



APPLICATION FORM FOR LARGE PUBLIC EVENT

This form is to be completed for the City to adequately assess and grant approval for a large public event in accordance with the requirements of the *Health (Miscellaneous Provisions) Act 1911*. All fields must be completed. If a particular field is not relevant please mark as "not applicable".

If the event is proposed to occur on City owned or controlled land or buildings a booking of the facility is required. Please contact the City's Booking Office on 9397 3244 to make a tentative booking prior to lodging this form.

Event Organiser

Organisation

Organisation is a charity or community group? Yes No

Contact Person

Postal Address.....

Phone..... Mobile

Email.....

Contact person during the event

Name ... Mobile

Event Details

Name and Address of Proposed Venue.....

.....

Is the Event on City owned land? Yes No

If yes, please contact the City's Bookings Office on 9397 3244 to make a tentative booking.

Booking Reference Number

Note: Events held on City owned land require a booking with the City's Bookings Office and may incur a hire fee.

Date of Event

Start Time Finish Time

Event Planning

Type of Event – (Markets / Concert / Other)

Expected number of patrons attending

The Event will be open to the public?	Yes	Event will be attended by the public
	No	Private Function

Is there a charge to attend this event?	Yes	If yes, what is the fee
	No	



Are tickets required? Yes No

If yes, how will tickets be distributed / who will sell them

Type of entertainment (e.g. Live Band / Amplified Music).....

Will security / crowd control be present? Yes How many..... No

If yes, name of company supplying security.....

What parking arrangements will be in place (location, controllers etc.)

.....

Will you require a road closure or traffic management plan? Yes No

Note: Events that impact on the safe and efficient use of roads may require a Traffic Management Plan or road closure and may incur a fee. Please contact the City's Technical Services department on 9397 3251 for more information.

Event Structure

Will there be temporary structures (e.g. marquees, bouncy castle) Yes No

If yes, provide details

.....

What are the electrical requirements?

How will these be met (e.g. existing fixed outlets, portable generator)

.....

Number and Types of Toilets Proposed

Male WC..... Hand Basins..... Urinals (number or in metres).....

Female WC..... Hand Basins.....

Disabled WC..... Hand Basins.....

Are the toilets existing or temporary: Existing Temporary (Portaloo)

Emergency Procedures

Emergency contact person..... Phone.....

Evacuation Plan developed and distributed to key personnel Yes No

Risk Management Plan developed (1000 or more patrons) Yes No

Access for emergency vehicles to event maintained at all times Yes No

Who Will Be Supplying First Aid Service

Number of first aiders..... Number of first aid posts.....



Food and Alcohol

Will mobile food operators (including vehicles and stalls) be present? Yes No

Note: All mobile food operators require a separate trading permit from Health Services and will incur a fee.

Type of food and drink available.....
.....

Alcohol Availability

Alcohol free event

BYO Alcohol (permission required from the land owner)

Alcohol will be supplied or sold

Is a temporary liquor licence required?

Yes

No

Note: Where alcohol is to be supplied or sold a liquor licence is required from the Department of Racing, Gaming and Liquor.

Waste Provisions

Will extra City supplied bins be required? Yes Number..... No

Note: Arrangements for extra bins are to be made with Waste Services and will incur a fee

Details of Rubbish Removal and Site Cleaning.....
.....

Required Supporting Documentation

Public Liability Insurance Certificate of Currency (minimum \$10M)

Yes

No

Copy of certificate of currency attached

Yes

Site Plan attached

Yes

Site plan should include the layout of the event and the venue specified including the placement of details such as (but not limited to):

- Entry and exit points
- Car parking locations
- Food stalls
- Toilets
- First Aid Posts
- Availability of potable water
- Fire equipment
- Entertainment areas

Lodging This form

In person: City of Gosnells Civic Centre, 2120 Albany Highway, Gosnells

Monday to Friday 8.30am – 5pm

By Mail: PO Box 662, Gosnells WA 6990

By Email: council@gosnells.wa.gov.au

By Fax: 9397 3333



Declaration

I declare the information provided on this application is correct to the best of my knowledge.

SIGNED APPLICANT

NAME

DATE