

Application for High Impact Outdoor Event

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

This form will be assessed and the City will notify you of the outcome.

Event Details	
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	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide evidence of Not for Profit status
Public Liability Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please attach a copy of the Certificate of Currency
ABN		
Contact Person		
Postal Address		
Suburb		Postcode
Phone number		
Email address		
Contact during event		
Contact Number		

The City of Rockingham is collecting your personal information to process an application for event approval under the Health (Public Building) Regulations 1992. It may also be used for secondary purposes which would be reasonably expected.

We may share this information with other government agencies in order to assess the application. If you choose to not provide your personal information, we may not be able to process the application.

To access, correct or learn more about how we handle personal information please contact privacy@rockingham.wa.gov.au or visit rockingham.wa.gov.au/privacy.

Site Plan

A detailed layout of the event is to be included with your application form. Please draw your site plan here, or attached separately. Please ensure the following is indicated on the map (if applicable);

- Toilet facilities (including number and type)
- Rubbish receptacles (number)
- Amusements / Rides
- First Aid Post(s)
- Free water points
- Fire safety equipment (number and type)
- Lighting towers
- Generators (include size)
- Electrical Cables
- Mixing/Sound desk
- Speaker location/s and direction
- Alcohol consumption areas
- Seating (including areas for people using wheelchairs or with prams and people accompanying them)
- Stages (include dimensions)
- Food stalls
- Non-Food Stalls
- Fenced Off Areas
- Entrances and Exits (include accessible points)
- Emergency Exits
- Vehicle Access Points
- Parking Areas (including accessible parking)
- Distance to closest residence
- Site Signage
- Seating (including areas for people)
- Temporary structures
- Patron Areas
- Restricted Areas



Event Information				
	Day	Date	Time	
			From	Until
Set Up				
Event				
Pack Up				
Expected number of patrons		At any one time		Total for Event
If this event has been held previously, how many people attended?		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
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.	
Will nearby residents be able to hear noise from your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please detail the potential noise level dB(A) at the nearest residence	
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.	

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

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

Stallholders	
Will any food be provided or sold at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, an Appendix 9, Application for Food Stallholder Permit will need to be submitted by each food stall or vehicle a minimum of 14 days prior to the event for each food stall or van.	
Will any non-edible products be provided or sold at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 14 days prior to the event . One application may be submitted for each event.	
Will there be any amusements or activities at your event? e.g. face painter, bouncy castles etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 14 days prior to the event for each amusement trader.	

First Aid		
Name	Qualifications	Agency

Structures					
Will you be using any temporary structures? e.g. marquees, stages, tents, amusement rides, bouncy castles etc.				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide details of all structures and amusements below:					
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	
Please provide details on the power supply for your event: e.g. generator, including size	
Are you intending to use the City’s power at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be electrical leads at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be other electrical equipment at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please detail below what other electrical equipment will be at your event:	

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.

Toilets						
What toilet facilities will be provided for staff, volunteers and patrons at the event?						
	Male Only		Female only	Unisex	Accessible	Parents Room
	Urinal	Toilet				
Total Toilet Numbers (existing & additional)						
Total Basin Numbers (existing & additional)						
Please include 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.						
Please provide details below on arrangements made for servicing / cleaning the toilet facilities:						
Please ensure you have considered the lighting of toilets interior and exterior - applicable for events after sunset.						

Waste Management			
Will you require the hire of additional City of Rockingham Bins?		<input type="checkbox"/> Yes	<input type="checkbox"/> 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 contractor 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	

Water Supply	
Please provide details on the potable water supply for the event:	
<input type="checkbox"/> Mains water supply <input type="checkbox"/> Store purchased <input type="checkbox"/> Water Carter <input type="checkbox"/> Rainwater tank <input type="checkbox"/> Other, please specify: _____	
Are you providing any free water stations for patrons at the event? If yes, please ensure these are shown on your site plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you intending to use the City's water supply at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> 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

Risk Management and Emergency Evacuation Plans	
Risk Management Plan Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Evacuation Plan Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Council Reserve (Events on City Land only)	
<p>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.</p>	
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.	
<p>Other: please describe</p>	

Event Promotional Signage	
Are you intending on advertising your event on public or private land?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes an Application for Advertising Signage for Community Event is required to be submitted a minimum of 14 days prior to the event.</p>	

Pyrotechnics (fireworks)	
Are pyrotechnics (fireworks) planned for the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>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.</p>	

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
Total numbers (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.?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please identify the type of on road activities:				
Will a road closure / variation to existing traffic arrangements be required?				<input type="checkbox"/> Yes <input type="checkbox"/> 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.				

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	
<input type="checkbox"/> 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.	

Documentation required
The following documents are REQUIRED when submitting your application. Without these your application will be considered incomplete and unable to be assessed.
<input type="checkbox"/> Site plan of your event <input type="checkbox"/> Copy of current public liability insurance <input type="checkbox"/> Risk Management Plan <input type="checkbox"/> Emergency Evacuation Plan <input type="checkbox"/> Hold Harmless Agreement (for events on City managed or owned venues) <input type="checkbox"/> Appendix 6: Application to construct, extend or alter a public building/event (Form 1) <input type="checkbox"/> 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.
<input type="checkbox"/> Appendix 4: Application for Non-complying Events (Noise exemption, required for events with amplified music and sound) <input type="checkbox"/> 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. <input type="checkbox"/> 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
<input type="checkbox"/> Stallholder Permit Applications <input type="checkbox"/> Amusement Structure Permit Application <input type="checkbox"/> Advertising Signage for Community Event Application <input type="checkbox"/> Community Notification Leaflet
Other Documentation Provided (please list)

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

City of Rockingham
 Attention: Health Services
 PO Box 2142
 ROCKINGHAM DC WA 6967