



The City of Nedlands encourages community and outdoor events. To ensure that your participants safely attend your event, and that it is held in accordance with legislative requirements, all community and outdoor events must be planned in consultation with the City. Prior to submitting your application it is recommended you contact the City's Administration and Event Officer to determine if the proposed event can be hosted in the City of Nedlands.

This Event Application outlines the information required to be submitted to the City for an event approval to be issued. The City's *Event Application Guideline* has been developed to complement this application form and assist you with addressing the various sections detailed in this document. **All sections of the Application form must be completed** and where required, be accompanied by any additional documents and event forms specific to your event. The following supporting documents must accompany all applications:

- Complete *Event Application form*;
- A scaled site plan of your event;
- Copy of your current Public Liability Insurance;
- Risk management plan; and
- Any additional information or application forms

Upon completing your application please submit to the City's Event Administration Officer. To enable sufficient time to assess your event application a **completed** Event Application form and any accompanying documentation is to be submitted to the City's Administration together with any supporting documentation, **at least 8 weeks prior** for medium to high risk events or events over 200 people. Events that are considered low risk or fewer than 200 people must be submitted at **least 4 weeks prior** to the event. Applications outside this time frame may be refused.

The application form may be submitted in person to the City of Nedlands Administration at 71 Stirling Hwy, Nedlands; emailed to [council@nedlands.wa.gov.au](mailto:council@nedlands.wa.gov.au) or via post to:

Events & Administration Officer  
City of Nedlands  
PO Box 9  
NEDLANDS WA 6909



This form is an application only. You will be notified in writing when your event application has been processed.

I acknowledge that I have read the *Event Guideline*\*  YES / NO   
*Applicants must have read this Guideline prior to completing this form*

**Event Details**

Name of event: \_\_\_\_\_

Event date and time: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Street address : \_\_\_\_\_

Set-Up: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Completion of Clean-up: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Description of event: \_\_\_\_\_

Target audience: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_

Is this a public event?  YES / NO

***If YES, please complete Public Building Form 1 and Form 2***

Will an entry fee be charged?  YES / NO   
*Including entry by donation*

What arrangements have been made to meet the needs of people with disabilities?

\_\_\_\_\_  
\_\_\_\_\_

**Contact Details**

Applicant (name of organisation): \_\_\_\_\_

Event Organiser: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail \_\_\_\_\_



### Council Reserves & Parks

Will the event require any of the following?

Description, access times, quantity

Holes or trenches dug into turf  YES / NO

Use of tent pegs  YES / NO

Lines marked on grassed areas  YES / NO

Access for cars  YES / NO

Access for light trucks  YES / NO

Access for heavy vehicles (weight)  YES / NO

Access for machinery, amusements on trailers etc  YES / NO

Other: please describe: \_\_\_\_\_

\_\_\_\_\_

### Fireworks (pyrotechnics)

Are fireworks planned for the event?  YES / NO

*If YES, discharging of fireworks requires approval from the Department of Mines and Petroleum, Fire Authorities, the WA Police, Swan River Trust and the City of Nedlands. A copy of the relevant application form is available from the Department of Mines and Petroleum [www.dmp.wa.gov.au](http://www.dmp.wa.gov.au)*

### Filming

Is filming planned for the event?  YES / NO

*If YES, please the Filming Information Sheet attach the "Filming Application Form"*



### Site Plan

A plan or diagram of reasonable scale and quality should be developed and attached to your application form illustrating the proposed event layout. A detailed layout of the event should be included with your application form to show:–

- Temporary structures(incl. area m<sup>2</sup> and measurements)
- Amusements and entertainment attractions
- Emergency Exits
- Food Stalls
- Sale or consumption of alcohol areas
- Free water points
- Lighting
- Location of Marquee, Tents (incl. measurements area m<sup>2</sup>)
- Site Signage
- Location and number of additional toilet facilities (signage for disabled toilets)
- Fire safety equipment
- Seating (including areas for people using wheelchairs or with prams and people accompanying them)
- Fenced off areas (incl. distances)
- First aid post(s)
- Electrical cables
- Mixing desk
- Vehicle access points (incl. street names)
- Parking areas (including access for Disabled Parking)
- Any other facilities or significant infrastructure relevant to your event

### Parking and Traffic Management

Parking Facility	Existing	Additional - please describe
Standard vehicle bays		
Accessible Parking		
Oversized vehicles e.g. bus		
Kiss and Drive facilities		
Other: please specify		



**Will road closure or variation to existing traffic arrangements be required?**

YES / NO

*If YES, a traffic management plan is required. There may be significant issues with traffic management that impact on your event. Please contact the City's Rangers for further details. It is recommended you do this at your earliest convenience*

**Details of any road closures or use of roads for the event**

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**Pre event transport:** What are your plans for patrons arriving at the event?

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**Post event transport:** What are your contingency plans for clearing patrons after the event? e.g. availability of taxis, buses etc

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**Toilet Facilities**

Specify number of toilets available in the table below:

	Toilets		Urinals		Hand wash basins	
	Existing	Temporary	Existing	Temporary	Existing	Temporary
Unisex						
Male						
Female			/	/		
Accessible/disability						
Parenting room						



**What arrangements are made for servicing toilets throughout the duration of the event?** *(Applicable for events greater than 4 hours only)*

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**Where the event continues after sunset, what arrangements have been made for lighting the interior and exterior of toilets?**

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### Water Facilities

**Water supply details:** *e.g. taps onsite or brought in* \_\_\_\_\_

**If water is brought in, specify the quantity and quality** *i.e. potable*

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**How will drinking water be supplied?** *e.g. for purchase or free*

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### Gas and Hazardous Substances

**Will fuel, gas or other hazardous substances be required for your event?**  YES / NO

*If YES, please detail the substance(s) and purpose for use below*

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### Noise

All events must comply with the *Environmental Protection (Noise) Regulations 1997*.

#### Will there be any of the following at the event?

		Description, size, quantity
PA system	<input type="checkbox"/> YES / NO <input type="checkbox"/>	_____
Mixing desk	<input type="checkbox"/> YES / NO <input type="checkbox"/>	_____
Musical equipment	<input type="checkbox"/> YES / NO <input type="checkbox"/>	_____
Speakers	<input type="checkbox"/> YES / NO <input type="checkbox"/>	_____
Other sound amplification equipment	<input type="checkbox"/> YES / NO <input type="checkbox"/>	_____
Other: please describe		_____

**NOTE:** If the Noise from the event is expected to exceed the assigned Noise levels of the *Environmental Protection (Noise) Regulations 1997*, an “**Application for a Regulation 18 Approval**” must be submitted no less than 60 days prior to the event

### Complaints Procedures

Have you received complaints regarding events of this nature  YES / NO  previously?

If YES, please provide details of the issues that arose and how you will avoid reoccurrence?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide details below or a copy of your complaints procedure (including procedures for noise complaints)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Temporary Structures

Will there be any temporary structures

YES / NO

*If YES, provide details of all temporary structures in the table below or attach document*

Structure	Number	Dimensions	Company or persons erecting structures	Method of anchoring structures*
Marquee				
Marquee				
Marquee				
Tents				
Stages				
Spectator Stands				
Temporary Fencing				
Other, please list				

**NOTE:** copies of manufacturer's specifications, structural details and plans are required for ALL structures greater than 3 metres by 3 metres. If leasing this equipment from a supplier it is recommended that this information be obtained prior to the goods being booked

**\* Without prior consultation with the City's Parks Department and unless required for structural integrity, metal pegs are not permitted for use on reserves and foreshore**





## Electricity

Please identify the power supply for your event \* \_\_\_\_\_

*\* NOTE: The City does have facilities to provide site power on reserves or foreshores*

**Will there be any generators?**  YES / NO

*If YES, specify the number and voltage of each generator* \_\_\_\_\_

**Will there be other electrical equipment?**  YES / NO

*If YES, please list* \_\_\_\_\_

**Will there be electrical leads?**  YES / NO

*If YES, how will electrical leads be prevented from being trip hazards and/or exposed to damp conditions?* \_\_\_\_\_

**Has all portable electrical equipment, plugs, sockets, generators, cabling, leads, RCD's, etc been tested and tagged within the last six (6) months by a licensed electrician?**  YES / NO

**Will electrical outlets be protected by residual current devices?**  YES / NO

**Will there be an electrician to certify electrical installations**  YES / NO

**Will a switchboard be in operation for the event?**  YES / NO

**How will generators, electrical cabling, switches, fuses, etc be kept clear of patrons and properly and safely secured?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will lighting be installed?**  YES / NO

*If YES, provide details e.g. lighting towers, scaffolding, etc* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## Trading in Public Places

Will there be any retail sales or stallholders?

YES / NO

If YES, please provide details of all traders in the table below or attach separate document:

Company or persons	What is for sale

**NOTE:** each stallholder must complete a **“Street Trading Licence Application”** and provide a copy of their Certificate of Currency of Public Liability Insurance, listing the City as an interested party

## Food and Drink Stalls

Will food/drinks be sold at this event?

YES / NO

If YES, please provide details of all food businesses in the table below or attach document:

Food business name	Food sold	Type of business <i>i.e. mobile food vehicle/ temporary stall</i>	Registered food business (Y/N)

**NOTE:** Each commercial food business must complete a **“Street Trading Licence Application”** and **“Temporary Food Events Application Form”**, provide copies of their Certificate of Currency of Public Liability Insurance, listing the City as an interested party and **“Certificate of Registration of a Food Business”**.

Each community or charitable organisations selling food must complete an **“Exempt Food Business Street Trading Licence Application”**, **“Exempt Food Business Notification Form”** and provide a copy of their Certificate of Currency of Public Liability Insurance listing the City as an interested party.



## Amusements

Will there be any amusements?

YES / NO

If YES, please specify details of all amusements in the table below or attach separate document:

Amusement	Charged per go (Y/N)	Dimensions	Hire Company	Method of anchoring i.e. peg size, weights
Bouncy castle				
Face painters				
Animal farm				
Amusement rides				
Other (list)				

**NOTE:** each amusement that charges a fee “per go” must complete a “**Street Trading Licence Application**” and provide a copy of their Certificate of Currency of Public Liability Insurance, listing the City as an interested party.

Each amusement must provide supporting documentation specified for the amusement type in the City’s *Event Application Guideline*.

## Alcohol

Will there be alcohol at this event?

YES / NO

If YES, please attach the “**Application to Consume Alcohol on Council Premises**”

Will alcohol be sold at this event?

YES / NO

If YES, please provide a copy of your Liquor Licence from the Department of Racing, Gaming & Liquor [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)



### Environmental Considerations

What consideration has been given for adverse environmental conditions and ensuring the comfort and safety of patron attending this event?

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### First Aid

Provide details of designated first aid officers in the table below

Number of first aiders	Qualifications	Agency

Please provide any detail of specific first aid equipment you will have available for the duration of the event

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### Fire safety

Specify the quantity, type and location of fire safety equipment in the table below

Quantity	Type	Location



### Security Arrangements

What crowd control strategies/ site security are planned for the event?

Before Event: \_\_\_\_\_

During Event: \_\_\_\_\_

After Event: \_\_\_\_\_

Please provide details of security in table below

Security Type	Provider	Number	Rostered Hours	
			Start	Finish
Licensed Security Personnel				
Event liaison ( <i>unlicensed</i> )				
Volunteer Event Staff				
Other, provide details				

### Public Safety

What consideration has been given for ensuring patron safety in public access areas? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Waste Management

What arrangements have been made to managing waste at the event?

\_\_\_\_\_  
\_\_\_\_\_

Will you require the hire of additional City of Nedlands bins?  YES / NO

If YES, please attach the "Event Bin Request Form"



## Mandatory Supporting Documentation

I have attached the following documentation to accompany this Event Application

- A SCALED Site Plan;
- Copy of your current Public Liability Insurance;
- Risk Management Plan;

## ACKNOWLEDGEMENT

I, \_\_\_\_\_ as the event organiser, seeking approval to host an event in the City of Nedlands acknowledge that the information and completed actions in my application are true and correct.

I will ensure that appropriate liability and other insurances are in place for the activities to be conducted and release the City of Nedlands from all liability and costs incurred arising from or incident to the event.

I declare that I have read and understood my obligations as defined within the City of Nedlands' *Event Application Guideline* and recognize that this document is a guide only and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the Guideline and that as the event organiser I am responsible.

I understand that I will be responsible for all costs relating to damage resulting from the conduct of the event, including turf reinstatement costs, any Council assets or damage caused to public utility services.

Signature \_\_\_\_\_ Date \_\_\_\_\_