



Town of Cottesloe



Event Application

Organiser of events held within the Town of Cottesloe must lodge an Event Application. Submission of the application form does not automatically imply approval and any incomplete sections will be taken to mean that the particular facility is not required.

The Town requires an application form for minor (less than 500 people) events to be submitted one calendar month prior to the event; all other event applications must be submitted at least six months prior to the event.

When completing the application please tick or highlight the appropriate response. If there is insufficient space, please attach as an appendix.

Please complete the enclosed and return to town@cottesloe.wa.gov.au. For further information please contact the Town of Cottesloe on 08 9285 5000.

EVENT ORGANISER DETAILS

Organisation:

ABN:

Contact person:

Position:

Address:

Postcode:

Postal address:

Postcode:

Phone:

Mobile:

Email:

Does your organisation hold Public Liability Insurance?

Yes No

If yes, please attach a copy.

EVENT DETAILS

Event name:

Facility or Reserve Name:

Has this event been held before:

Yes No

Site plan attached (to scale):

Yes No

Date of event:

Event start time:

Event finish time:

Event bump in:

Event bump out:

1. Type of event:

Sporting

Concert

Cultural

Fete/Fair

Walk/Run Fundraiser

Festival

Other (specify):

2. **Summary of event:** _____

3. **Event classification:**

- Charity Education Community Tourism/Commercial

Please refer to [Event Facility Classification Policy](#). Information may be requested to determine event type and fees charged accordingly. If the event is for charity, please provide a copy of your charity licence or certificate of incorporation and the percentage of profits going to this organisation as an appendix.

4. **Patrons:**

Will your event be open to the public? Yes No

Maximum expected patrons at one time:

Adults: _____ Children (under 16 years of age): _____

Maximum expected patrons over entire event:

Adults: _____ Children (under 16 years of age): _____

5. **Ticketing:**

Will tickets be pre-sold? Yes No

Will a fee be charged upon entry (including gold coin donations)? Yes No

If yes, are you an affiliate member of WA Companion Card? Yes No

RISK MANAGEMENT

6. **Risk Management provisions:**

- Risk Management Plan attached, if required
 Emergency Management Plan attached, if required

If an event is expected to have over 1,000 patrons a Risk Management Plan that complies with AS/NZS ISO 31000:2009 is required.

7. **Policing services:**

Does your event require user-pay policing services? Yes No

Please refer to the [Policing Major Events policy](#) to determine if user-pays policing services are required for your event. Form 1 – Request for Policing Services is to be submitted to the Major Events Coordinator Unit.

8. **First aid provisions:**

First aid provider: _____

9. Crowd control provisions:

Crowd control provider: _____ Number of crowd controllers: _____

TEMPORARY STRUCTURES

10. Infrastructure

Will any external furniture or free standing structures, decorations, generators, lighting, banners or signage be erected at the event? Yes No

If yes, details: _____

Site plan showing infrastructure attached

Will any of the following be erected or operated at the event?

- Marquee (> 20sqm) Generator above 20 KVA Staging
 Fencing Sound Equipment Portable Toilets
 Bouncy Castle

If you selected any of the above, please discuss with a Town of Cottesloe Officer as you may need to submit Structural Engineering Certifications.

11. Electrical Installations

Will there be any electrical work in the set up of the event? Yes No

If yes, a Form 5 – Certificate of Electrical Compliance may need to be completed by a licensed electrician. After the electrical work is completed and the form is to be returned to the Town’s Environmental Health Services within 7 days of the event.

12. Toilets

Toilet facilities must meet the requirements stipulated in the Public Health and Safety Approval. If portable toilets are required, the responsibility and cost is required to be covered by the event organisers.

PARKS AND RESERVES

13. Ground marking

Will you be using stakes or pickets to erect any infrastructure? Yes No

14. Irrigation

Will you require the watering schedule to be turned off for the duration of the event, including including bump in/out? Yes No

NOISE

15. Noise

Do you think that the noise (including construction noise from bump in/out, music etc.) associated with the event will impact on the surrounding premises? Yes No

Will there be amplified music or noise (live music, PA announcements, recorded amplified music) during the event? Yes No

If yes, details: _____

You may be required to obtain a Regulation 18 noise approval. This will involve the submission of a detailed noise management plan, complaints procedure and noise monitoring arrangements.

Please note, after assessing your application the Town reserves the right to engage an independent acoustic consultant to monitor sound throughout the event at the cost to the organisers. Costs are outlined in the Schedule of Fees and Charges.

FOOD AND BEVERAGE

16. Alcohol

Will alcohol be sold/consumed at the event? Yes No

Quality of alcohol to be served: _____

Bar service times: _____ Open: _____ Close: _____

Is a permit required from the *Department of Racing, Gaming and Liquor*? Yes No

17. Stalls/Retail Outlets

Will there be food/drinks stalls at retail outlets at the event? Yes No

If yes, details: _____

The appropriate Food Business forms must be completed for each stall, prior to the event date. Fees may apply. For further information please contact the Town of Cottesloe's Environmental Health Officer.

WASTE MANAGEMENT

18. Waste

Will your event require the hire of bins? Yes No

To maintain public health and safety, all rubbish must be removed or placed inside rubbish bins. Leaving the rubbish next to the bin is classed as littering. The Town requires all bin hire to be purchased through the Council.

Waste Management Plan attached, if required

TRAFFIC MANAGEMENT

19. Traffic Management

Are you planning on closing any roads? Yes No

Does the event have the potential to create a traffic or pedestrian hazard within the road or road verge? Yes No

If yes, Traffic Management Plan attached Yes No

If yes, has Cottesloe Police Station been issued a copy? Yes No

A Traffic Management Plan is required for any event or activity that has the potential to create a traffic or pedestrian hazard within the road or road reserve. Please ensure your plan is in accordance with AS 1742.3, Mainroads WA Code of Practice for Events and your authorisation number is included.

20. Transport Management

Ticketed events with crowds over 5000 may require joint ticketing and consultation with Public Transport Authority.

21. Parking

Will vehicles need access to the Civic Centre Grounds or the beachfront? Yes No

If yes, details: _____

Failure to adhere to Town of Cottesloe's Parking and Parking Facilities Local Law 2009 may result in parking infringements being issued. Parking in the Cottesloe area is at a premium.

Vehicles requiring parking can apply for permission from the Town of Cottesloe. If approved, these bays are charged at per bay, per day or per bay, per half day.

ADDITIONAL ITEMS

22. Consultation

Has approval been sought and obtained from local businesses and organisations?

Yes Local business/organisation: _____

No Reason: _____

23. Disability access standards

Do you have a Disability Access and Inclusion Plan (DAIP)? Yes No

If no, how have you considered universal access and inclusion in your event?

24. Sustainability

The following sustainable practices are conditioned to all events:

- *Single use plastics including without limit balloons, plastic bottles, plastic bags that have a thickness of 35 microns or less, plastic takeaway containers and lids, plastic lined coffee cups/lids, plastic straws, plastic lolly sticks, plastic cutlery and single plastic wrapped lollies will not be used by the Applicant (and any parties under their control or supervision) in setting up, during or in clearing up after the event;*
- *No smoking;*
- *'H2O to Go' Water Station facilities are investigated for use;*
- *Western Metropolitan Regional Council 'Earth Carers' Event Waste Minimisation Checklist to be completed;*
- *Adequate arrangements for rubbish removal and collection, including the provision for recycling;*

The Town of Cottesloe Local Government Property Local Law 2001 (Consolidated) prohibits at clause 2.8(1)(i) "releasing an unsecured balloon inflated with a gas that causes it to rise in the air. Fines apply for breach of this Local Law, and applies to all events and food vans (and the like) approvals.

Exemptions may apply if the Applicant or the council requires the use of single use plastic items for medical reasons, where there is no reasonable alternative and the single use plastics are properly recycled or disposed of or stored safely and sustainably, or are removed from the Town of Cottesloe.

[Cottesloe Reef is protected by a Fish Habitat Protection Area \(FHPA\)](#), the only one in the Perth Metropolitan Area. The principal aim of the Cottesloe Reef FHPA is to preserve valuable fish and marine environments for the future use and enjoyment of all people. Plastic and balloon litter pose a significant risk to this very special marine environment.

25. Filming

Will drones be utilised during your event? Yes No

If yes, any use of drones are to comply with the Civil Aviation Safety Authority regulations.

26. Music Licensing

Any public event involving use of music may require licenses from the Australian Performing Rights Association ([APRA](#)) and the Phonographic Performance Company of Australia ([PPCA](#)).

27. Fees and charges

Application Fees

In order for an Event Application to be considered a non-refundable application fee will apply.

Hire fees

Hire fees may be charged in accordance with the [Event Classification Policy](#). Town of Cottesloe Management will determine what fees are to be charged.

Bond

A bond is required for bookings. Damage fees may also be charged separately. When making your bond payments please ensure that the name on the card matches with the payees details on the bond refund request form.

Payment

Event hire fees are charged in accordance with the Event Classification Policy. Additional Health Act fees, and fees for Council services such as advertisement, parking, waste and damages, will be charged separately. Damage bond fees may also be charged separately.

If your conditional application is successful the Town of Cottesloe will contact you to obtain credit card payment for fees and bond. Failure to pay Event fees and bond money less than 7 days prior to the shoot may result in the shoot not receiving approval.

For further information regarding fees, please see the [Schedule of Fees and Charges](#).

INDEMNIFICATION

Upon acceptance of the hire, I/We (the applicant) _____ undertakes to hold the Town of Cottesloe indemnified against all claims, losses, actions, damages, costs (including legal costs) and expenses whatsoever arising out of or in connection with the hiring of a location:

- Personal injury (including death or disease) to the applicant or any invitee or third party and then only to the extent that the applicant proves said injury was due to negligence of the Town of Cottesloe;
- Loss of or damage to any property owned by the applicant, the Town of Cottesloe or any third party;
- Breach or non compliance with any statute or regulation or local law of any public, municipal or other authority.

DECLARATION

I/We have read, understood and agree to abide by the relevant Information and Conditions of Hire. All applications are subject to approval. Payment in full and requested documentation must be submitted prior to the start date.

Signature: _____

Name: _____ Date: _____ / _____ / _____

ATTACHMENTS

Please tick relevant attachments submitted with this application and refer to the required date of submission, in business days.

<input type="checkbox"/>	Charity licence or certificate of incorporation	On application
<input type="checkbox"/>	Covering letter (no more than one page)	On application
<input type="checkbox"/>	Run sheet	On application
<input type="checkbox"/>	Bond payment	7 days
<input type="checkbox"/>	Certificate of Currency, Public Liability Insurance	7 days
<input type="checkbox"/>	Traffic Management Plan	2 weeks
<input type="checkbox"/>	Transport Management Plan	3 months
<input type="checkbox"/>	Form 1 – Application to construct, extend or alter a public building (fees apply)	14 days
<input type="checkbox"/>	Form 2 – Application for Certificate of Approval	Event day
<input type="checkbox"/>	Form 5 – Certificate of Electrical Compliance	Post install
<input type="checkbox"/>	Certification for installation of temporary structure	Post install
<input type="checkbox"/>	Special Event Bin Request	2 weeks
<input type="checkbox"/>	Risk Management Plan	30 days
<input type="checkbox"/>	Event Management Plan	30 days
	<input type="checkbox"/> Emergency Management/Crowd Management Plan	
	<input type="checkbox"/> Medical Plan	
	<input type="checkbox"/> Waste Management Plan	
	<input type="checkbox"/> Disability Access and Inclusion Plan (DAIP)	
<input type="checkbox"/>	Noise Management Plan	2 months
<input type="checkbox"/>	Application to sell food from a temporary premises	7 days
<input type="checkbox"/>	Site map, to scale, including infrastructure	2 weeks
<input type="checkbox"/>	Parking request	2 weeks