor air movement systems. Some enclosed marquee-only events may be included here.*

**6. Is Traffic/Road closures (TMP) and Pedestrian management required?**

No

Yes – Traffic and/or pedestrian management application is to be submitted to the Town's Operations Team/Main Roads etc. (usually a minimum of 28 days notice is required)

**7. Does the event involve multiple venues/ locations?**

Event involves one venue only

- *Event involves one venue only. Note, include events such as marathons and obstacle courses here - while the site or course is quite extensive, it is still considered one site.*

Event involves entry into multiple venues across different locations

- *This may include comedy or arts festivals, some food and alcohol festivals, and rallies extended across multiple towns.*

**8. Seating and Tickets**

Allocated seating  Seated event (not allocated)  Partially seated event  Unseated event

Admission by Ticket only  Free Admission  Other: \_\_\_\_\_

**9. Proposed patron numbers:**

Maximum expected patron numbers **at any one time:** \_\_\_\_\_

Maximum expected patron numbers over the entire event:

500 or less     501 - 1000     1001 – 2000     2001 – 5000     >5000

**10. Predominant Demographic:**

<18yrs     18 – 30yrs     31 – 55yrs     55+     Mixed / Families

**RISK MANAGEMENT & FIRST AID**

**11. Please indicate the first aid provisions for the event:**

First aid provider: \_\_\_\_\_

Number of first aid posts: \_\_\_\_\_ Number of first aid staff: \_\_\_\_\_

*First aid staff shall have qualifications from an accredited training provider that complies with the Australian Qualifications Framework (AQF).*

**12. What measures are in place to ensure the event is accessible for persons with a disability?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**13. Please indicate the crowd control provisions for the event:**

Number of security/crowd controllers: \_\_\_\_\_

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

Number of event staff/volunteers: \_\_\_\_\_

**14. Are there activities that are likely to lead to high density?**

It's possible that some activities may lead high density of persons (i.e. entry points, mosh pit etc.)

Please attach your **DIM-ALICED** (if applicable)

**15. Is there likely to be loud volume speech, chanting cheering and singing?**

- No, loud volume speech, cheering and singing not expected.
- Whilst unlikely, loud volume speech, cheering and singing may occur at times.
- Yes, some loud volume speech, cheering and/or singing will occur.
- Yes, significant loud volume speech, cheering and singing is likely.

**TEMPORARY STRUCTURES**

**16. Sanitary facilities**

No. of permanent facilities: Male \_\_\_\_\_ Female \_\_\_\_\_ Accessible \_\_\_\_\_

No. of portable facilities: Male \_\_\_\_\_ Female \_\_\_\_\_ Accessible \_\_\_\_\_

Are accessible facilities located in an appropriate area for persons with a disability? \_\_\_\_\_

**17. Temporary structures (e.g. marquees, stages, barriers, fencing, etc):**

- None  Yes

If yes detail types and dimensions: \_\_\_\_\_

Hire company (if applicable): \_\_\_\_\_

*For temporary structures over 55m2 – provide engineering design certifications*

*For temporary stages/seating/viewing areas over 1m in height off the ground – provide engineering design certifications*

**18. Will there be any temporary electrical installations for end users to plug in to?**

- No  Yes

*If yes a qualified electrician will be required to complete a Form 5 – Certificate of Electrical Compliance.*

**FOOD & ALCOHOL SERVICE**

**19. Will there be food stalls and/or food vehicles at this event?**

- No  Yes

*The Event Organiser will be required to provide to the Town a full/complete list of foods vendors no later than 5 working days before the event. Each food vendor is to have a valid Food Registration Certificate (issued by their host local government) and current Public Liability insurance.*

**20. Will there be alcohol or gambling at this event?**

- No     
  Restricted / minimal     
  Readily available     
  No control (e.g. BYO)

If yes please provide details: \_\_\_\_\_

*Please ensure you have obtained permits from the Liquor Licensing Directorate at the Department of Local Government, Sporting and Cultural Industries.*

**21. Drug use:**

- None or Not likely
  - *Event unlikely to attract any drug use. E.g. children's events, expos, conferences.*
- Possible or minimal use
  - *Minimal use of drugs likely; e.g. some festivals and concerts may attract low levels of marijuana use*
- Probable or Likely
  - *Event is likely to attract drug use. E.g. Music Festivals and similar concerts*

**NOISE**

**22. Will there be potentially noisy activities at this event (e.g. concert, live band, amplified music, PA system, fireworks)?**

- No     Yes

Details:

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*You may be required to apply for and obtain a Regulation 18 noise approval any noise emissions that are likely to fail to comply with the assigned levels at noise sensitive receivers (e.g. residents).*

*This will involve submission of noise modelling, noise management plan, complaints procedures and monitoring arrangements. A separate application is required **at least 60 days** before the event.*

**WASTE DISPOSAL**

**23. What rubbish disposal measures are proposed?**

Details: \_\_\_\_\_

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*Please speak to the Town's Waste Management Services should you require bins.*

**24. Will there be waste water (e.g. from cleaning, washing hands, site activities)?**

No  Yes

If yes please describe how this will be disposed of: \_\_\_\_\_

*Wastewater cannot be disposed of on the Town's reserves, storm water drain or waterways. Infringement Notices may be given for any unauthorised discharges. Wastewater must be contained for disposal offsite to sewer.*

**COMMUNITY CONSULTATION & ADVERTISING**

**25. Will you undertake any consultation with local residents for your proposed event?**

No  Yes

Details: \_\_\_\_\_

**26. Have you advertised your proposed event?**

No  Yes

Website or social media details: \_\_\_\_\_

*Please attach advertisement or flyer if applicable.*

**MISCELLANEOUS**

**27. Will you be using fireworks or storing any dangerous goods or chemicals?**

No  Yes

*If yes please attached approval documentation from the Department of Mines & Petroleum.*

**28. Are you proposing to use drones (i.e. lightshow etc.)?**

No  Yes

*If yes – note that due to Victoria Park being in a flight zone the use of drones*

**29. Are you proposing to have animals at this event (e.g. pony rides, petting zoo, dogs):**

No  Yes

If yes please provide details:

Hire company: \_\_\_\_\_

Contact number: \_\_\_\_\_

*Please ensure you adhere to the Department of Health's Petting Zoo Guidelines. A copy is available from Environmental Health Services on request. Food vendors are not to be set-up near any animals to prevent food contamination.*

**Please note, regardless of meeting all Environmental Health conditions of approval, there is no guarantee that your event will not be shut down by the Town and/or Western Australia Police Force (WAPOL) for breaches of safety guidelines.**

### EVENT SITE PLAN

*Please attach a site map to this event application – with measurements. (Preferably to scale and no less than A3)*

- Geographical location, roads, water bodies
- Area
- Fenced areas (including exits)
- Emergency vehicle access
- Marquees & stages (incl. dimensions)
- Generators & lighting towers
- Mixing desk, speakers and direction
- Emergency lighting facilities (if event is at night)
- Seated & standing areas
- Permanent structures
- Parking facilities
- Toilet facilities (incl. disabled)
- Any other temporary structures
- Food vendors stalls
- Entrances and exits (**incl. width dimension**)
- Patron & patron-restricted areas
- First aid facilities
- Emergency muster point/s

### ATTACHMENT CHECKLIST

- Risk Management Plan *(for events greater than 1000 people this must comply with AS/NZ ISO 31000)*
- Emergency Plan and Evacuation Map
- DIM-ALICED
- Medical Plan
- Site Plan
- Noise Exemption Application
- Fireworks Event Notice
- Event advertisement/flyer
- Copy of liquor application
- Temporary Structures – Engineering Design Certification

### FEE INFORMATION

Fees are charged based upon the risk rating of your proposed event. The Town will contact you to take payment of the relevant fees as set by Council. Once payment in full has been received your application will be assessed.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMISSION OF THIS APPLICATION DOES NOT GRANT AUTOMATIC APPROVAL**