Outdoor Sporting Events Application
Form Preview

Eligibility

Thinking of organising an outdoor sporting event?

Events such as triathlons, marathons, rowing regattas, bike rides, fun runs, walks require a booking. All groups, clubs, casual users, schools and event organisers are required to gain land owner approval for use of City of Melville land, reserves, roads, pathways and facilities.

Where events are on roads or crossing roads / driveways and/or have road closures or temporary suspensions a Traffic Management Plan will be required to be submitted.

For further information visit the Main Roads and Traffic Management for Events Code of Practice and website to work through requirements.

Approval should be sought from Department of Biodiversity, Conservation and Attractions for those events being held on the water.

Please note, booking requests may be declined if they conflict with prior bookings and/ or Club allocations or if the nature of the booking is not considered appropriate for the requested location.

If required, please liaise with our Community Recreation Team for further information. You can contact the team on **9364 0189** or email rdo@melville.wa.gov.au.

Please complete this form and fill in all required components before submitting.

The application should be submitted no less than 2 months before the event date.

Incomplete applications received will not be considered.

** COVID-19 **

It is the responsibility of all applicants to comply with and maintain compliance with the directives issued by the State and Federal Governments in relation to Covid 19. Please remain up to date with the requirements during this period. If you have any questions regarding the Covid 19 restrictions please contact the National Coronavirus Helpline, 1800 020 080.

Regular review of the State Governments COVID-19 coronavirus: Community advice web site (Click Here) or the Covid 19 Coronavirus: Sport West (Click Here) is encouraged.

Hand sanitiser is required to be available to all patrons and regular cleaning to be provided by the applicant.

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012. Click t*o view the Privacy Statement

Please note

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Before completing this application form, you should have all relevant details of the event and any applicable attachments.

Incomplete applications will not be considered and cause delays in the approval process.

Contact Details

* indicates a required field

Applicant Organisation Details

Applicant organisation name *
Organisation Name

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.

Department / Branch

Use this field only if relevant

Applicant Primary Address
Address

Applicant Postal Address
Address

If different to the above

Applicant website

Must be a URL

Primary contact person *
Title   First Name   Last Name

This is the person we will correspond with about this grant

Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Must be an Australian phone number.

Primary contact person's email address *

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

Organisation Details

* indicates a required field

Does your organisation have an ABN? *

○ Yes   ○ No

Is your organisation registered with the Australian Charities and Not-for-Profits Commission (ACNC?)

○ Yes   ○ No

If you're unsure, you can check your registration at the ACNC website: http://www.acnc.gov.au/

What is your incorporation number?

Incorporated Association or Australian Corporation Number

What type of not-for-profit organisation are you?

○ Educational institution (includes pre-schools, schools, universities & higher education providers)
○ Peak body
○ Social enterprise
○ International NGO
○ Professional association
○ Healthcare not-for-profit
○ Community group
○ Political party / lobby group
○ Research body
○ General not-for-profit (i.e. none of the sub-types listed above)

Please choose the option that best applies to your organisation.

Public Liability

Please upload the current Certificate of Currency *

Attach a file:

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Event Details

* indicates a required field

Event Name *

The name of your outdoor event

Please provide a short summary of your outdoor event

Be descriptive, Include a brief summary of who this project is for, what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes).

Event Locations and Dates

Date of Event

Event Date/s	Location of Event
Must be a date.	

Event Times

Start of Event *

Time the event will begin

End of event *

Latest time the event will go until

Does this include set up and pack down? *

○ Yes   ○ No   ○ Other:

If other, please include times

Event Numbers

How many participants are you expecting to attend the event? *

Must be a number.

Registration fee?

Does your event charge a fee for registering to be apart of the activity?

Do you charge a fee? *

Please use the drop down box to answer

Course Information

* indicates a required field

Course Map / Routes

Please provide adequate maps relating to the entire event route throughout the City of Melville.

At least 1 map is required to be uploaded below, if there are others please continue to upload.

If you have other maps relating to parking requests or other, please upload here.

Upload File *

Attach a file:

coures map, route, location of event requested

Upload File

Attach a file:

Upload File

Attach a file:

Upload File

Attach a file:

Upload File

Attach a file:

Event requirements / requests

Any Event specific requests eg. Food, structures, parking requirements etc please list below

Traffic Management

* indicates a required field

Traffic Management Plan

Does your event require a road closure, temporary suspension, car park crossing or similar?

You might be required to submit a Traffic Management Plan (TMP)

Please read through the requirements of a TMP for events from Main Roads WA - <u>Events on Roads</u>

Does your event require a Traffic Management Plan? *

Choose a response from the drop down box.

Traffic Managment Plan
Attach a file:

Submit at a later date

For large events the Traffic Management Plan can take some time to prepare, therefore if you would like to apply for the event and submit the TMP later the City of Melville will allow for this to be done.

Please indicate below if you require to do this;

TMP will be submitted later *

Choose a response from the drop down box

If you are submitting at a later date, it is required to be submitted to the City of Melville no later than *6 weeks* prior to the event.

If the TMP is not submitted, the event will not gain approval.

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the application is true and correct, and I understand that if the applicant organisation is approved for this event, we will be required to accept the terms and conditions of the approval letter.

I agree * ○ Yes ○ No

Name of authorised person *

Title	First Name	Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Date *

Must be a date

Applicant Feedback

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

Please indicate how you found the online application process:
○ Very easy ○ Easy ○ Neutral ○ Difficult ○ Very difficult

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

Estimate in minutes i.e. 1 hour = 60 minutes

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.