

Event Information

* indicates a required field

Event Definition

An event is defined as the following:

- A gathering of people brought together for a common purpose by pre-arrangement.
- That it is open to the general public either by free or paid entry.
- That it is either of a temporary nature or occurs regularly.

If you are unsure or have any questions please contact the Bookings and Events Officer on 08 9364 0611.

Applicants please ensure that you understand and agree to the following:

- That when completing this application you familiarise yourself with the Events Package Support Information.
- There may be additional legislation, codes of practice and guidelines required, in addition to the information listed in this application.
- A bond will be charged for all events on City of Melville land.
- The event may also attract fees.
- The application may be subject to change.
- There may be other requirements not mentioned in this application, which may be necessary for you to conduct the event.
- You should ensure that no other permission or licences are required.
- No liability is accepted by the City for any failure of the applicant to conduct the event/s.
- Incomplete applications may not be considered.
- Unsubmitted applications will not be considered.

*

☐ Yes ☐ No

Please confirm that you agree to the requirements listed.

Contact Details

* indicates a required field

Applicant Organisation Details

Applicant organisation name

Organisation Name

Event Application 2024

Form Preview

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Organisation is a charity or community group?

Not for profit groups.

Organisation's website

Must be a URL

Primary contact person *

Title First Name Last Name

This is the person we will correspond with about this application.

Position held in organisation

e.g. Manager, Board Member, Fundraising Coordinator

Contact phone number *

Provide a mobile number or landline. Include area code if outside of Western Australia.

Primary contact person's email address *

This is the address we will use to correspond with you about this application

Postal address *

Address

Suburb State Postcode

Must be Address Line 1, Suburb/Town, State/Province, and Postcode are required..

Event Details

* indicates a required field

Event Details

Event Name *

Event Application 2024

Form Preview

Proposed Date *

a date

Overall number patrons for entire event *

Maximum number of patrons at any one time *

Please use a 24 hour clock when entering times.

Start Time for Event Set Up *

Finish Time for Event Pack Down *

Event Start Time *

Finish Time for Event *

Please provide a brief description of the proposed event. *

Is your Event Open to the General Public *

☐ Yes ☐ No

Will you be charging a fee for people to attend the Event? *

☐ Yes ☐ No

Have you run this event before? *

☐ Yes ☐ No

Are you considering running this event annually?

☐ Yes ☐ No

Have you applied for Community Grant Funding?

☐ Yes ☐ No

Please provide a contact name and number for public enquiries:

By supplying this information you provide permission for the City to share this information with general enquiries from the public.

Please provide details (year of previous event, location etc)

Reserving a Space and Site Map

* indicates a required field

Reserving a Location

Requested Venue/Location

Is the requested event location within a City of Melville reserve/park? *

☐ Yes ☐ No

Does the event involve the Swan River? *

☐ Yes ☐ No

Department of Biodiversity Conservation and Attractions Approval

Approval from Department of Biodiversity, Conservation and Attractions

Attach a file:

Site Map

A Site Map is required with every application. Please refer to the [Event Application Support Information](#) for more details.

Site Map *

Attach a file:

Will the Event take place in a fenced off or confined area (ie buildings, courtyards etc)? *

☐ Yes ☐ No

COVID Event Plans

* indicates a required field

The WA State Government requires events of 500-1000 people to hold a Covid Event Checklist. Events in excess of 1000 people are required to have a Covid Safety Plan.

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Form Preview

Please attached the required [Event Plan \(on the prescribed State Government template\)](#). The Plan will be reviewed as part of the Event Application process.

It remains the responsibility of all applicants to comply with and maintain compliance with the directives issued by the State and Federal Governments. Please remain up to date with the requirements during this period.

New Question *

Attach a file:

Public Liability Insurance and Risk Management Plan

*** indicates a required field**

Public Liability Insurance

Please refer to the [Event Application Support Information](#) for more details on Public Liability Insurance.

Certificate of Currency for Public Liability Insurance *

Attach a file:

As the Event Organiser I confirm Certificates of Currency for Public Liability Insurance will be collected/checked to ensure it's adequate for all suppliers operating at the Event? *

☐ Yes ☐ No

☐ The Event Organiser agrees to indemnify and hold harmless the City of Melville against any loss, liability, damage, claims or demand arising from or in connection with the booking application or/and use of the facilities.

Risk Management Plan

Please refer to the [Event Application Support Information](#) for more details on Risk Management Plans.

In the event of an incident, the City reserves the right to request a copy of your Event Risk Management Plan.

Do you have a Risk Management Plan for this Event? *

☐ Yes ☐ No

If no, please confirm that you have contacted your insurance provider to ensure the Certificate of Currency provided covers the Event?

☐ Yes ☐ No

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If the City of Melville is listed as a control anywhere in the Event Risk Management Plan, please outline the control measures below. *

If you do not have a Risk Management Plan please type N/A in this field.

Event Security, Emergency Management and Event First Aid

*** indicates a required field**

Event Security

Further information on Event Security can be found in the [Event Application Support Information](#).

Will you be informing local Police? *

☐ Yes ☐ No

Will the Event Organiser have emergency contact details at all times? *

☐ Yes ☐ No

Will there be licenced Crowd Controllers? *

☐ Yes ☐ No

Please provide any other details on what Event Security has been arranged? Including how you will ensure the safety of event patrons and the number of licenced crowd controllers (if relevant).. *

If you are using a Crowd Control Agent then please attach a copy of their Certificate of Currency

Attach a file:

Emergency Management

Further information on Event Security can be found in the [Event Application Support Information](#).

Is there an Emergency Management Plan for this event? *

☐ Yes ☐ No

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Form Preview

Please attach your Emergency Management Plan

Attach a file:

New Section

Which emergency service organisations will be notified of the Event? *

- ☐ Police
- ☐ Ambulance
- ☐ Fire Bridage
- ☐ None
- ☐ Other

If you have selected other, please specify:

Event First Aid

Further information on Event First Aid can be found in the [Event Application Support Information](#).

Please advise the number of First Aid Officers that will be appointed for the event: *

Must be a number.

Event Rubbish and Toilet Facilities

* indicates a required field

Event Rubbish and Recycling

For more information please refer to the [Event Application Support Information](#).

Has a Waste Bin Hire form been completed and submitted? *

- ☐ Yes ☐ No

Will you be arranging a clean up crew to conduct a litter pick up after the event? *

- ☐ Yes ☐ No

If bins have not been hired through the City's Waste Service, what rubbish management will be arranged for this Event?

Toilet Facilities

For more information please refer to the [Event Application Support Information](#).

Please advise how many female toilets will be available at the Event? *

Must be a number.

Please advise how many male toilets will be available at the Event? *

Must be a number.

Please advise how many unisex accessible toilets will be available at the Event? *

Must be a number.

If there are any toilet facilities onsite, do the above listed numbers include these facilities? *

☐ Yes ☐ No

If the area does not have existing toilet facilities, please answer no.

Event Lighting and Electrics

* indicates a required field

Event Lighting

Further information on Event Lighting can be found in the [Event Application Support Information](#).

Is the event taking place during sunset or at night? *

☐ Yes ☐ No

Will additional lighting be present at the event?

☐ Yes ☐ No

Please specify lighting arrangements:

Electrics

Further information on electrics can be found in the [Event Application Support Information](#).

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Will the event include any temporary electrical equipment (including generators)?

*

☐ Yes

☐ No

Please specify the type of power source/s:

- ☐ Large generator (with communal switchboard)
- ☐ Small generator
- ☐ Onsite power
- ☐ Other:

If you have specified 'onsite power' or 'other' please provide more details:

Amusement and Stallholders

* indicates a required field

Amusements

Further information on Amusements can be found in the [Event Application Support Information](#).

Will amusement equipment be included at the event? *

☐ Yes

☐ No

Amusement equipment includes animals, petting zoos, animal rides, bouncy castles, rock climbing, inflatable structures, fireworks, pyrotechnics or laser display, ferris wheel, merry-go-round etc.

Please specify amusement equipment:

- ☐ Animals (including zoos and rides)
- ☐ Inflatable Structures (including bouncy castle)
- ☐ Pyrotechnics (fireworks and laser display)
- ☐ Mechanical (ferris wheel, merry-go-round)
- ☐ Other

Please provide more information:

Stallholders

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Further information on stallholders can be found in the [Event Application Support Information](#).

Will stallholders be present at the event (including food, drinks and merchandise)? *

- ☐ Yes ☐ No

If yes, what type of stallholders are proposed?

- ☐ Food and drinks (non alcoholic)
☐ Alcoholic drinks (including tastings)
☐ Merchandise

Event Noise Management and Signage

* indicates a required field

Event Noise Management

Further information on Event Noise Management can be found in the [Event Application Support Information](#).

Will the Event feature amplified music or noise? *

- ☐ Yes ☐ No

If Yes, please specify:

- ☐ Live Band
☐ Amplified Music (DJ, Juke Box, Ipod etc)
☐ Other

If you've selected other, please specify:

Signage Advertising the Event

Further information on Signage Advertising the Event can be found in the [Event Application Support Information](#).

Will you be advertising your event with signage? *

- ☐ Yes, on either public or private land
☐ Yes, in a thoroughfare or public road reserve
☐ Not Applicable

New Section

Will Portable Illuminated Signage or Tethered Signs be used? *

- ☐ Yes ☐ No ☐ Not Applicable

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Is signage proposed to be erected for longer than 14 days? *

☐ Yes ☐ No ☐ Not Applicable

Have you lodged a Development Application? *

☐ Yes ☐ No ☐ Not Applicable

A Development Application is only required if Portable Illuminated Signs, Tethered Signs or any other signage will be erected for longer than 14 days.

If signage is proposed in a thoroughfare or public road reserve, please provide details (size of proposed signs, number of signs, proposed location of signs etc).

Parking Arrangements and Traffic Management

* indicates a required field

Parking Arrangements

Further information on Parking Arrangements can be found in the [Event Application Support Information](#).

Please attach the Parking Plan/Map *

Attach a file:

If your parking plan and map are separate documents please use the below additional file

Please attach a map if it's a separate document

Attach a file:

Traffic Management

Further information on Event Traffic Management can be found in the [Event Application Support Information](#).

Will the event require any road closures? *

☐ Yes ☐ No

Will your event impact or change the traffic flow on roads surrounding the event? *

☐ Yes ☐ No

New Section

Please attach a completed Road Closure Form

Attach a file:

Please attach Traffic Management Plan

Attach a file:

Please provide details of the locations and number of advance warning signs, traffic warden and directional signage.

Structures and Alcohol

** indicates a required field*

Structures

Further information on Structures can be found in the [Event Application Support Information](#).

A temporary structure may be referred to as "Temporary Building" or "Incidental Structure" in the Events Package Support Information.

Will there be any temporary structures (including stages) at your event? *

- ☐ Yes ☐ No

Will the temporary structure be:

- ☐ Attached to another building or structure
☐ Greater than 10 sqm in floor area
☐ Greater than 2.4 metres in height

Will members of the public use or be permitted to have access to the temporary structure?

- ☐ Yes ☐ No

Is the temporary structure going to remain erected for longer than 1 (one) month?

- ☐ Yes ☐ No

Alcohol

Further information on Alcohol can be found in the [Event Application Support Information](#)

Will alcohol be permitted at the event? *

- ☐ Yes ☐ No

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How will the Alcohol be included:

- ☐ BYO permitted
- ☐ Sold at the event
- ☐ Included in entry fee or ticket price
- ☐ Included in raffle ticket prizes
- ☐ Complementary where goods are being sold
- ☐ Other:

Please attach a map outlining areas where alcohol consumption is proposed to be within the event

Attach a file:

Attached a letter requesting support for an application to Department of Local Government, Sport and Cultural Industries

Attach a file:

Access and Inclusion

* indicates a required field

Access and Inclusion

Further information on Access and Inclusion can be found in the [Event Application Support Information](#).

Have you reviewed and implemented measures from the Access and Inclusion Information in the Event Package Support Information? *

- ☐ Yes ☐ No

New Section

If you have answered 'no', please provide comment around why you have been unable to do this at your event.

Bond Details

Bond Details

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All events taking place on City of Melville land are charged a bond . Providing the area is left undamaged and clean at the conclusion of the event, the bond will be refunded. The bond refund will either be via EFT (electronic fund transfer).

The City does not take any responsibility if incorrect details are provided.

Bank Account

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Application Feedback

You are near the end of the application process. Before you review and click the **SUBMIT** button, please take a few moments to provide some feedback.

Please indicate how you found the online application:

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete the application?

Must be a number.

Estimate in minutes i.e 1 hour= 60 minutes

Please provide us with your suggestions for any improvements that you think we should consider.