

Public Event Application Form

Prior to submitting the *Public Event Application Form* please refer to the *Hosting a public event – Information and application guide* for further information.

ORGANISER DETAILS

Name of applicant	
Name of organisation	
Address	
Contact telephone	
Contact email	

EVENT DETAILS

Name of event			
Location of event			
Event date		Event time	
Set-up date/time		Pack-down date/time	
Number of guests		Expected audience age	
Event description			

Are guests being charged an entry fee?	Yes / No
Are proceeds being donated to charity?	Yes / No
Have you attached public liability?	Yes / No

Environmental Health Services

Will any temporary structures be erected?	Yes / No
Will there be any market stalls?	Yes / No
If so, how any market stalls will there be?	
Will there be any food vendors or catering?	Yes / No
If so, how any food vendors will there be?	
Will alcohol be sold or provided?	Yes / No
Will there be any fenced off areas?	Yes / No

How many toilets are available within the event site?				
Male urinal	Male toilet	Female	Unisex	Wheelchair accessible
Are you providing additional toilets?				
Male urinal	Male toilet	Female	Unisex	Wheelchair accessible
Will there be any entertainment?				Yes / No
If so, please provide details:				
Will there be amplified music?				Yes / No
If so, please provide details:				
Are you providing power?				Yes / No
Will you be organising pyrotechnics?				

Site Plan

A site plan will need to be submitted with this form. Please refer to the Hosting a Public Event Guide for more details.

Event Safety

Have you organised first aid for the event?	Yes / No
Who is the provider?	
Have you organised security for the event?	Yes / No
If so, who is the provider?	
Have you informed the local police?	Yes / No

Transport and Infrastructure Development

Do you require any road closures?	Yes / No
If so, where will these road closures be located?	
Do you require any footpath closures?	Yes / No
If so, where will these footpath closures be located?	
Do you require any parking bays?	Yes / No
If so, where will parking bays be located?	

Operations and Environment Services

Have you submitted a Parks and Reserves Booking form?	Yes / No / NA
Have you organised extra waste and recycling bins?	Yes / No

Compliance Services

Have you submitted an Application for commercial parking permit?	Yes / No / NA
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Planning Services

Are you organising signage?	Yes / No
If so, please provide details:	

Submission

Please submit the Public Event Application form to city@subiaco.wa.gov.au.