

Public Event Application Form



This form is required to be completed when applying for approval to hold a public event within the City of Subiaco, and to satisfy the requirements of the *Health (Miscellaneous Provisions) Act 1911*.

For detailed information and specific requirements to hold an event within the City, please refer to the City's '[Public Events - Information and Application Guide](#)'. It is recommended that you read this guide **before** completing and submitting an application.

There are specified timeframes for the submission of this application to the City. These timeframes are outlined in the Guide, and are dependent on the size of the event. **Late applications may not be approved by the City.**

Fees associated with this application are outlined on the City's website [here](#).

For any questions, or further information, please contact the City's Environmental Health branch on 9237 9222, or at eventapplications@subiaco.wa.gov.au.

APPLICANT DETAILS

| | |
|---|----------|
| Name of contact | |
| Organisation | |
| Is the organisation a charity or not-for-profit | Yes / No |
| Address | |
| Contact phone | |
| Contact email | |
| Name of Event Manager | |
| Event Manager phone | |

EVENT DETAILS

| | |
|---|-------------------|
| Name of event | |
| Location of event | |
| Event description and activities planned | |
| Event date(s) | |
| Event start time | Event finish time |
| Bump-in time | Bump-out time |
| Number of patrons - expected over the duration of the event | |
| Number of patrons - maximum expected at any one time | |
| Is this a ticketed event? | Yes / No |
| Is this a free event, community event or proceeds being donated to charity? | Yes / No |
| If ' Yes ', please provide detail. | |

Public Event Application Form



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| Is this event being supported by the City of Subiaco, eg. sponsorship, grant etc.? | Yes / No |
| If 'Yes', please provide detail of this support. | |

STRUCTURES & FACILITIES

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|--|----------|-----------|-----------|-----------------------|--|
| Will any temporary structures be installed, eg. marquees, stages, lighting towers, movie screens, bouncy castles? | Yes / No | | | | |
| If 'Yes', please list types, number and sizes of these structures. | | | | | |
| <i>Note – further structural/engineering detail may be requested for the assessment of these structures</i> | | | | | |
| How many toilets will be available for patrons attending the event? | | | | | |
| Male urinal | Male WC | Female WC | Unisex WC | Wheelchair Accessible | |
| No: | No: | No: | No: | No: | |
| Are the toilets existing or temporary (or a mix of both)? | | | | | |
| Will the event be held in an enclosed space, eg. within a building, marquee or within a fenced area? | | Yes / No | | | |
| <i>Note – if yes, a 'Form 1 – Application to construct, extend or alter a public building' may be required</i> | | | | | |
| If fenced, what is the type and height of the fencing that will be used? | | | | | |
| Will electrical power be required for the event? | | Yes / No | | | |
| If 'Yes', how will power be supplied, eg. mains power, generator. | | | | | |
| <i>Note – if yes, a 'Form 5 - Electrical Certification' may be required for temporary electrical installations</i> | | | | | |

EVENT SAFETY & RISK MANAGEMENT

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|---|----------|
| Has a Risk Management Plan been prepared for the event? | Yes / No |
| <i>Note - a Risk Management Plan is required for events with >1000 patrons. Refer to Section 10.1 in the 'Public Events – Information and Application Guide'</i> | |
| Has an Emergency Management Plan been prepared for the event? | Yes / No |
| <i>Note - an Emergency Management Plan is required for events with >1000 patrons. Refer to Section 10.2 in the 'Public Events – Information and Application Guide'</i> | |
| Has an Evacuation Plan been prepared for the event? | Yes / No |
| <i>Note – an Evacuation Plan may be requested for events with >250 patrons. Refer to Section 10.3 in the 'Public Events – Information and Application Guide'</i> | |

Public Event Application Form



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| What Disability and Inclusion aspects have been considered for the event? Please provide detail. | |
| <i>Refer to the City's checklist for Accessible and Inclusive Events and Section 10.5 in the 'Public Events – Information and Application Guide'</i> | |
| Will First Aid personnel be provided at the event? | Yes / No |
| If 'Yes' , how many personnel and who is the provider? | |
| <i>Refer to Section 10.6 in the 'Public Events – Information and Application Guide'</i> | |
| Will security personnel be provided at the event? | Yes / No |
| If 'Yes' , how many personnel and who is the provider? | |
| <i>Refer to Section 10.7 in the 'Public Events – Information and Application Guide'</i> | |
| Have WA Police been notified of the event? | Yes / No |

ENTERTAINMENT / AMPLIFIED MUSIC

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| Will any forms of entertainment be provided during the event? | Yes / No |
| If 'Yes' , please provide details, eg. live music, DJ, amusement rides, face painting, petting zoo etc. | |
| Will there be noisy activities, eg. live band, amplified music, PA system? | Yes / No |
| If 'Yes' , please provide details. | |
| <i>Note – if yes, a Noise Management Plan may be required. Refer to Section 11.1 in the 'Public Events – Information and Application Guide'</i> | |
| Will a notification letter regarding the event be distributed to local residents? | Yes / No |
| <i>Note – if yes, a copy of this letter may be requested</i> | |
| Will pyrotechnics or fireworks be used during the event? | Yes / No |
| <i>Note – if yes, a pyrotechnics/fireworks permit is required to be obtained from the Department of Mines, Industry Regulation and Safety</i> | |

Public Event Application Form



FOOD & BEVERAGES

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| Will there be any food stalls or caterers providing food at the event? | Yes / No |
| <i>Note - all food stalls need to submit an Application for Approval to Operate a Temporary Food Stall to the City. Refer to Section 12.1 in the 'Public Events – Information and Application Guide'</i> | |
| If 'Yes', how many food vendors/stalls or caterers will there be? | |
| Will alcohol be sold or provided during the event? | Yes / No |
| If 'Yes', has an application been lodged or liquor licence obtained from Racing, Gaming and Liquor? | Yes / No |
| <i>Note – if yes, a copy of this Liquor Licence may be requested</i> | |

PARKS BOOKING

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| Will the event be held on City managed land, eg. park/reserve/open space? | Yes / No |
| If 'Yes', has a Parks Booking Form been submitted to the City? | Yes / No |
| <i>Note – if applicable a Parks Booking Form will be required to be submitted via the City's Parks Bookings web page</i> | |

COMMUNITY FACILITY/HALL BOOKING

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| Will the event be held in a City managed facility, eg. hall, community centre etc? | Yes / No |
| If 'Yes', has a Community Facilities Hire Application been submitted to the City? | Yes / No |
| <i>Note – if applicable a Community Facilities Hire Form will be required to be submitted via the City's Community Centre Bookings web page</i> | |

TRAFFIC MANAGEMENT & PARKING

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|--|----------|
| Will any part of the event take place or obstruct a public thoroughfare, eg. road, parking bay, footpath, verge etc? | Yes / No |
| If 'Yes', has an Obstruction Permit Application been submitted to the City? | Yes / No |
| <i>Note - if applicable an Obstruction Permit Application will be required to be submitted via the City's Obstruction Permits web page</i> | |

WASTE MANAGEMENT

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|---|----------|
| Will waste and recycling bins be provided for the event? | Yes / No |
| <i>Note – a Waste Management Plan is required for events with >250 patrons. Refer to Section 13 in the 'Public Events – Information and Application Guide'</i> | |

Public Event Application Form



EVENTS RUNNING MORE THAN 48 HOURS

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| Will the event run for more than 48 hours? | Yes / No |
| <i>Note – Development Approval may be required from the City’s Planning Services. Refer to Section 14 in the ‘Public Events – Information and Application Guide’</i> | |

SIGNAGE

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|---|----------|
| Does the event require temporary signage to be installed, ie. to promote the event? | Yes / No |
| <i>Note - approval may be required from the City’s Planning Services for installation of signage or banners. Refer to Section 15 in the ‘Public Events – Information and Application Guide’</i> | |

SUBMITTING YOUR APPLICATION

The following documents must be included (as a minimum) when submitting your application to the City:

- Completed *Public Event Application Form*
- Basic site plan - showing key features, eg. location, structures, food stalls, toilets, lighting, exits, first aid posts (where applicable). *Note - this can be in a draft format.*
- Public Liability Insurance Certificate of Currency - minimum \$20 million (for events held at a City owned venue the City of Subiaco must be named on the policy as an interested party).

Additional documentation may be required to support your application. This can be provided when submitting an application, otherwise it will be requested by the City after your application has been lodged.

Completed applications and supporting documentation should be submitted via email to eventapplications@subiaco.wa.gov.au.

APPROVAL PROCESS

The City’s Environmental Health branch will be the primary point of contact responsible for the assessment and approval of your event. For any questions or updates on the progress of your application contact 9237 9222, or email eventapplications@subiaco.wa.gov.au.

- Your application may be referred to other internal branches within the City for review and approval. Additional information or permits may be required, eg. to book a park or community facility, to obstruct a thoroughfare.
- You may receive a request to submit **additional supporting documentation** to enable your application to be assessed.
- It is important to provide any requested documentation **within the timeframes specified** to allow adequate time for the City to review and approve the detail provided.
- The **fees applicable** to your Public Event Application will be assessed by the City following the receipt of your application. An invoice will be sent, and payment will be required, before an approval is issued.