



SOUTHERN DRIVE
BUSSELTON, WESTERN AUSTRALIA

Telephone (08) 9781 0444 Facsimile: (08) 9752 4958
All Correspondence to The Chief Executive Officer, Locked Bag 1, Busselton WA 6280
Email: city@busselton.wa.gov.au
Web: www.busselton.wa.gov.au

Office Hours: Monday to Friday 8.30 am to 4.30 pm

Event Application Package

**A STEP BY STEP GUIDE TO SUCCESSFUL EVENT
PLANNING IN THE CITY OF BUSSELTON**

Issued to:

Date Issued:

Issuing Officer:

Key Council Contact:

DISCLAIMER

The information contained within this package has been provided as a guide only. Additional information or approvals may be required from other agencies and it shall be the sole responsibility of the Applicant, not the City of Busselton, to ensure all relevant approvals and information are obtained in relation to each particular event.

Current July 2013

Application Procedure

STAGE 1

STEP 1: *Read* Event Policy

STEP 2: *Complete* Event Application Form and Site Plan (to follow)

STEP 3: *Complete* Event Approval Checklist (to follow) which is to be read in conjunction with the Event Information to Applicants. The Event Information to Applicants will identify the forms that are required to be completed, and other approvals required for the event.

STAGE 2

STEP 4: Meet with Shane Walsh (Events Coordinator) at the City of Busselton to discuss your application. Please call 08 9781 0302 to make an appointment.

STEP 5: *Submit* the Event Application Form, Site Plan, Event Approval Checklist and Completed Forms, together with any appropriate Additional Information to:

**The Chief Executive Officer
City of Busselton
Locked Bag 1
BUSSELTON WA 6280
Email - city@busselton.wa.gov.au
Fax: (08) 9752 4958**

(Your application should be received **AT LEAST 8 WEEKS PRIOR** to your event)

Approval Procedure

STEP 1: You may not proceed with your event until written confirmation from the City advising that all City and Statutory requirements **have been satisfied**. This may take between **3 to 4 weeks** depending on the scale and size of your event.

It is an offence to operate without a valid approval and both local government and Police are empowered to close public events that are considered unsafe or unsuitable.

PLEASE NOTE: Any special conditions (if applicable to your event) will be outlined in your confirmation letter. It is your responsibility to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are obtained.

STEP 2: Debrief (if a large scale event), including City, should be held within **7 days** post event

Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer council approval for an event to an alternative venue, date or time, without re-negotiating with Council.

PLEASE NOTE: An event is not approved until the City of Busselton is satisfied that event organisers have met all the conditions of the application and the City acknowledgement has been granted in writing.

Event Application Form

This form is an application only. You will be notified in writing when your Event Application Form has been processed. Applications must be submitted at least **8 weeks** prior to your event.

Organiser's Details

Name of event:

Applicant/organisation:

Contact person (if different from above):

Postal address:

Telephone (hm): _____ (wk) _____ (mb)

Email address:

Event Details

Date:

Actual Set Up Date & Time:

Actual Event Start Date & Time:

Actual Event Finish Date & Time:

Actual Completion of Clean up Date & Time:

Commencement Date of Advertising:

Event organisers are to provide an Event Production Schedule detailing all timeline information relevant to the event: E.g. set up and clean up times, road closure times, erection of marquee times etc. The timeline is to be submitted to the City 3 weeks prior to the event.

Proposed Venue Details: (E.g. name of reserve, building or public open space)

Event Description (E.g. Sporting, commercial, entertainment)

Entertainment- Brief details (number of stalls / products/ entertainment- bands, amplified music/ animals/ activities/ farm machinery/rides)

Primary Purpose of Event. E.g. fundraiser for community group

Will alcohol be available/consumed on site? Yes No

Will food be available? Yes No

City Staffing requests? Yes No

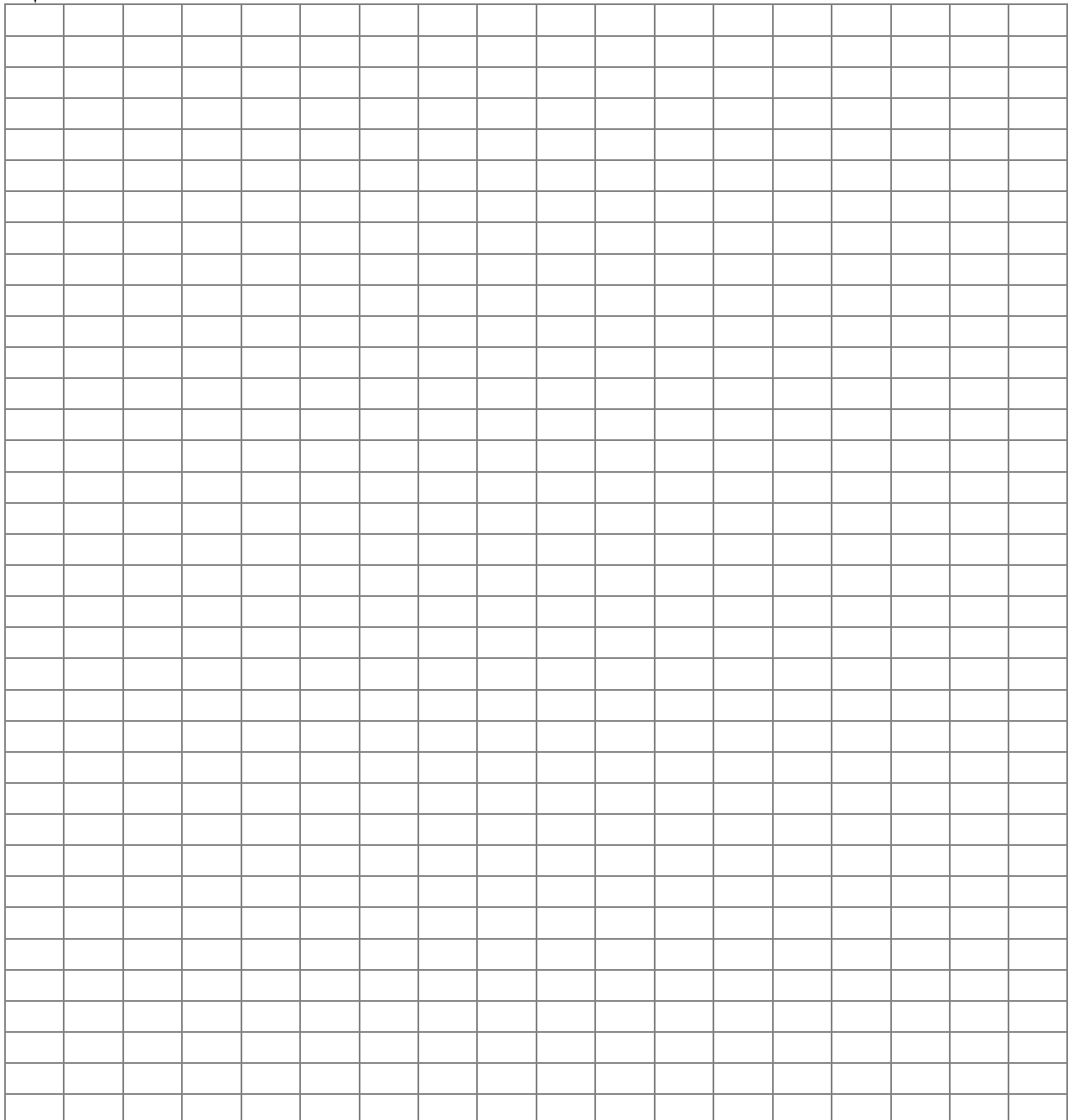
Details of any temporary structures such as tents, marquees, stages to be used for the event (including size dimensions).

Site Plan

A detailed layout of the event is to be included with your application form
Please ensure the following is indicated on the map (if applicable);

- Stage (incl. measurements & area m²)
- Food Stalls
- Electrical Cables
- Parking Areas
- Site Signage
- Seating
- First Aid Post(s)
- Emergency Exits
- Lighting
- Vehicle Access Points (incl. street names)
- Location of Marquee, Tents (incl. measurements area m²)
- Location & Number of Additional Toilet Facilities
- Fences Off Areas (incl. distances)
- Any other facilities relevant to your event

N



It is suggested that a copy of the finalised site plan be issued to police, fire services, SES, and other relevant emergency services, first aid and security personnel, and participants.

Event Approval Checklist

The following checklist briefly identifies the approvals and compliance that will be required for your event. Please take this completed checklist with you to your meeting with the City Key Contact. Some forms may be required just prior to your event.

Column A - tick the activities that apply to your event. Complete this prior to your first meeting with the City Key Contact.

Column B - identifies the form or approval that is required. Further information is provided in the Event Information for Applicants. Please refer to this document for further information.

Column C - is for you to tick after completing the form or obtaining approval for the activity.

Column D - is for office use only

Activity	A Tick the activities that apply to your event	B Completed Form required	C Tick when Form is completed	D Office use only
1) Hire of City reserve, hall, oval, park,	<input type="checkbox"/>	Facility Hire Form to be completed. Is the venue environmentally sensitive? Will you require a key for an indoor facility? Have you considered accessibility to your event?	<input type="checkbox"/>	
2) Consultation with other venue users, neighbouring businesses and private dwellings.	<input type="checkbox"/>	Demonstrate that you've checked with others. Letters of approval from neighbouring businesses / private dwellings to be submitted with the Application Package.	<input type="checkbox"/>	
3) Event Fees/Bonds	<input type="checkbox"/>	<p>Payment of all bonds must be made prior to commencement of your event.</p> <p>Payment of all fees must be made within 7 days of receipt of tax invoice.</p> <p>A concessional fee, being 50% of the normal fee, may apply to highlighted fees (see attachment 3 of <i>Information for Applicants</i>), in relation to activities with a charitable purpose being carried out by not for profit organisations or groups.</p> <p>Do you wish to apply for the concessional fee? - Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you wish to apply for the concession please include details of the charity/charitable cause you are supporting with your activity in a letter to the CEO to be attached with your application.</p>	<input type="checkbox"/>	
4) Public Liability Insurance	<input type="checkbox"/>	Obtain advice from insurance company for your needs. Obtain certificate of currency for event and submit a copy to the City.	<input type="checkbox"/>	

Activity	A Tick the activities that apply to your event	B Completed Form required	C Tick when Form is completed	D Office use only
5) Publicity	<input type="checkbox"/>	Provide date that pre event advertising will commence: _____ Media outlet/s: _____	<input type="checkbox"/>	
6) Venue access for City Staff	<input type="checkbox"/>	Relevant City representatives will need to monitor the event. Provision of access such as authority cards/passes or other arrangements need to be made.	<input type="checkbox"/>	
7.1 & 7.3) Form 1 or Form 3 submitted?	<input type="checkbox"/>	Form 1 is required for all events that do not occur in existing public or private buildings. Form 3 may be required for events that occur in existing public or private buildings.	<input type="checkbox"/>	
7.2) Form 2 submitted?	<input type="checkbox"/>	Form 2 is required if the venue is intended to hold patrons within a boundary, i.e. fences.	<input type="checkbox"/>	
8) Sale of Food and Food Stalls/Vans	<input type="checkbox"/>	Trading In Public Places application form to be completed by event organiser. Food Stall/Van Operators at events must receive a copy of: <ul style="list-style-type: none"> • Temporary Food Stall/Van Information and Application • Guidelines for Temporary Food Stalls Associated with Special Events The City of Busselton needs from the event organiser; <ul style="list-style-type: none"> • Food Act 2008 registration Certificate from Local Government (if not COB) • Pay \$26 fee If not registered with COB • Application for Temporary Food Stalls/Vans Associated with Special Events forms from food businesses not registered within the City • List of all food stalls operating at the event to be provided 2 weeks prior to the event. Food Stall/Van Operators to complete the Application for Temporary Food Stalls/Vans Associated with Special Events if not a registered food business within the City of Busselton in accordance with the Food Act 2008.	<input type="checkbox"/>	
9) Toilet Facilities required	<input type="checkbox"/>	Male and Female toilets to be supplied in accordance with requirements.	<input type="checkbox"/>	

Activity	A Tick the activities that apply to your event	B Completed Form required	C Tick when Form is completed	D Office use only
10) Marquees or Tents or Stages used	<input type="checkbox"/>	<p>Certificate of Temporary Structure to be completed for all marquees, tents and stages larger than 5m x 5m dimensions.</p> <p>Structural certificates including manufacturers specifications required for all structures larger than 9m x 6m dimensions</p> <p>Structure to be signed off by suitably qualified person stating that is compliant with relevant Australian Standards and has been erected as per Manufacturers specifications after erection.</p>	<input type="checkbox"/>	
11) Ground marking, use of stakes/pickets to erect Tents/ Marquees and signage	<input type="checkbox"/>	<p>Contact the City before driving posts or pegs into the ground, to avoid damaging underground services.</p> <p>Will you require the watering schedule to be turned off for the duration of your event?</p>	<input type="checkbox"/>	
<p>12) Noise from vehicles, music, PA systems likely to be created</p> <p>Regulation 16 community activity noise exemption application submitted?</p>	<input type="checkbox"/>	<p>Neighbouring residents consulted 7 days prior to the event (such as via a mail drop), speaker orientation considered.</p> <p>Submit copy of letter and provide details as to scope of mail drop or otherwise</p> <p>Regulation 16 noise exemption application required if community activity is expected to create a nuisance</p>	<input type="checkbox"/>	
12.3) Large scale events creating excessive noise. Regulation 18 exemption Application submitted?	<input type="checkbox"/>	Exemption from Noise Regulations (Regulation 18) required. Application to be submitted 8 weeks prior to the event.	<input type="checkbox"/>	
13) Generators, Electrical installations required	<input type="checkbox"/>	Has power access been discussed with property manager?	<input type="checkbox"/>	
Form 5 submitted?	<input type="checkbox"/>	All electrical equipment to be tested and tagged in accordance with Australian Standard 3012, Clause 13.	<input type="checkbox"/>	
14) Sale ,serving or consumption of alcohol likely	<input type="checkbox"/>	<p>Permits/Approvals can be obtained from the relevant stakeholders below:</p> <ol style="list-style-type: none"> 1. Owner of the premises (Land Owner authority) 2. Department Racing Gaming Liquor (Sales) 3. Clerk of Courts (Application Submissions) 4. Local Government Authority (Consultation) 5. Police (Consultation) 	<input type="checkbox"/>	

Activity	A Tick the activities that apply to your event	B Completed Form required	C Tick when Form is completed	D Office use only
15.1) and 15.2) Risk Management Plan	<input type="checkbox"/>	Encouraged for all events. Mandatory requirement for events that will attract more than 5000 people. To be completed in accordance with AS4360 to be completed and submitted to the City.	<input type="checkbox"/>	
15.3) Emergency Evacuation / Management Plan	<input type="checkbox"/>	Required for all high risk public events. In accordance with AS 3745	<input type="checkbox"/>	
15.4) Fire Management Plan	<input type="checkbox"/>	Depending on the nature of the event a Fire Management Plan may be required.	<input type="checkbox"/>	
16) First Aid	<input type="checkbox"/>	First Aid considered in accordance with table in information package.	<input type="checkbox"/>	
17) Water Supply	<input type="checkbox"/>	Adequate water supply available for patron consumption in accordance with requirements Contact the City to determine the nearest connection point.	<input type="checkbox"/>	
18) Crowd Control Safety	<input type="checkbox"/>	Attendance of crowd control and security personnel must be in accordance with information package guide (Refer 18.1).	<input type="checkbox"/>	
19) Police Department Notification	<input type="checkbox"/>	Complete Police Notification form to be submitted with application form.	<input type="checkbox"/>	
20) Amusement Rides and Structures	<input type="checkbox"/>	Suggested by the City that the applicant sight: <ul style="list-style-type: none"> • Work safe registration; and • Logbook of regular maintenance. 	<input type="checkbox"/>	
21) On-site living (camping) Temporary camping Licence Application submitted?	<input type="checkbox"/>	Approval required from the City in the form of a temporary camping licence and compliance with <i>Caravan Park and Camping Grounds Regulations 1997</i> and <i>Caravan Park and Camping Grounds Act 1995</i> .	<input type="checkbox"/>	
22) Road to be used or part road closure proposed OR Usual flow of traffic disrupted	<input type="checkbox"/>	Application forms must be completed. City, Police Department and Main Roads of WA must receive applications 4 - 12 weeks prior to event to ensure approval Traffic Management Plan to be developed by qualified person	<input type="checkbox"/>	
23) Parking for event patrons required	<input type="checkbox"/>	Parking Areas established, marshals organised, City contacted. For larger events a Parking Management Plan may need to be submitted.	<input type="checkbox"/>	

24) Temporary Roadside Advertising Signage to be erected	<input type="checkbox"/>	'Temporary Sign Approval' obtained from City with sign design, locations, details submitted. For signs on a main road, applications must seek Main Roads of WA approval.	<input type="checkbox"/>	
25) Street Banners - Event Advertising	<input type="checkbox"/>	Event advertising street banners can be erected in Queen Street prior to your event, costs apply.	<input type="checkbox"/>	
26) Additional Bins / Rubbish collection arrangements	<input type="checkbox"/>	Additional bins and rubbish collection can be supplied by the City for events being held at City facilities or reserves at a cost. Event organisers are encouraged to outsource these services.	<input type="checkbox"/>	
27) Event Timeline	<input type="checkbox"/>	Event timeline outlining all aspects relevant to the event is to be submitted to the City 3 weeks prior to the event.	<input type="checkbox"/>	
28) Fireworks	<input type="checkbox"/>	Approval obtained from Department of Industry & Resources . Approval required by Police, Fire & Emergency Services and the City.	<input type="checkbox"/>	
Further compliance may be required with the following additional Local Agencies				
29) Emergency Services Notified if applicable.	<input type="checkbox"/>	SES - www.ses-wa.asn.au Fire Brigade - www.fesa.wa.gov.au St John Ambulance www.ambulance.net.au	<input type="checkbox"/>	
30) If events are held in navigable waters beyond the low water mark OR - you are using vessels for hire or reward OR providing transport for paying passengers	<input type="checkbox"/>	Approval Required from Department Planning & Infrastructure www.dpi.wa.gov.au Ph 9792 6666	<input type="checkbox"/>	
31) Use of airspace and air-site facilities	<input type="checkbox"/>	Civil Aviation Safety Authority Ph 13 17 57 www.casa.gov.au	<input type="checkbox"/>	
32) Broadcasting, communication or public playing of recorded music.	<input type="checkbox"/>	Phonographic Performance Company of Australia Ltd: Contact Information - Licensing: Ph: (02) 8569 111 Fax: (02) 8569 1183 Email: licensing.mail@ppca.com.au Website: www.pcca.com.au	<input type="checkbox"/>	
33) City Sponsorship Application	<input type="checkbox"/>	Local (City of Busselton) event organisation only (not-profit event status)	<input type="checkbox"/>	
34) Scope of Works	<input type="checkbox"/>	For events that have received a Community Bid a scope of works agreement is required between the event organiser and the City of Busselton Engineering & Works Services department	<input type="checkbox"/>	