



Town of Cottesloe

ABN 19 824 630 520
109 BROOME STREET, COTTESLOE WA 6011
PHONE: 9285 5000 FAX: 9285 5001 EMAIL: council@cottesloe.wa.gov.au

Event Application Form

ORGANISERS DETAILS

Event Organisers: Rottnest Channel Swim Association
Contact person: Nic Blackburn Position: Event Officer
Postal Address: PO Box 2004 Claremont North, WA Post Code: 6010
Daytime Telephone Number: Mobile:
Email: Fax:

EVENT DETAILS:

Name of Event: 2019 Rottnest Channel Swim
Day and Date of Event: Saturday 23rd February 2019 Time From: 9.00am To: 12 noon
(Start and finish times must include setting up and packing away time) (Fri, 22 Feb 2019) (Sat, 23, Feb 2018)
Type of Event: Swim to Rottnest Island

Approximate numbers expected (please circle below):

Small: less than 100 Medium: 100 - 300 Large: 300 +

Estimated age composition of audience:

Table with 2 columns: Age Group and % of total audience. Rows include 0-12 years (5%), 12-18 years (5%), 18-25 years (10%), 25-40 years (60%), 55+ years (20%), Tickets being pre sold (YES/NO NA), Tickets sold at gate (YES/NO NA), and Confirmation of number of 'pre sold' tickets.

AREA FOR EVENT:

Please see attached map - Reference: 2013 - 19 - 01
CIVIC CENTRE GROUNDS

Main Lawn/Main Lawn Stage

Rotunda

Two Palms

Tank Stand

Sunken Lawn

Other _____

BEACHFRONT:

Main Cottesloe Beach

North Cottesloe Beach

Isolators Reef

Other _____

BRIEF DESCRIPTION OF EVENT

(Including entertainment and main attractions)

An annual swim from Cottesloe to Rottnest. The well established event attracts 2,500 swimmers with 900 leaving from Cottesloe Beach. 2019 will be the 29th swim. The event takes place at Cottesloe beach only for swimmer registrations and swimmers departing. We also run Cotto with the Event that sees swimmers go out to the Icon vessel and return to the beach.

Is this event for profit or not for profit (fundraising) – Please circle

PROFIT

NOT FOR PROFIT

Not for Profit/Fundraising:

Name of fundraising/not for profit organisation	Rottnest Channel Swim Association
% of profit/funds going to this organisation	100%
Contact name from organisation:	Natalie Beevis
Contact number:	

EVENT DETAILS:

To ensure your event runs smoothly, please provide us with as many details as possible.

Catering:

The Town of Cottesloe has a preferred catering company – Beaumonde Catering. If you require catering, please contact Beaumonde Catering on 9377 2947 or info@beaumontecatering.com.au.

Management of Alcohol

Will guests be consuming alcohol? YES NO

Organisers holding an event at the Civic Centre Grounds or Cottesloe Beachfront must make a booking and are required to obtain a permit if alcohol is going to be consumed.

Large, catered and/or corporate functions may require additional licenses from the Department of Racing, Gaming and Liquor (RGL). Applicants must check with their caterers or telephone RGL on +61 8 9425 1888 prior to submitting this application to ascertain if an Occasional Liquor License is required.

An Alcohol Permit is required from Department of Racing, Gaming and Liquor (RGL)	YES	NO
If a Licence as been already issued – has this been attached to this application form	NO –Licence has not been issued yet YES – Licence is attached	
Quantity of beer to be served		
Quantity of wine to be served		
Quantity of champagne to be served		
Do bar staff have their 'Responsible Service of Alcohol' ticket?	YES	NO
Estimation of time bar will be open and closed	Open: _____ Closed: _____	

Rubbish Collection:

To maintain public health and safety, all rubbish must be removed or placed inside rubbish bins. Leaving the rubbish next to the rubbish bin is classed as littering. Littering, including the throwing of confetti, rice or rose petals is prohibited. Ice from eskies must be emptied onto mulched garden beds. Under no circumstances can ice be emptied on the lawn as it causes damage to the grass. You may incur a fine if rubbish or litter is left behind after the event.

The Town of Cottesloe requires all bin hire to be purchased through the Council.

The fees for bins (including drop off and pick up) is:

\$19.00 per bin for 240L general waste bin & \$19.00 per bin for 240L recycling bin.

Type of Bin	How many required
240L general waste bin	5
240L recycling bin	4

Date for pick up (not public holidays): Friday, 22 Feb 2019

Toilets:
 According to the Guidelines on the Application of the Health (Public Buildings) Regulations, the following table gives an indication of the amount of toilets required for events.

Total Attendance	Male		Female	Hand Basins M + F
1-50	WC 1	U 1	WC 1	1
50-100	WC 1	U 1	WC 2	1
100-200	WC 1	U 2	WC 3	2
200-300	WC 2	U 3	WC 4	2
300-400	WC 2	U 4	WC 5	3
400-500	WC 2	U 5	WC 6	3
500-600	WC 2	U 6	WC 7	3
600-700	WC 3	U 6	WC 8	3
700-800	WC 3	U 7	WC 9	4
800-900	WC 3	U 8	WC 10	4
<u>900-1000</u>	WC 3	U 8	WC 11	4

Please indicate by highlighting or circling which part of the table this event fits. The Town of Cottesloe will be in contact throughout the event process to ensure adequate toilet facilities are available. If Portable toilets are required – Responsibility and cost is required to be covered by the event organisers.

Infrastructure

Do you propose to bring external furniture or free standing structures, decorations, banners or signage? YES NO

Tables – How many? 15 Chairs – How many? 25

Market umbrellas or sun shades: 1 (only permitted in certain areas)

Flower arrangements

Other – Please provide details: _____

Do you propose to erect a marquee? YES NO

Approximate size: Tents measuring 3x3 only

Please contact the events officer at the Town of Cottesloe on 08 9285 5000 when marquee arrangements have been organised.

An Independent Structural Engineering approval for marquee/stage required must be forwarded to the Town of Cottesloe prior to the event.

Music instruments or electrical equipment

Do you propose to have any musical instruments or electrical equipment?

YES NO

Power source is available in The War Memorial Town Hall & the Lesser Hall. Power source for the grounds and beachfront must be obtained from an external generator. This is the responsibility of the event organisers and a certificate of electrical compliance will be required (Form D).

Will you require a generator? YES NO

Will a PA system be used (e.g. microphone?) YES NO

Expected stage of the event (time frame)?

5:00am - 10:00am

Will there be live music (e.g. band, classical trio?) YES NO

Expected stage of the event (time frame)?

Will there be a DJ? YES NO

Expected stage of the event (time frame)?

Please note that the Town of Cottesloe has strict regulations with noise at both the beachfront and Civic centre grounds. A \$2,000 bond is required if the event will have a DJ or live music. After assessing your application the Town of Cottesloe reserves the right to have a sound monitoring company employed to monitor the sound throughout the event at the cost of the event organisers.

** Two months notice must be given to the Town of Cottesloe to obtain a non-complying noise/event permit.

Vehicles/Parking

Vehicles are not permitted inside the Civic Centre grounds unless the Town of Cottesloe has been informed prior to the event. Please note that if vehicles are parked in *no parking zones* they will liable for parking infringements. If parking permits are required for the beachfront, please liaise with the Events Officer to organise.

Please note that vehicles bigger than 3 tonne will not be allowed inside the Civic Centre grounds.

Will vehicles need to access inside the Civic Centre grounds? YES NO

How many vehicles? _____

Are permits needed for the beachfront? Yes - main beachfront

How many? 10

Please supply the company name and contact number of trucks that will be entering

the Civic Centre grounds:

Company _____ Number: _____

Company: _____ Number: _____

Company: _____ Number: _____

Please contact the Events Officer for fees that may be charged to lodge this application.

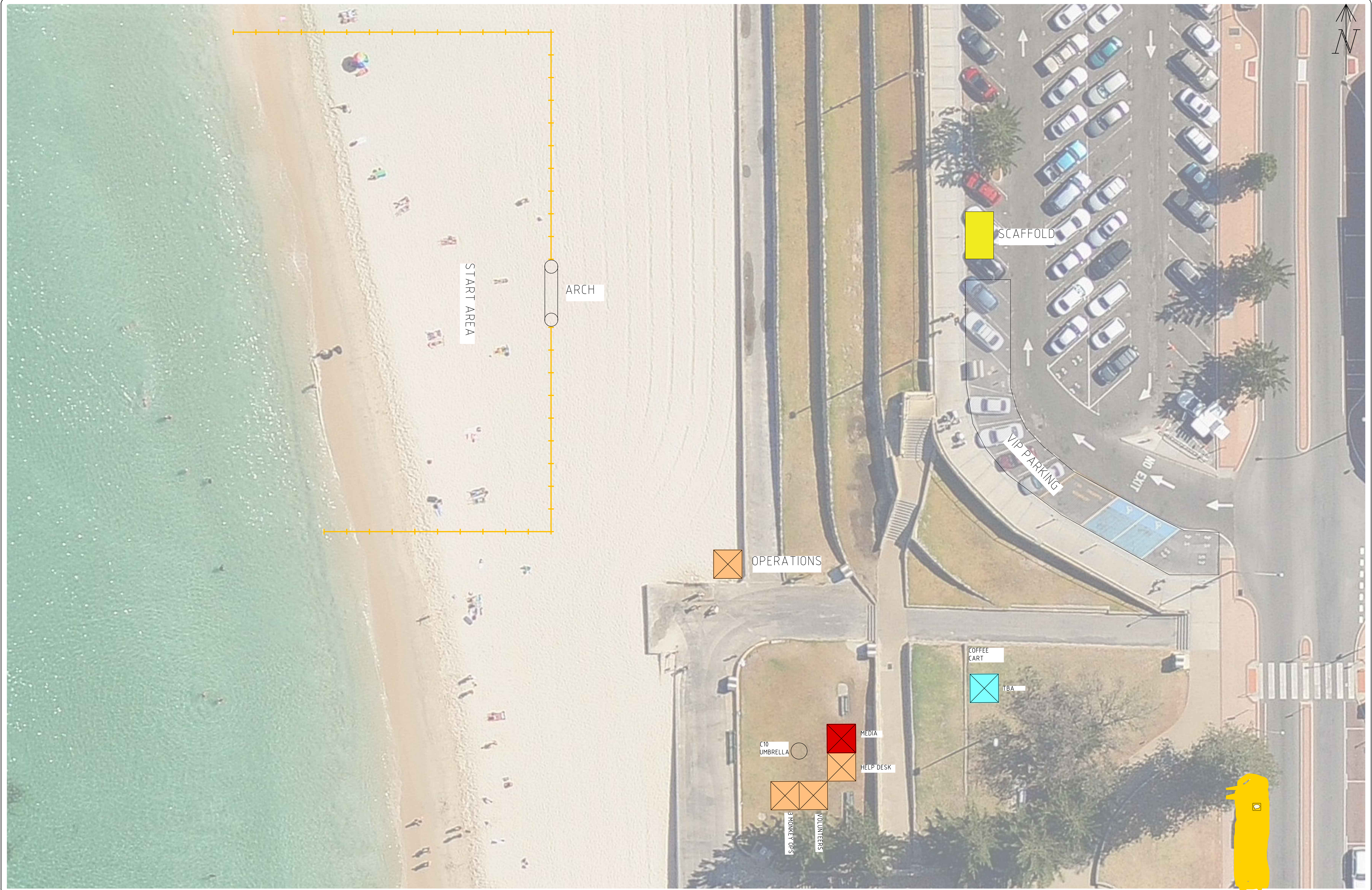
Declaration:

As the applicant, I have reviewed and completed the required information, and can confirm that the application is completed and correct.

Print Name: Nic Blackburn

Signature of Applicant:

Date of submission: 30/4/18



1. INDEPENDENT VERIFICATION BY A QUALIFIED ENGINEER MAY BE REQUIRED FOR FINAL APPROVAL; STATIC CALCULATION NOT PROVIDED.

2. SUBJECT TO APPROVALS FROM LOCAL AUTHORITIES AND STAKEHOLDERS.

3. ALL PLANS ARE CONFIDENTIAL

4. ALL PLANS SUBJECT TO FINAL SITE INSPECTIONS TO DETERMINE ACCURATE POSITIONING AND LIMITING FACTORS

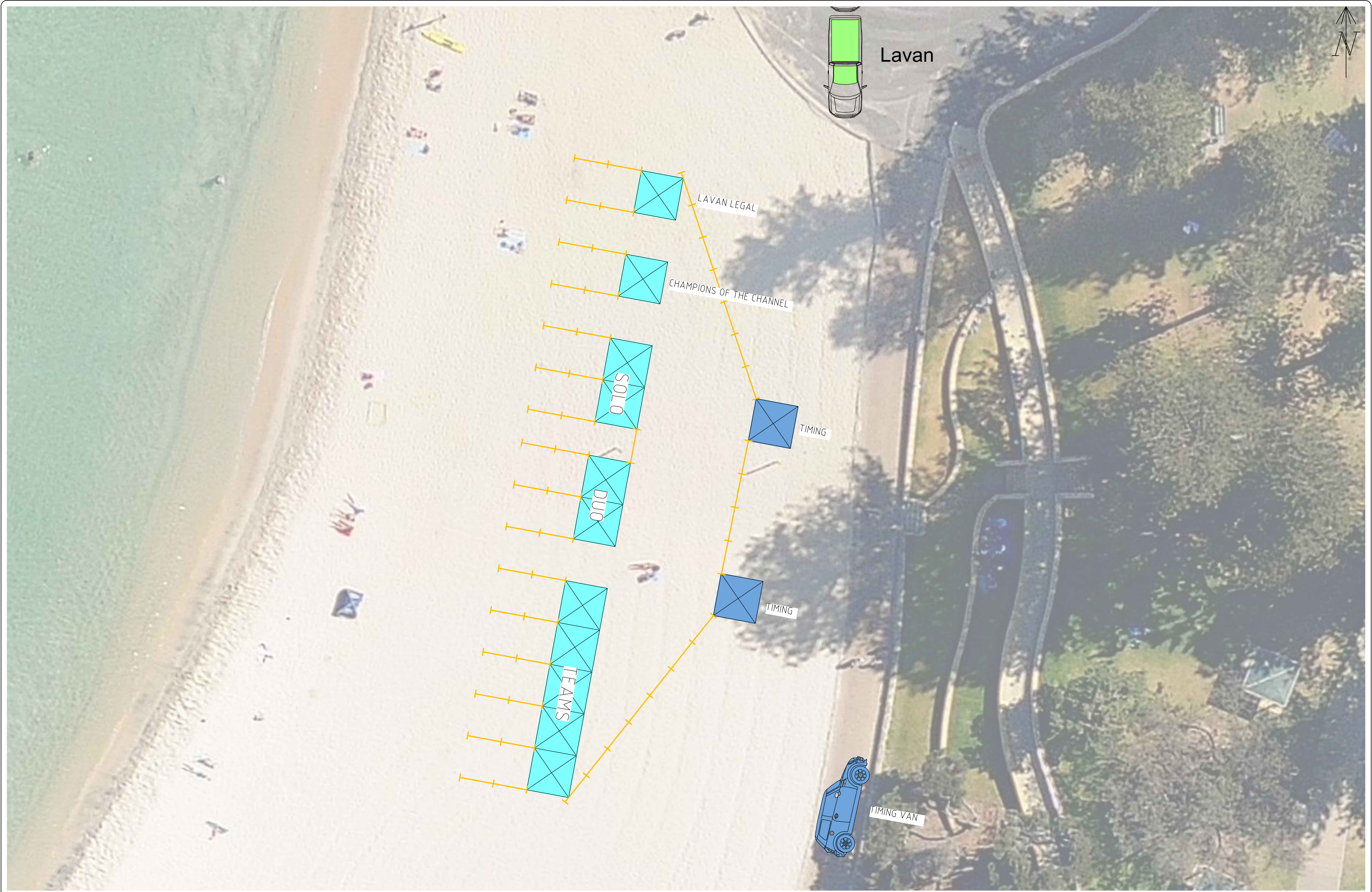
EQUIPMENT LEGEND	
CCB	
BIKE RACK	
WATER FILLED BARRIER	
PIG TAIL	
TOILETS	
GENERATOR	

ZONE LEGEND			
	Athlete/Participant		Security
	Spectator/Public		Corporate Hosp.
	Operations		Sponsors
	VIP		Field of Play
	Technical Officials		



ROTTNEST CHANNEL SWIM
2018

TITLE				
COTTESLOE NORTH				
SCALE	SIZE	DRAWING No	DRG NO	REV
8:1	A0			
DATE	© 2014			
10/02/2017				
<small>THIS DRAWING REMAINS THE PROPERTY OF TRIEVENTS WA AND MUST NOT BE COPIED, REPRODUCED OR USED FOR ANY PURPOSE OTHER THAN THAT ORIGINALLY INTENDED WITHOUT THE WRITTEN PERMISSION OF TRIEVENTS WA. WWW.TRIEVENTS.COM.AU (08)9252 1899 PO BOX 1960 OSBORNE PARK DC 6976</small>				



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EQUIPMENT LEGEND	
CCB	
BIKE RACK	
WATER FILLED BARRIER	
PIG TAIL	
TOILETS	
GENERATOR	

ZONE LEGEND					
	Athlete/Participant		Security		VIP
	Spectator/Public		Corporate Hosp.		Field of Play
	Operations		Sponsors		Technical Officials



ROTTNEST CHANNEL SWIM
2017

TITLE				
COTTESLOE SOUTH				
SCALE	SIZE	DRAWING No	DRG NO	REV
12:1	A0			
© 2014 DATE 20/02/2017				
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