



Town of Cottesloe

TOWN OF COTTESLOE

06 SEP 2013

RECEIVED

# 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 [council@cottesloe.wa.gov.au](mailto:council@cottesloe.wa.gov.au). For further information please contact the Town of Cottesloe on 08 9285 5000.

### EVENT ORGANISER DETAILS

Organisation:	Parkrun Australia		
ABN:	231 991 567 45		
Contact person:			
Address:		Postcode:	
Postal address:		Postcode:	
Phone:			
Email:			
Does your organisation hold Public Liability Insurance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please attach a copy.			

### EVENT DETAILS

Event name:	Cottesloe parkrun		
Facility or Reserve Name:	Reserve next to the Indiana Tea House. <sup>South of</sup>		
Has this event been held before:	Since 18 April 2015	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Site plan attached (to scale):	Attached.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Date of event:	Every Saturday morning and Christmas Day		
Event start time:	8.00am	Event finish time:	9.00am
Event bump in:	-	Event bump out:	-

#### 1. Type of event:

- |                                    |  |                                   |
|------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Sporting  | <input type="checkbox"/> Concert             | <input type="checkbox"/> Cultural |
| <input type="checkbox"/> Fete/Fair | <input type="checkbox"/> Walk/Run Fundraiser | <input type="checkbox"/> Festival |

☒ Other: Social / non-competitive run / walk

#### 2. Summary of event:

Cottesloe parkrun is a free weekly 5km run / walk organised by volunteers.

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: 250 Children (under 16 years of age): 20

Maximum expected patrons over entire event:

Adults: N/A Children (under 16 years of age): N/A

5. Ticketing:

Will tickets be pre-sold? *It is a free event for the*

☐ Yes ☒ No

Will a fee be charged upon entry (including gold coin donations)? *community*

☐ Yes ☒ No

If yes, are you an affiliate member of WA Companion Card?

☐ Yes ☐ No

*N/A*

## RISK MANAGEMENT

6. Risk Management provisions:

☐ Risk Management Plan attached, if required *N/A*

☐ Emergency Management Plan attached, if required *N/A*

*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:

*N/A - We have qualified volunteers every week*

9. Crowd control provisions:

Crowd control provider:

*N/A*

Number of crowd controllers:

*N/A*

## 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:

Flags marking our start / finish and <sup>plastic</sup> field  
☒ Site plan showing infrastructure attached training cones

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. N/A

### 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:

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: \_\_\_\_\_

*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.*

### 18. Civic Centre Catering

If your event location is within the Cottesloe Civic Centre and you wish to have catering provisions please contact Town of Cottesloe's preferred catering company, Heyder and Shears.

## WASTE MANAGEMENT

### 19. 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 - N/A

## TRAFFIC MANAGEMENT

### 20. 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 N/A

If yes, has Cottesloe Police Station been issued a copy?

☐ Yes ☐ No N/A

*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.*

### 21. Transport Management

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

## 22. 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

### 23. Consultation

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

☒ Yes Local business/organisation: Cottesloe SLSC & Indiana Tea House.  
☐ No Reason: \_\_\_\_\_

### 24. 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? Not applicable as

we hold our event on the public reserve in its  
natural state / condition.

### 25. 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. *Noted.*

**26. 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.*

**27. 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).

*N/A for us.*

**28. Fees and charges**

Application Fees *We would like to request that the Council*

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

*waves the applications fees as per the previous years and is inline with the ethos of parkrun.*

Hire fees *We would like to request that the Council waves the*

Hire fees may be charged in accordance with the Event Classification Policy. Town of Cottesloe Management will determine what fees are to be charged. *hire fees as ethos of*

*parkrun is to keep the event free for the benefit of the community.*

Bond *We would like to request that the Council waves a bond payment*

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. *as our event is meant to be free for*

*the benefit of the community.*

Payment *As above.*

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) parkrun Australia 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: on behalf of Date: 5 / 09 / 2019  
parkrun Australia

## 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	N/A	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 - Refer to previous page <sup>and</sup> cover letter		7 days
<input checked="" type="checkbox"/> Certificate of Currency, Public Liability Insurance		7 days
<input type="checkbox"/> Traffic Management Plan	N/A	2 weeks
<input type="checkbox"/> Transport Management Plan	N/A	3 months
<input type="checkbox"/> Form 1 – Application to construct, extend or alter a public building (fees apply)	N/A	14 days <del>N/A</del>
<input type="checkbox"/> Form 2 – Application for Certificate of Approval	N/A	Event day
<input type="checkbox"/> Form 5 – Certificate of Electrical Compliance	N/A	Post install
<input type="checkbox"/> Certification for installation of temporary structure	N/A	Post install
<input type="checkbox"/> Special Event Bin Request	N/A	2 weeks
<input checked="" type="checkbox"/> Risk Management Plan <sup>Assessment</sup>		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	N/A, no music	2 months
<input type="checkbox"/> Application to sell food from a temporary premises	N/A	7 days
<input checked="" type="checkbox"/> Site map, to scale, including infrastructure		2 weeks
<input type="checkbox"/> Parking request	N/A	2 weeks

## Risk Assessment

Risk Registry Number	Event Name	Note	Last Reviewed	Event Number	Is Current?
5519	Cottesloe parkrun	Regular Course	17/08/2019	807	1
Health & safety risks to runners, organisers, spectators, and other park users					
	Item	Risk	Likelihood	Impact	Mitigation
<b>S1 Risks to Safety (Weather)</b>					
	S1.1	Lightning causing danger	Low	High	Run director to postpone or cancel the run in adverse weather The vast majority of the course is treeless. Strong winds are invariably from the sea which reduces risk of air-borne debris. Run director to postpone or cancel the run if necessary. If run proceeds, at start remind runners that they run at their own risk
	S1.2	High wind causing possible falling branches/trees	Low	High	>30°C, then Run Director checks temperatures for Swanbourne on bom.gov.au between 7am and 8am on the morning of the run, and if the apparent temperature (AT) is expected to exceed the nominated safe limit at 8am, cancel the run for that day. The nominated safe limits are AT >32°C on cloudless days,
	S1.3	Extreme heat	Medium	High	
<b>S2 Risks to Safety (Obstacles)</b>					
	S2.1	Half buried rocks in sand for a short stretch where	High	Medium	1) Run directors to alert runners to this hazard in briefing. 2) Run director to ask first marshal to remind runners of hazard as they turn on to beach. 3) Run director to place cones on that part of course to remind participants of hazard. Safety page informs participants that part of course is on a 'dog beach' with unleashed dogs.
	S2.2	Runners' dogs or unleashed dogs of general public	Medium	High	All runners with dogs to keep their dogs on short leads, and to keep dog to the left (outer side) of the
	S2.3	Pre-start collisions between parkrunners and other	Medium	Medium	Remind runners during starter's briefing of other users of the shared path which forms our course
	S2.4	Runners, spectators, including children, and dogs	Low	Medium	Include safety advice on website. Ask for children to be closely supervised, especially near the start and
<b>S4 Risks to Safety (Runner)</b>					
	S4.1	Runner has sudden serious health problem (eg heart)	Low	High	Safety advice on website include runners should ensure they are medically fit enough for a 5k run, and to warm up. Organisers to ensure that emergency services called with clear information as soon as possible. Request for specialist help can be made to other runners. We also have a defibrillator on hand for such emergencies as part of the parkrun kit at every run
	S4.2	Runner has serious injury during run	Low	High	As above for sudden serious health problem
	S4.3	Runners fall causing injuries	Medium	High	Safety advice on website. If possible, marshal to stand by particularly slippery area advising runners to take caution. Refer also to S2.1
<b>A Additional Risks</b>					
	A1	Other events on the course.	Medium	High	Liase with other event organisers and Cottesloe council to minimise conflicts. Advertise on website and Facebook page if events need to be cancelled



## Cottesloe parkrun

Course map. &amp; S.A. map.

39,234 views

SHARE



## Untitled layer

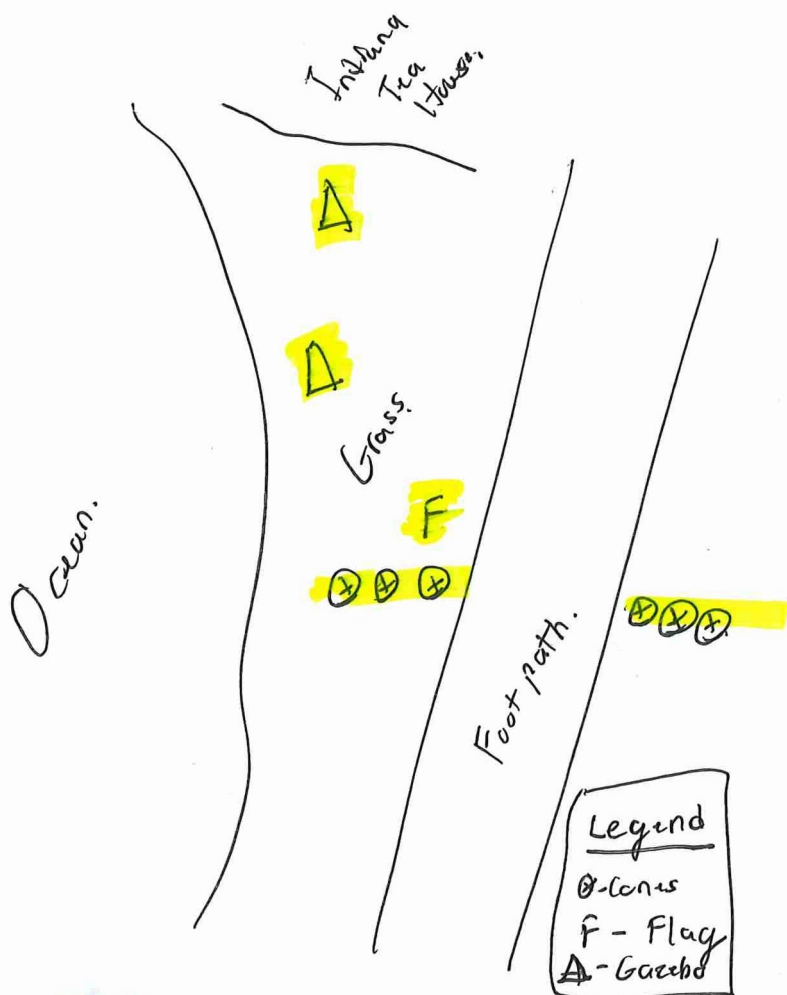
Café (Il Lido)

Course

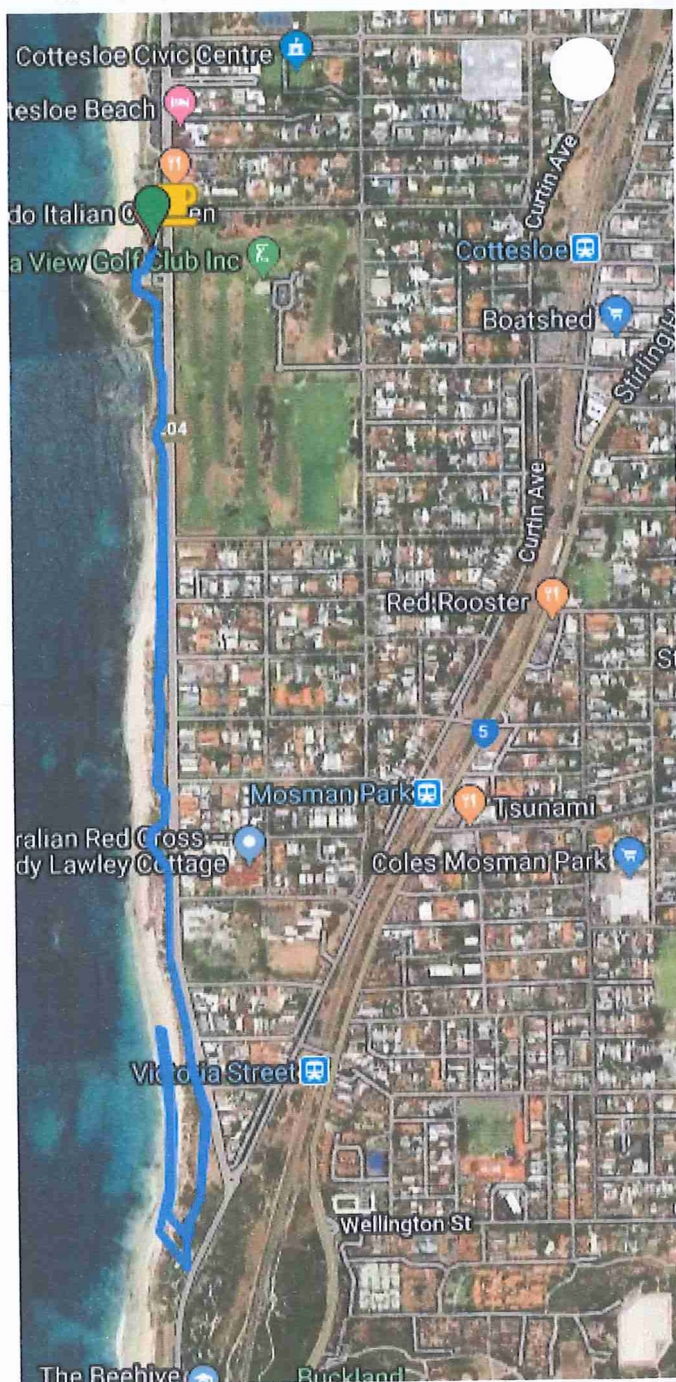
Finish

Start

we start and  
finish in the  
same location.



Made with Google My Maps



Map data ©2019 Google Imagery ©2019, CNES / Airbus, Ma:



CHARTERED ACCOUNTANTS  
AUSTRALIA + NEW ZEALAND

\_\_\_\_/\_\_\_\_/\_\_\_\_

Run sheet every Saturday morning.

7.45 am - Event setup, positioning cones and flags.

8.00 am - Run start, after run briefing

9.00 am - Packup. Event finish.





CHARTERED ACCOUNTANTS  
AUSTRALIA + NEW ZEALAND

06 / 08 / 2019.

The Council

Town of Cottesloe

109 Broome Street

Cottesloe, WA 6011

Dear Councillors,

Re: Cottesloe parkrun application fees and bond waiver.

My name is Kevin Too and as a run director at Cottesloe parkrun I am writing on behalf of my fellow run directors to request that the council considers ~~the~~ waiving the application fee for our event and also the bond requirement.

We are requesting for this special concession based on the precedent that we were not required to pay any fees or bond from when we first started parkrun in Cottesloe in 2015 for the benefit of the community as a whole. The second reason we ~~would~~ are requesting for this concession is ~~to~~ to keep inline with the spirit of parkrun, which is a <sup>Free weekly</sup> timed run, run by volunteers of the community, for the benefit of the community.

As a result, we hope you will review our application favourably and if you would require any further information, please feel free to contact me. Thanks for taking the time to ~~consider~~ consider our application.

Yours truly,

GAA  
Global Accounting Alliance

Chartered  
Accountants  
Worldwide