

EVENT ORGANISER DETAILS

Organisation: Cottesloe Long Boardclub

ABN: _____

Contact person: _____

Position: _____

Address: _____

Postcode: _____

Postal address: _____

Postcode: _____

Phone: _____

Mobile: _____

Email: _____

Does your organisation hold Public Liability Insurance?

Yes No

If yes, please provide a copy.

EVENT DETAILS

Event name: Cottesloe Longboard Club Competition

Facility or Reserve Name: Isolators Reef

Has this event been held before:

Yes No

Site plan attached (to scale):

Yes No

Date of event: [Click here to enter a date.](#) Competition dates can be found in appendix A

Event start time: 07:30AM

Event finish time: 13:00PM

Event bump in: 07:00AM

Event bump out: 14:00PM

1. Type of event:

Sporting

Concert

Cultural

Fete/Fair

Walk/Run Fundraiser

Festival

Other: _____

2. Summary of event:

Cottesloe Longboard Club championships is an ongoing competition for it's club members. It is advertised through Surfing WA and the CLBC contact database. The event dates are conditional to weather and swell conditions, flexibly in event dates is required. Consideration for exemption of hire fees and bond payment.

3. Event classification:

Charity

Education

Community

Tourism/Commercial

Please refer to Event 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:

Maximum expected patrons at one time:

Adults: 40 - competitors

Children (under 16 years of age): _____

Maximum expected patrons over entire event:

Adults: 60

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
- Emergency Management Plan attached, if required

If an event is expected to have over 5,000 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 Event policy to determine if user-pays policing services are required for your event. Form 1 – Request for Policing Services can be found in related documents, this is to be submitted to the Major Events Coordinator Unit.

8. First aid provisions:

First aid provider: N/A - addressed in Risk Management Plan

9. Crowd control provisions:

Crowd control provider: N/A 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: 3 X 4M - pop up judging tent

Site plan showing infrastructure attached

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

- | | | |
|--|---|---|
| <input type="checkbox"/> Marquee (> 20sqm) | <input type="checkbox"/> Generator above 20 KVA | <input type="checkbox"/> Staging |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Sound Equipment | <input type="checkbox"/> Portable Toilets |
| <input type="checkbox"/> Bouncy Castle | <input type="checkbox"/> Petting Zoo/Farmyard | <input type="checkbox"/> Pony Rides |

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 CONTROL

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: Megaphone used to make announcements

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

Quantity of alcohol to be served: _____

Bar service times: Open: _____ Close: _____

An Application to Consume Liquor on Council Premises must be completed to consume alcohol. Alcohol sales require an Occasional Liquor License, this is to be obtained from the Department of Racing, Gaming and Liquor prior to the commencement of the event.

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: Barbeque and coffee provided by CLBC use only

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. The fees for bins (including drop off and pick up) is \$29.50 per 240L general waste or 240L recycling bin.

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 \$52.00 per bay, per day or \$26.00 per bay, per half day.

ADDITIONAL ITEMS

22. Consultation

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

Yes Local business/organisation: Cottesloe Surf Life Saving Club

No Reason: _____

23. Disability access standards

Do you have a Disability Access and Inclusion Plan (DAIP)?

Yes No

A DAIP is required for events with more than 500 patrons.

If no, please outline how universal access will be provided? Please provide

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.

The full length of the 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. Fees

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 Town of Cottesloe will contact you to obtain credit card payment. Failure to pay event fees and bond money less than 7 days prior to the event may result in the event not receiving approval.

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: 6 / 2 / 2019

ATTACHMENTS

Please tick relevant attachments submitted with this application and refer to the required date of submission, in business days. Forms can be accessed by clicking on the form name.

CORPORATE AND COMMUNITY

<input checked="" type="checkbox"/>	Charity licence or certificate of incorporation	On application
<input checked="" type="checkbox"/>	Covering letter (no more than one page)	On application
<input checked="" type="checkbox"/>	Run sheet	On application
<input type="checkbox"/>	Bond payment	7 days
<input checked="" type="checkbox"/>	Certificate of Currency, Public Liability Insurance	7 days
<input checked="" type="checkbox"/>	Site map	2 weeks

ENGINEERING

<input type="checkbox"/>	Traffic Management Plan	2 weeks
<input type="checkbox"/>	Transport Management Plan	3 months

HEALTH AND COMPLIANCE

<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 checked="" type="checkbox"/>	Risk Management Plan	30 days
<input type="checkbox"/>	Event Management Plan	
<input type="checkbox"/>	Emergency Management/Crowd Management Plan	
<input type="checkbox"/>	Medical Plan	
<input type="checkbox"/>	Waste Management Plan	10 days
<input type="checkbox"/>	Disability Access and Inclusion Plan (DAIP)	4 weeks
<input type="checkbox"/>	Noise Management Plan	2 months
<input checked="" 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

RELATED DOCUMENTS

[Event Classification Policy](#)

Conditions of use – Public Events

Facility Information – Public Events

[Schedule of fees and charges](#)

Map – Event Locations

[Cottesloe Reef – Fish Habitat Protection Area](#)

WMRC – Event Waste Minimisation checklist

[Policing Major Events and Form 1 – Request for Police Services](#)

