



# Public Event Application

*This application is for any event held on private land. For events held on Town Of Victoria Park reserves please complete a Reserve Hire Booking Application.*

## PRELIMINARY QUESTIONS

**Is there international or interstate talent proposed as part of the event?**

Yes  No

## EVENT DETAILS

Event name:		
Address/location:		
Date/s of event:		
Time/s of event:		
Bump-in:	Date:	Time:
Bump-out:	Date:	Time:

## EVENT ORGANISER DETAILS

Name of organisation:	
Contact person:	
Address:	Postcode:
Phone:	Mobile:
Email:	Fax:

### 1. Type of event:

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

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

### 2. Has the event been held before?

No  Yes

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





**3. Has approval been sought and obtained from the property/venue owner?**

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

**4. 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.*

**5. 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.*

**6. Event (Session) duration:**

- <2 hrs       2-5 hrs       > 5hrs (up to 24hrs)
- Multi day event (individual tickets permits entry to event over multiple days)

**7. Seating**

- Allocated seating     Seated event (not allocated)     partially seated event     Unseated event

**8. Proposed patron numbers:**

Maximum expected patron numbers at any one time:

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

Maximum expected patron numbers over the entire event:

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

**9. Predominant Demographic :**

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

**RISK MANAGEMENT & FIRST AID**

**10. 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).*

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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



**12. Shared Equipment / High touch points.**

- No shared equipment and/or high touch points
  - Do not include touch points like toilet handles, hand rails and counter tops - all events will have these.
- Minimal shared equipment and/or high touch points
  - May include items such as headphones for a silent disco or sporting equipment
- Some shared equipment and/or high touch points
  - Where an event may include an activities / arcade / casino / games area - while it is not the focus of the event, large numbers are likely to visit and take part in the activities
- Shared equipment and/or high touch points common
  - Where a predominant focus of the event requires shared equipment (e.g. multiple amusement rides, equipment, games, costumes, activities, etc.)

**13. Are there activities that are likely to lead to close physical proximity?**

- No, activities are not expected to lead to close physical proximity (i.e. <1.5m apart) between patrons who do not know one another.
- It's possible that some activities may lead to limited, close physical proximity (<1.5m apart) between patrons who do not know one another.
- It's probable that activities may lead to some close physical proximity (<1.5m apart) between patrons who do not know one another.
- Yes, activities are likely to result in to close physical proximity (<1.5m apart) between patrons who do not know one another (e.g. dance floors, mosh pits)

**14. Is the event likely to lead to ongoing mixing of patrons who do not know each other?**

- Limited mixing of patrons during event.
  - Limited mixing may refer to fun runs where there may be crowding briefly at the start line but the rest of the event is well spaced and allows for physical distancing between social groups. It also includes those allocated seating events, where mixing remains limited for the duration of the event but may occur briefly (i.e. toilet, entry/exit only)
- Some ongoing mixing of patrons during the event.
  - This refers to events that have some ongoing mixing of individuals who do not know each other, but physical distancing is generally maintained. Examples include expos, trade shows, conferences, small food and wine shows, some smaller regional agricultural shows (depending on proposed activities).
- Substantial ongoing mixing of patrons during the event.
  - This refers to events which have ongoing mixing of individuals who do not know each other for the majority of the event combined with difficulting maintaining physical distancing between those groups. Examples include larger festivals and carnivals, particularly where activities regularly bring unknown groups of people together.

**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? \_\_\_\_\_

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

- None     Yes

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

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

*Temporary structures may require a building permit. Please attach 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

*If yes, a separate application for a Temporary Food Business Permit is required for each vendor. For large events where there is < 15 permits required, the Event Organiser may be invoiced for permit fees.*

**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. Electronic Dance Music (EDM) 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.*

## WASTE DISPOSAL

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

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

*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 CONSULATION & 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 have amusement rides at the event?

No  Yes If yes please provide details:

Type/s: \_\_\_\_\_

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

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

*Please attach WorkSafe Amusement Device Certificates. Logbooks may be checked at the event. Please ensure the operator will have these available on request.*

**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.*

**30. Contact tracing of staff, volunteers and patrons possible:**

- Yes - rapid contact tracing of all patrons, staff, volunteers and contractors considered close contacts possible.
- Yes - contact tracing of all patrons, staff, volunteers and contractors possible but difficult to identify individuals considered close contacts during event.
- Partial - some contact tracing possible, but not for all patrons, staff, volunteers and contractors.
- No - event is open to the general public with no record of patrons retained.

**Please note, regardless of meeting all Environmental Health conditions of approval, there is no guarantee that your event will not be shut down by Western Australia Police Force (WAPOL) for breaches of COVID 19 safety guidelines.**

**It is up to the Event Organisers to ensure that their approved COVID Event Plan is adhered to.**

**EVENT SITE PLAN**

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

- Geographical location, roads, water bodies
- Fenced areas
- Emergency vehicle access
- Marquees & stages (incl. dimensions)
- Generators & lighting towers
- Mixing desk, speakers and direction
- Amusement rides
- 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



### ATTACHMENT CHECKLIST

- Risk Management Plan *(for events greater than 1000 people this must comply with AS/NZ ISO 31000)*
- Emergency Plan and Evacuation Map
- Medical Plan
- Site Plan
- Amusement Device Certificates
- Fireworks Event Notice
- Event advertisement/flyer
- Copy of liquor application
- Temporary Structures – Engineering Design Certification
- COVID-19 Event plans

### FEE INFORMATION

An event risk assessment is required before the application fee can be paid.

- Commercial Event:
  - High risk: \$190.00
  - Low risk: \$70.00
- Community Event: No charge

*The event is exempt from the application fee if it is a fund raising event for a charity, sporting club, school, and other approved community organisation.*