

Event Application

Organiser's Details

Applicant/Organisation		
ABN		
Contact Person		
Postal Address		
Contact Details	Ph:	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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Event Description eg: sporting, community, concert			
Estimated attendance - at any one time during the event	Liquor Licensed area:	Unlicensed area:	
Estimated attendance - for the duration of the event	Liquor Licensed area:	Unlicensed area:	
Target Audience/Demographic			
Power	<input type="checkbox"/> Existing	<input type="checkbox"/> Generator/s	<input type="checkbox"/> N/A
Water	<input type="checkbox"/> Scheme	<input type="checkbox"/> Tank	<input type="checkbox"/> N/A

Event Logistics

What arrangements have been made for people with disabilities?			
Entertainment details eg amplified music, amusement rides etc			
Alcohol / Food Available	Alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No	Food: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Temporary Structure Details eg marquees, stages, bouncy castles etc. (please provide sizes)			
Toilets	Male Urinals:	Female WC:	Disabled WC:
	Male WC:		Hand wash Basins:
Road Closure Details if applicable	<input type="checkbox"/> Full Road Closure <input type="checkbox"/> Half Road Closure	<input type="checkbox"/> Temporary Traffic Suspension <input type="checkbox"/> N/A	
Affected Roads (Provide a map if multiple roads affected)			
Transport Plans	<input type="checkbox"/> Patrons own transport	<input type="checkbox"/> Buses Provided	
	<input type="checkbox"/> Other:		
Temporary Camping	<input type="checkbox"/> Yes – Number of Nights:	<input type="checkbox"/> No	

Drone Operations

Do you intend to use an aircraft or drone?	<input type="checkbox"/> Yes (provide details below) <input type="checkbox"/> 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 Fees

Event associated fees apply to all events. Fees and charges 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.

Signature: _____ Date: _____

Event Application Checklist

Activity	Tick if applicable to your event	Supporting Information Required
Site Plan	<input checked="" type="checkbox"/>	Include all structures, fenced areas, power and exits
Hire of City Reserve, or Venue	<input type="checkbox"/>	Contract of Hire
City Requests: Power, Bins, Gates	<input type="checkbox"/>	Scope of Works
Event Notification to neighbouring residents and/or businesses	<input type="checkbox"/>	Please provide a copy of correspondence to persons impacted by your event (eg due to noise or road closures etc)
Public Liability Insurance	<input type="checkbox"/>	Certificate of Currency to a minimum of \$10 million and if requested, \$20 million (current for your event date/s)
Sale of Food	<input type="checkbox"/>	Food Traders Information Spreadsheet (supplied by City)
Sale of Alcohol	<input type="checkbox"/> <input type="checkbox"/>	- Copy of Liquor Licence - If on City owned or managed land: A letter to the City of Busselton requesting permission to sell alcohol
Marquees / Tents	<input type="checkbox"/> <input type="checkbox"/>	- Certificate of Temporary Structure form (for structures larger than 5mx5m) - Structural certification (for structures larger than 9mx6m)
Noise (excessive)	<input type="checkbox"/>	Regulation 18 (Noise) Application - submit at least 60 days prior to event (statutory requirement).
Police Notification	<input type="checkbox"/>	Police Notification form (signed by Police and returned to City)
Hospital Notification	<input type="checkbox"/>	Hospital Notification form (signed by hospital and returned to City)
First Aid	<input type="checkbox"/>	Provide details of first aid provision (where applicable)
Emergency Notification	<input type="checkbox"/>	Email event details to aoleeuwin@dfes.wa.gov.au and cc & events@busselton.wa.gov.au
Department of Health Notification	<input type="checkbox"/>	Register your event on the Department of Health Website here: Events registration
COVID-19	<input type="checkbox"/>	Refer to www.wa.gov.au for the current COVID Public Health Measures. Event organisers are to ensure they meet all mandatory requirements .
Risk Management	<input type="checkbox"/>	Risk Management Plan is encouraged for all events, and mandatory for events attracting more than 1000 persons - submit 4 weeks prior to event (refer to Guidelines for Concerts, Events and Organised Gatherings at health.wa.gov.au here)
Emergency Management	<input type="checkbox"/>	Emergency Evacuation Plan required depending on location for all high risk events - submit 4 weeks prior to event. (eg outdoor adventure race events, large gatherings etc). Refer Guidelines for Concerts, Events and Organised Gatherings at health.wa.gov.au here
Security	<input type="checkbox"/>	Provide details of security (where applicable)
Temporary Roadside Signage	<input type="checkbox"/> <input type="checkbox"/>	- 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	<input type="checkbox"/>	Traffic Management Plan is required where roads are closed, partially closed or traffic is suspended – submit 4 weeks prior to event.
Temporary Camping	<input type="checkbox"/>	Application for Approval to Camp will be requested if required – submit 4 weeks prior to the event.
Parking	<input type="checkbox"/>	Parking Management Plan (where applicable)

Billboard and Street Banners	<input type="checkbox"/>	- Application for Billboard Approval
	<input type="checkbox"/>	- Application for Street Banner Approval
Public Building	<input type="checkbox"/>	Form 2 – apply for certificate of approval stating the maximum number of patrons that can safely be accommodated at the venue.
Electrical Equipment	<input type="checkbox"/>	Form 5 (to be signed by licenced electrician)
Amusement Rides	<input type="checkbox"/>	- Worksafe registration and Public Liability Insurance (additionally, logbook of regular maintenance should be sighted by event organiser)

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 (eg 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.
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 fees.

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.