

Public Event Application Form

(Public Event Approvals required for 50 persons or above)
Application must be lodged to the City of Melville (COM)
Health Services at least 2 months before the event

EVENT APPLICATION FORM		
CONTACT DETAILS		
Event Contact (Must be over 18 years)	Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	
Surname:	Given Name:	
Name of Organisation:		
Is the Organisation not-for-profit? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Postal Address:	Postcode:	
Phone (W):	Phone (H):	Phone (M):
Fax:	Email:	
Alternative Contact:		
Phone (W):	Phone (H):	Phone (M):

EVENT DETAILS		
Name of Event:		
Location of Event:		
Event Date:		
Start Time:	Finish Time:	Event Duration:
Set-up Date:	Set-up Time:	
Expected Maximum No. of persons attending the event at any one time:		
Expected No. of persons attending over the duration of the event:		
Target Audience (please give approximate percentages):		
Youth:	Family:	General:
Have you attached a site plan indicating the layout of your event? Yes <input type="checkbox"/> No <input type="checkbox"/>		

EVENT HISTORY
Have you run this event before? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how many persons attended on the previous occasion?



Were there any complaints received regarding the previous event? Yes No

If yes, please provide details of complaint/s and the outcome/s (i.e. was it resolved?).

WASTE MANAGEMENT

How many bins will be available at the event?

Will you need to hire bins from the City of Melville? Yes No

If yes, how many will you need?

If no, who will be providing them?

TRAFFIC MANAGEMENT, ROAD CLOSURE

What arrangements are in place for vehicle parking at the event?

Are there any accessible parking (disabled bays) facilities available? Yes No

If yes, how many bays?

Have you organised any parking wardens? Yes No

Do you require a road closure? Yes No

Do you have a Traffic Management Plan? Yes No

PLEASE NOTE:

- Any event or activity which has the potential to create a traffic or pedestrian hazard within the road or road reserve **MUST** have a Traffic Management Plan (TMP) approved by Road Works and Traffic Management prior to the activity commencing.
- An application for Road Closure or Temporary suspension of Road Traffic Act may be required in addition to this application. Forms are available from the WA Police Service (fees may apply).
- Traffic Management Plans (when required) must be prepared by persons with current accreditation and will require separate approval before this application can be considered.

INSURANCE

Have you attached a copy of your Public Liability Insurance for the event to the value of \$10 million dollars? Yes No

If no, please provide an explanation:

Have you checked that the Public Liability Insurance will cover your organisation for this proposed event? Yes No

If no, please provide an explanation:



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ACTIVITIES, ATTRACTIONS & PERFORMERS					
Will there be any commercial amusement operators at your event?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, have you attached a list providing names of all commercial amusement operators at your event?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
FOR EXAMPLE:					
Company	Contact Name	Contact Number	Type of Ride/Activity		
PLEASE NOTE:					
<ul style="list-style-type: none"> • Ensure that a certificate of currency for Public liability Insurance is included for each company providing amusement rides. • For each ride/activity or attraction, please include evidence of the plant registration and a copy of the logbook showing the maintenance for that particular ride/activity or attraction. • The event Organiser is to complete a Stall Holders Permit Application for all commercial amusement rides and entertainment. 					

NOISE	
Will there be any amplified music at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details:	
If yes, what will the noise level dB(A) potentially be at the sound mixing desk? (This is best estimated by the sound technician):	
Will the noise from your event potentially exceed the assigned noise levels as stated in the Environmental Protection (Noise) Regulations 1997?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a complaints procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
PLEASE NOTE:	
<ul style="list-style-type: none"> • If the noise may potentially exceed the assigned noise levels as stated in the Environmental Protection (Noise) Regulations 1997, you may need to obtain a non complying event approval from the City of Melville, application fee \$1,000. 	

STRUCTURES	
Will you be having any structures erected, for example marquees, stage, tents etc?	Yes <input type="checkbox"/> No <input type="checkbox"/>



If yes, please provide details for each structure including the proposed use and size:	
PLEASE NOTE:	
<ul style="list-style-type: none"> • If the structure is for a food stall then the structure will need to comply with the 'Minimum standards for use of a temporary food premises for one or two day events. • For each structure greater than 55m², stages or spectator stands the "Structural Engineers Certification" must be submitted. • Once structures greater than 9m² are erected, the person who erects the structure must fill out and sign the "Certificate of Structures Form" 	
Do you have any structures greater then 55m ² ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes have you organised for the installer to provide Structural Engineers Certification ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any structures greater then 9m ² ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you organised for the installer to sign the "Certificate of Structures Form" after the structure has been erected?	Yes <input type="checkbox"/> No <input type="checkbox"/>
ELECTRICAL LEADS & INSTALLATIONS	
Is there to be electrical installations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes have you organised for an Electrical Contractor to attend prior to the event to complete a Form 5 – Certificate of Electrical Compliance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
PLEASE NOTE:	
<ul style="list-style-type: none"> • Ensure that all leads have been tested and tagged within the last six (6) months by a licensed electrician. • Electrical leads in public trafficable areas are tripping hazards and need to be either dug in or suspended overhead. • If your event contains electrical installations such as lighting, electrical equipment etc a Licensed Electrician (Electrical Contractor) is required to check all installations on the day of your event and complete a Form 5 - Certificate of Electrical Compliance. 	

TOILETS		
Please indicate how many of the following will be provided:		
Male Toilets:	Urinals:	Female Toilets:
Male Handbasins:	Female Handbasins:	
Will your event have an accessible toilet (toilet for people with disabilities)?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have arrangements been made for the servicing (emptying and cleaning) of the toilets?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details:		
PLEASE NOTE:		
<ul style="list-style-type: none"> • If the event is to occur during darkness please ensure that the toilet blocks have lights. 		



- The number of toilets provided may determine how many people will be permitted at the event.

FIRE SAFETY

PLEASE NOTE:

- One 4.5 kg B (E) dry chemical powder extinguisher must be located adjacent to:
 - any electrical generator or switchboard;
 - any flammable liquid or gas containers; and
 - any food preparation / cooking area.
- Pressured water type extinguishers or 4.5 kg AB (E) dry chemical extinguishers must be provided:
 - within 10 metres of each exit (one) – (If the event is to be held in a permanent building); and
 - backstage – (one).

FIRST AID PROVISION

No. of accredited agency's Qualified First Aid attendants:

Will the first aid be through an accredited agency i.e. St John Ambulance?

Yes No

If yes, please provide details:

Agency Name:

Phone:

PLEASE NOTE:

- Details of the first aid post and the access for emergency vehicles should be shown on the event site plan.
- All first aid personnel must be covered by their agency for private indemnity insurance.

FOOD

Will food be provided or sold at the event?

Yes No

If yes, please attach a list of all food stall operators (names and contact details).

FOR EXAMPLE:

Company	Contact Name	Contact Number	Type of Food

PLEASE NOTE:

- Each food stall must complete a separate Notification/Registration of a Food Business Form and a Stall Holders Permit Application to sell food at an event accompanied by a copy of their public liability insurance details.



LIQUOR LICENCE

Will liquor be provided or sold at the event? Yes No

If yes, have you obtained a liquor licence for the event? Yes No

Please provide details:

PLEASE NOTE:

- To obtain a liquor licence, you must lodge an application with the Office of Racing, Gaming and Liquor at online@rgl.wa.gov.au.
- As part of this application, you will need to seek approval from City of Melville and Police.
- The operators selling liquor is also required to complete a Notification/Registration of a Food Business Form and a Stall Holders Permit Application.

SECURITY

Please provide details of security arrangements for the event:

PLEASE NOTE:

- The ultimate responsibility to ensure the safety of people attending the event lies with the Event Organiser.

EMERGENCY EVACUATION & RISK MANAGEMENT

Do you have an Emergency Evacuation Plan for your event? Yes No

Do you have a Risk Management Plan for your event? Yes No

Have you notified the Local Police in writing of your event? Yes No

Have you notified Fire and Rescue Services of your event? Yes No

SITE PLANS

Have you attached a site plan indicating the layout of your event? Yes No

APPLICATION FORMS

Have you attached Form 1 and Form 2 relating to Public Buildings? Yes No

DECLARATION

I certify that the information provided in this application is true and correct to the best of my knowledge. I agree to notify the City of Melville of any changes to the information provided in this application.

Have you read a copy of the City of Melville Events Guidelines? Yes No

Name:

Position



Signature:

Date:

OFFICE USE

Health Application Number: _____

CS/CA Officer: _____

Public Event Application Fees (all fees applicable as indicated below):

Note: Fee Increases may apply 1 July each financial year

The event organiser is responsible for all fees associated with the event and the collation and submission of all relevant documents unless otherwise stated. Each event is assessed on a case by case basis; however as a guide the following fees may apply:

Public Building Alter or Construct (Form 1)	\$300
Stall Holders Permit	\$60
Liquor Application – Local Government Approval	\$55
Inspection fee	\$115
Noise Regulation 18 Event	\$1,000
Noise Regulation 18 Event, CEO Waiver Fee	\$245
Inspection Fee per hour	\$115