



## Application for High Impact Outdoor Event

**Name of Event:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Event Date/s:** \_\_\_\_\_

**Brief Description of Event:** e.g. sporting, commercial, types of entertainment

**Applicant Details**

**Company / Organisation:** \_\_\_\_\_

**Not For Profit Organisation:**  **Yes**     **No**    If yes, please provide evidence of Not for Profit status.

**Public Liability Insurance:**  **Yes**     **No**    Please attach a copy of the Certificate of Currency

**ABN:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Postal Address for Approval:**

**Suburb** \_\_\_\_\_ **Postcode** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact During Event:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Event Details**

Please provide the following event details:

	Day	Date	From	Time	Until
Set Up					
Event					
Pack Up					

**Expected number of patrons** \_\_\_\_\_

**If this event has been held previously, how many people attended?**

**At any one time:** \_\_\_\_\_

**Total for Event:** \_\_\_\_\_

**At any one time:** \_\_\_\_\_

**Total for Event:** \_\_\_\_\_





Noise	
Will there be amplified music or noise at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a generator at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you have answered “yes” to either of the questions above, please provide details on the source of the noise: e.g. music, bands, acoustic, PA system, etc.</p>   	
Will nearby residents be able to hear noise from your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please detail the potential noise level dB(A) at the nearest residence. _____</p>	
<p>Please refer to page 3 of the Outdoor Event Application Guidelines for further information.                  You may also need to submit a “Non-Complying Events Form” with this application.</p>	

Complaints Procedures	
<p>Please provide a copy or details of your:</p> <ul style="list-style-type: none"> <li>• Complaints Procedure, including procedures for noise complaints; and</li> <li>• Community Notification Leaflet</li> </ul>	
Have you received complaints regarding events of this nature previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please provide details of how you will avoid these issues:</p>   	

Stallholders	
Will any food be provided or sold at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, an Appendix 9, Application for Food Stallholder Permit will need to be submitted by each food stall or vehicle a minimum of <b>14 days prior to the event</b> for each food stall or van.</p>	
Will any non-edible products be provided or sold at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, and your event is on City land, an Application for an Appendix 10, Application for Non-Food Stallholder Permits and Amusement Structure Permits for Events will need to be submitted a minimum of <b>14 days prior to the event</b>. One application may be submitted for each event.</p>	
Will there be any amusements or activities at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>For example face painter, bouncy castles etc.</p> <p>If yes, and your event is on City land, an Application for an Appendix 10, Application for Non-Food Stallholder Permits and Amusement Structure Permits for Events will need to be submitted a minimum of <b>14 days prior to the event</b> for each amusement trader.</p>	



Structures				
<b>Will you be using any temporary structures?</b> For example marquees, stages, tents, amusement rides, bouncy castles etc.				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please provide details of all structures and amusements below:</b>				
Type	Number	Size/s	Company or person erecting structures	Will tent pegs be used to secure structures?
Marquees				<input type="checkbox"/> Yes <input type="checkbox"/> No
Tents				<input type="checkbox"/> Yes <input type="checkbox"/> No
Stages				<input type="checkbox"/> Yes <input type="checkbox"/> No
Movie Screen				<input type="checkbox"/> Yes <input type="checkbox"/> No
Bouncy Castle				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:				<input type="checkbox"/> Yes <input type="checkbox"/> No

*An Appendix 5, Certification of Structures must be completed on the day of the event by the installer for all structures erected over 3m x 3m (excluding bouncy castles) and returned to the City's Health Services within 7 days of your event.*

Electrical Installations	
<b>Please provide details on the power supply for your event: i.e. Generator, including size</b>	
<b>Are you intending to use the City's power at your event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will there be electrical leads at your event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will there be other electrical equipment at your event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please details below what other electrical equipment will be at your event:</b>	

*All leads and electrical devices must be tagged within the last 6 months by a licensed electrician.  
An Appendix 8, Form 5, Certificate of Electrical Compliance may need to be completed on the day of the event by a licensed electrician and returned to the City's Health Services within 7 days of your event.*



Lighting	
<b>Will there be lighting installed for your event?</b> i.e. lighting towers etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please provide details on the lighting at your event:</b> i.e. lighting towers Applicable for events after sunset.	
<b>Are you intending to use the City's Floodlighting at your event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Alcohol	
<b>Will there be alcohol at this event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, a liquor licence is required from Department of Racing, Gaming and Liquor.	

Toilets						
<b>What toilet facilities will be provided for staff, volunteers and patrons at the event?</b>						
	<b>Male Only</b>		<b>Female Only</b>	<b>Unisex</b>	<b>Accessible</b>	<b>Parents Room</b>
	<b>Urinal</b>	<b>Toilet</b>				
<b>Total Toilet Numbers</b> (Existing & Additional)						
<b>Total Basin Numbers</b> (Existing & Additional)						
Please indicate the location of all toilets, existing and portable, on your site plan. It is the responsibility of the event organiser to ensure all toilets (existing and additional) are serviced and cleaned for the duration of the event.) <b>Please provide details below on arrangements made for servicing / cleaning the toilet facilities:</b>						
<b>Please ensure you have considered the lighting of toilets interior and exterior</b> Applicable for events after sunset.						

First Aid		
<b>Please provide details on the first aid arrangements for the event below:</b>		
<b>Name</b>	<b>Qualifications</b>	<b>Agency</b>



**Water Supply**

Please provide details on the potable water supply for the event:

- Mains Water Supply       Store Purchased       Water Carter  
 Rain Water Tank       Other, please specify: \_\_\_\_\_

Are you providing any free water stations for patrons at the event?       Yes       No

If yes, please ensure these are show on your site plan.

Are you intending to use the City’s water supply at your event?       Yes       No

**Security**

Please provide details on security / event liaison arrangements planned for the event below:

Type	Provider	Number of staff	Rostered Hours	
			Start	Finish
Licensed Security Personnel				
Event liaison Staff (unlicensed) and/ or Volunteer Event Staff				

**Fire Safety**

Please provide details on the fire safety arrangements (e.g. fire extinguishers, fire blankets etc.)

Type	Quantity	Location on Site

**Waste Management**

Will you require the hire of additional City of Rockingham bins?       Yes       No

If yes, please refer to the Schedule of Fees and Charges for current costs per bin.

If no, please provide the details of the contractors who will be supplying rubbish bins.

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

Contact Number: \_\_\_\_\_

If requesting bins from the City, please detail the number required below:

General Waste		Recycling	
240L Waste bins	_____	240L Recycle bins	_____
660L Skip bins	_____	660L Recycle skip bins	_____
1100L Skip bins	_____	1100L Recycle skip bins	_____



**Council Reserves (Events on City Land Only)**

If your event is to be held on land or in a venue managed by the City of Rockingham a Hold Harmless Agreement is required to be submitted with your application.

Will your event require any of the following? If yes, please provide further details.

Type	Description Left over night / weight of vehicles / quantity / access times / location
<input type="checkbox"/> Holes or trenches dug into turf	
<input type="checkbox"/> Use of tent pegs	
<input type="checkbox"/> Lines marked on grassed areas	
<input type="checkbox"/> Access for cars	
<input type="checkbox"/> Access for light trucks	
<input type="checkbox"/> Access for heavy vehicles (weight)	
<input type="checkbox"/> Access for machinery / amusements on trailers etc.	

**Other:**  
please describe

**Parking and Traffic Management**

Please provide details on the parking arrangement in place for the event, below:

	Standard vehicle bays	Accessible parking bays	Oversized vehicles e.g. bus	Kiss and Drive facilities
<b>Total Numbers</b> (Existing & Additional)				

Please provide details on any additional bays to be provided  
i.e. where they will be located and how they will be marked

Is the event an on road event i.e. cycling, triathlon etc.?  Yes  No

If yes, please identify the type of on road activities: \_\_\_\_\_

Will a road closure / variation to existing traffic arrangements be required?  Yes  No

If you have answered yes to one of the above questions a traffic management plan and an Application for an Order for a Road Closure and/or Application for Temporary Suspension of the Road Traffic Act/Regulations may be required to be submitted at least **60 days prior to your event.**



**Pyrotechnics (fireworks)**

**Are pyrotechnics (fireworks) planned for the event?**  Yes  No

If yes, please submit a copy of the Department and Mines and Petroleum Application for a Fireworks Event Permit to the City’s Fire and Emergency Services team **60 days prior to your event**. A copy of the approval issued by the Department of Mines and Petroleum needs to be submitted to the City a minimum of 7 days prior to your event.

**Risk Management and Emergency Evacuation Plans**

**Risk Management Plan Attached**  Yes  N/A

**Emergency Evacuation Plan Attached**  Yes  N/A

**Event Promotional Signage**

**Are you intending on advertising your event on public or private land?**  Yes  No

If yes an Application for Advertising Signage for Community Event is required to be submitted a minimum of **14 days prior** to the event.

**Declaration**

I, the undersigned, certify that I have authority on behalf of the organisation, group or club to submit this application and that the information contained herein or in the attachments is, to the best of my knowledge, true and correct.

I declare that I have read and understood my obligations as defined within the City of Rockingham’s Outdoor Events Policy.

**Name of Event Organiser** \_\_\_\_\_

**Organisation** \_\_\_\_\_

**Position within the organisation** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Please **tick** the box if you **do not consent** to your Contact Details being given out to members of the Public in relation to your event.

If you have any queries or require help in completing this application, please contact the Events and Permits Administration Officer on 9528 0449.

The application form may be submitted in person to the City of Rockingham administration building, emailed to [customer@rockingham.wa.gov.au](mailto:customer@rockingham.wa.gov.au), or via post to:-

Chief Executive Officer  
**Attention: Health Services**  
 City of Rockingham  
 PO Box 2142  
**ROCKINGHAM DC WA 6967**



## Checklist for Application Submission

### Documentation Required

The following documents are **REQUIRED** when submitting your application. Without these your application will be considered incomplete and unable to be assessed.

- Site plan of your event
- Copy of current public liability insurance
- Risk Management Plan
- Emergency Evacuation Plan
- Hold Harmless Agreement (for events on City managed or owned venues)
- Appendix 6: Application to construct, extend or alter a public building / event (Form 1)
- Appendix 7: Application for Approval (Form 2)

The following documents may be required depending on the type and nature of your event. If any of the below are applicable they must be submitted with your event application.

- Appendix 4: Application for Non-complying Events (Noise exemption, required for events with amplified music and sound)
- Traffic Management Plan (Required for a road closure or any variation to existing traffic arrangements) including Application for an Order for a Road Closure and/or Application for Temporary Suspension of the Road Traffic Act/Regulations.
- Copy of letter informing Police and DFES (Dept. of Fire & Emergency Services) of your event

**To be submitted a minimum of 14 days prior to the event date**

- Stallholder Permit Applications
- Amusement Structure Permit Application
- Advertising Signage for Community Event Application
- Community Notification Leaflet

**Other Documentation Provided (please list)**