

Event Application - Medium Impact

Form Preview

Instructions for completing the event application

Before you proceed, please read the City's Event Policy and Guidelines under our [events webpage](#).

Please ensure that you are running the MEDIUM IMPACT EVENT Category before you continue.

If you would like further clarification about the event requirements, please contact Environmental Health Services directly on 9439 0475 or health@kwinana.wa.gov.au.

For City of Kwinana owned and managed venues, please ensure that the venue booking is made through [Space To Co](#) **BEFORE** completing this application.

There may be other requirements not mentioned in this application that may be necessary for you to provide or complete in order to conduct the event.

Unsubmitted application will not be considered.

The City may at its discretion refuse to accept an event application that has been submitted outside the nominated event approval timeframe as detailed in the events guideline.

If you do contact us throughout the application process, please quote the application number below:

Application Number

This field is read only.

Medium Impact Event

I certify that this application will be a MEDIUM IMPACT EVENT:

- 200-999 people expected at any one time;
- multiple food vendors and other trading activities;
- alcohol;
- amusement rides;
- amplified noise; and/or
- road closure or impacts on the normal use of the roads.

Applicant Details

* indicates a required field

Applicant's details

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Applicant (Event Organiser)

First Name

Last Name

Are you applying on behalf of an organisation? *

Yes

No

Applicant or organisation postal address

Address

Applicant contact phone number *

Must be an Australian phone number.
Include area code, e.g. 08 9439 0200.

Applicant email address *

Must be an email address.

Applicant website

Must be a URL.

Organisation Details

Organisation Name *

Organisation Name

Type of Organisation *

Commercial Not-For-Profit Community Government

Other

Does your organisation have an ABN? *

Yes

No

Is your organisation incorporated? *

Yes

No

Primary Contact Details

Is the applicant the primary contact person? *

Yes

No

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Primary Contact Further Details

Primary contact person *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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This is the person we will correspond with about this event application.

Position held in organisation *

e.g., Manager, Event Organiser, Secretary.

Primary contact phone number *

Must be an Australian phone number.
Include area code e.g. 08 9439 0000

Primary contact email address *

This is the address we will use to correspond with you about this event application.

Would you like to provide a secondary contact person for the event? *

Yes

No

Secondary Contact Details

Secondary Contact

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Secondary contact position

Secondary contact phone number

Must be an Australian phone number.
Include area code e.g. 08 9439 0000

Secondary contact email address

Must be an email address.

Organisation Details

* indicates a required field

Small Business

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Are you a small business? *

Yes No

A small business is a business that employ less than 19 employees.

The City of Kwinana is a Small Business Friendly Council and has a range of opportunities to support local small business. Would like to receive news and information about small business initiatives in the City of Kwinana? *

Yes No

Applicant ABN

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Incorporation certificate

Attach a copy of your organisation's incorporation certificate. *

Attach a file:

Event Details

* indicates a required field

Event Name *

Please provide a brief description of the event including main purpose of the event *

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Be descriptive, but succinct. Include a brief summary of your activities.

Event nature *

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Parades / carnivals / circuses | <input type="checkbox"/> Market | <input type="checkbox"/> Athletics / sport | <input type="checkbox"/> Marine / waterway events |
| <input type="checkbox"/> Concert - family or unlicensed (low alcohol consumption) | <input type="checkbox"/> Food truck event | <input type="checkbox"/> Theatrical performances | <input type="checkbox"/> Politician / dignitary visit |
| <input type="checkbox"/> Concert - licensed, alcohol / drugs possible or likely, animated crowd | <input type="checkbox"/> Outdoor movie or cinema | <input type="checkbox"/> Fireworks display | <input type="checkbox"/> Street party |
| <input type="checkbox"/> Children's event - fair, carnival etc | <input type="checkbox"/> Music festival, large celebrations, dance music parties | <input type="checkbox"/> Extreme sporting event | <input type="checkbox"/> Political, religious, cultural or commemorative parade or rally |
| <input type="checkbox"/> Community event | <input type="checkbox"/> Marathon / triathlon / fun runs / rides | <input type="checkbox"/> Agricultural show | <input type="checkbox"/> Other: <input style="width: 80px; height: 20px;" type="text"/> |
| <input type="checkbox"/> Fete / fundraisers | <input type="checkbox"/> Food and wine show/expos | <input type="checkbox"/> Motorsport and displays | |

Tick all that apply.

Market Additional Considerations

A **market** is a type of prearranged recurring event held within the City on private or public land, either indoor or outdoor by an event organiser, supporting a mix of different trading or stallholder activities including a variety of entertainment, recreation, commercial or community activities.

Markets will need to demonstrate that they:

1. Contribute to Kwinana as a vibrant destination;
2. Incorporate local business(es) and allow them to take an active role in the event.
3. Create interesting and diverse activities to encourage people to stay longer in Kwinana;
4. Engage, include and connect a range of people in our community including the City of Kwinana, providing diverse opportunities for engagement and participation; and
5. Minimise community impact, and maximise economic and community benefit.

Please address in detail the above-mentioned criteria.

Food Truck Event Additional Considerations

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A **food truck event** is a type of prearranged recurring event held within the City on private or public land on a regular basis, by an event organiser, where mobile food vendors and temporary food stalls form the primary activity. A smaller number of entertainment, recreation, commercial or community activities may be part of the Food Truck Event.

Food truck event(s) will need to demonstrate that they:

1. Contribute to Kwinana as a vibrant destination;
2. Incorporate local business(es) and allow them to take an active role in the event.
3. Create interesting and diverse activities to encourage people to stay longer in Kwinana;
4. Engage, include and connect a range of people in our community including the City of Kwinana, providing diverse opportunities for engagement and participation; and
5. Minimise community impact and maximise economic and community benefit.

Please address in detail the above-mentioned criteria.

Event Timing

Event start date *

Event end date *

If unknown, provide your best guess or leave blank

Event start time *

Event finish time *

Set up date *

Must be a date.

Clean up date *

Must be a date.

Set up time *

Clean up time *

Event Frequency

List all event dates or indicate recurring frequency e.g. Every month on Sunday *

Venue Details

Venue (name of reserve, building or public open space) *

Area/room name

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Please list all proposed areas: e.g. hall, meeting room, kiosk, change rooms, toilets

Is the event venue owned or managed by City of Kwinana? *

- Yes No

If unsure, check <https://www.spacetoco.com/host/city-of-kwinana>

Is the event held within an indoor or outdoor area? *

- Indoor area Outdoor area Both indoor and outdoor areas

Will you be charging an entry fee to your event? *

- Yes No

Will there be any fencing or barrier around the event? *

- No fencing or closing off areas Temporary fencing used to enclose the perimeter of the event (or enclosed temporary structure) with designated entry and exit gates Crowd control barriers Other:
- Low level fencing around parts of the event Entry/egress is controlled

For events enclosed by walls or fencing, exit must open in the direction of egress and there must be more than one exit if more than 50 people are expected at any given time. Each exit must be no more than 20m of travel. Exit signs and lighting required for nighttime events.

Space to Co

If yes, have you booked the space through Space to Co? *

- Yes Other:

Booking must be made through Space to Co prior to submitting this event application - please visit: <https://www.spacetoco.com/host/city-of-kwinana>

Consent from owner of the land or premises

Attach written approval from owner of the property to hold the event

Attach a file:

Public Liability Insurance

You are required to hold appropriate public liability insurance. Please ensure that you have contacted your insurance provider to ensure the Certificate of Currency provided covers the Event.

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Attach a copy of the public liability insurance certificate of currency for the event *

Attach a file:

Target Audience

Target audience *

All ages, family groups Predominantly adults (18 - 70) Predominantly young people (including under 18s) Predominantly elderly

Attendance Details

Estimated number of people at any given time **Estimated attendance over the entire event** **New Question**

Estimated number of people at any given time	Estimated attendance over the entire event	New Question
Must be a number and no more than 999.	Must be a number.	

Permits and Temporary Structures

* indicates a required field

Permits

Will alcohol be: *

Sold Consumed (include BYO) None - no alcohol will be available for sale or consumption

Tick all that apply. For further information about the liquor law, please visit: <https://www.dlgsc.wa.gov.au/department/publications/publication/liquor-control-act-1998-a-guide-for-local-governments>

Will an exemption from Noise Regulations be required? *

Yes No

E.g. Live bands and loud equipment

Will advertising signs be erected for the event? *

Yes No

Will there be any temporary camping associated with the event? *

Yes No

Temporary Camping

What is the reason for the proposed camping? *

Estimated number of campers *

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Details of camping (access to sanitary facilities, lighting tower availability)

Date and time of camping

Signage

Location of advertising signage *

- On public or private land during the event On public or private land up to 3 days before the event In a thoroughfare or public road reserve up to 3 days before the event In a thoroughfare or public road reserve more than 3 days before the event

Details of signage

Specify size of proposed signs, number of signs, proposed location of signs etc. *

Noise exemption

Upload noise non-complying approval application *

Attach a file:

The application can be found here: [https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-\(all\)/forms/2020/application-for-noise-exemption-for-a-non-complyin](https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-(all)/forms/2020/application-for-noise-exemption-for-a-non-complyin)

Sale of Alcohol

Upload a copy of the liquor licence issued by Department of Racing, Gaming and Liquor

Attach a file:

Please also indicate licensed area on the site plan.

Temporary Structures

Will there be any marquees, tents, shade structures, stages or any other temporary structures: *

- Yes No

Temporary Structure Details

Please indicate type of temporary structures (tick all that apply) *

- Marquees, tents or shade structures with a floor area up to 9m² (e.g. 3mx3m)

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- Marquees, tents or shade structures with a floor area greater than 9m² up to 55m²
- Marquees, tents or shade structures with a floor area greater than 55m²
- Enclosed marquees, tents or other temporary structures with exit signs
- Low stage with a height under natural ground level of 1m or less
- Spectator stand(s)
- Temporary structures with a floor area greater than 10m², with a wall height greater than 2.4m, made of materials other than cloth fabric with public access
- Stage(s) that provide an elevated platform above ground level of 1m or higher and an area greater than 10m² with barriers and steps
- Amusement ride(s) including bouncy castles, climbing walls
- Projector or large television screen(s)
- Complex lighting systems

Temporary meaning less than one month. Please tick all that apply.

Temporary Structure Supplier Details

You may provide this information later, at least 14 business days before the event.

Name/ Company	Phone Number	Email	Type	Size	Date and time the supplier will arrive to erect the temporary structure	Attach a copy of a current certificate of currency (ensure that public liability insurance
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	Must be an Australian phone number.	Must be an email address.	E.g. Marquee, tent, stage	Length, width and height in metres		

Temporary Structure Building Requirements

A building permit is required, please submit application online via [e-services portal](#).

Provide receipt or invoice number *

Spectator Stand

You may provide this information later, at least 14 business days before the event.

Attach a copy of the Structural Engineer's certificate, structural plan and design specifications

Attach a file:

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Temporary Structure - Structural Engineers and Design Specifications

You may provide this information later, at least 14 business days before the event.

Attach a copy of the Structural Engineer's certificate, structural plan and design specifications

Attach a file:

Enclosed Temporary Structure(s)

You may provide this information later, at least 14 business days before the event.

Provide a floor plan showing the exits, locations of fire fighting appliances, exit signs and emergency lighting

Attach a file:

Public building forms

The overarching legislation for event regulation in WA is governed by the **Health (Miscellaneous Provisions) Act 1911** and **Health (Public Buildings) Regulations 1992**. Under this legislation, the "public building" is a prearranged gathering of people for educational, entertainment, recreational and sporting purposes (regardless of whether the event will occur indoors or outdoors).

There are two prescribed forms that are required to be completed by legislation to allow events to proceed - Form 1 and Form 2.

A Certificate of Approval is the formal event approval that is issued to address public health and safety issues.

Upload public building form 1 - application to construct, extend or alter a public building *

Attach a file:

The Form 1 application form is available at: [https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-\(all\)/forms/2020/application-to-construct,-alter-or-extend-public-b](https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-(all)/forms/2020/application-to-construct,-alter-or-extend-public-b)

Upload public building form 2 - application for certificate of approval *

Attach a file:

The Form 2 application form is available at: [https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-\(all\)/forms/2020/application-for-certificate-of-approval](https://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-(all)/forms/2020/application-for-certificate-of-approval)

Water Supply, Utilities and Operations

* indicates a required field

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Potable Water Supply

Free water must be provided. One water outlet per 500 people. Please indicate drinking water supply on site plan.

Will there be access to a permanent potable water supply at the event (e.g. mains or drinking fountain)? *

- Yes No

Portable Water Supply Details

How many litres of potable water will be provided? *

Company providing potable water *

Type of water *

- Licensed water cart Bottled

Other

Utilities

Type of communication systems available *

- Non required PA system Amplifier

Other

Power sources *

- Non required Generator LPG Portable gas cylinders Existing mains

power

Other

For electrical requirements at events, please visit: https://ww2.health.wa.gov.au/Articles/A_E/Electrical-and-lighting-requirements-public-buildings For gas safety requirements, please visit: https://www.commerce.wa.gov.au/sites/default/files/atoms/files/gas_appliances_checklist_2018.pdf

Power Sources

How will the generator(s), gas cylinder(s) and extension cord(s)/cable(s) be protected from public access? *

Lighting

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For night time events or events where lighting will be dimmed or extinguished, stairs, ramps, exit paths and access to toilet areas must be adequately illuminated.

Lighting sources *

Daytime event only Lighting available inside building Lighting tower Stage lighting Two light sources for each outdoor emergency exit sign (night time events with exit gates around fenced areas).

Other

Please tick all that apply.

Electrical Information

An electrical contractor must certify that any temporary electrical installations to comply with the Health (Public Buildings) Regulations 1992, by submitting Form 5 Certificate of Electrical Compliance to the local government prior to the event.

Will a licensed electrician be present on the day of the event? *

Yes No

Electrician's Details

Company	Electrician's name	Time of arrival	Mobile Phone Number

Park Operations

Will your event require any penetration into the ground? *

Yes, pegs and holes into the ground. No, only weighted options will be used to support temporary structures. No.

Staking, pegging and other fixings into the ground requires adequate investigation to ensure mitigation against damage to underground reticulation, piping and other infrastructure. It is the Event Organiser's responsibility to phone 'Dial before you dig' to enquire about any underground services before digging or hammering any tent pegs or similar items into the ground.

Do you require line marking? *

Yes No

Permission is required from the City prior to any line marking. All line markings on reserves are the responsibilities of the Event Organiser. Only waterbased paint must be used - other materials are prohibited due to the toxic effects on both people and reserves.

Will you require any heavy vehicle, truck or machinery access to the park? *

Yes No

Any irrigation valve boxes need to be avoided by heavy vehicles.

Rubbish and Toilet Facilities

* indicates a required field

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Toilets

Below show the toilet requirements for events less than 4 hours without alcohol:

- Up to 250 patrons - minimum 1 male toilet, 1 female toilet and 1 unisex accessible toilet
- Up to 500 patrons - minimum 1 male toilet, 1 urinal, 2 female toilets and 1 unisex accessible toilet
- Up to 1000 patrons - minimum 1 male toilet, 1 female toilet, 2 urinals, 2 female toilets and 1 unisex accessible toilet.

For events with alcohol, speak to an Environmental Health Officer to clarify the requirements.

Will there be access to adequate permanent toilet facilities onsite *

- Yes No

Will you be providing temporary toilet facilities *

- Yes No Not required

Temporary Toilets

Male WC	Female WC	Accessible unisex toilet
Must be a number.	Must be a number.	Must be a number.

Waste Management

The City recommends at least 1 waste and 1 recycle bin per 100 persons at the event.

Who will be supplying the bins? *

- Bins will be supplied by the applicant. Requesting bins to be supplied by the City of Kwinana. Using existing bins onsite

Fees may be applicable for request for bins to be supplied by the City of Kwinana.

Will this be a plastic-free event? *

- Yes No

A number of plastic items are banned since 1 July 2022. For more information visit: <https://plasticsbanwa.com.au/>

Request of Waste Bins to be supplied by the City

General Waste	Recycle	Delivery date required	Pick up date required	Special delivery instructions	For multiple events, please attach a list of all dates.
Must be a number.	Must be a number.	Must be a date.	Must be a date.		

Number of bins supplied by the applicant

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General Waste	Recycle	Skip Bin
Must be a number.	Must be a number.	Must be a number.

Traders and Stallholders

* indicates a required field

Details of Food and Drinks Stalls (and Vehicles)

Will food and/or drinks be sold? *

- Yes No

Sale of food may include fundraising, give away for the purpose of business advertising, supplied under a contract, display for sale regardless of a commercial, charitable or community in nature.

Maximum number of food and drinks stalls/vans at any given time *

Must be a number.

Details of Food and Drinks - Consumption Only

Will food and/or drinks be served? *

- Yes No

Here are some helpful resources when food is being shared or cooking for charitable or community purposes:

[Cooking for Groups](#)

[Allergen Awareness for Community Catered and Bring a Plate to Share Activities](#)

Details of Food and Drinks Stalls or Vans

You may provide this information now or later but all applications must be received at least 14 business days before the event.

Community/not-for-profit groups can apply [online](#)

Commercial businesses can complete [the trader's or stallholder's permit application](#) and email it to health@kwinana.wa.gov.au

Proprietor/ Name of Person in Charge	Business Name/ Name of Stall	Contact Number	Email Address	Food business holds a valid trader's or stallholder's permit
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			Must be an email address.	

Details of Other Stall Holders and Entertainment Activities

Will any other stallholders and/or entertainment activities be available? *

- Yes No

Stalls, Vans and Entertainment Details

Please indicate maximum number of stalls and vans at any one time *

Must be a number.

Tick all stallholders and entertainment activities that will attend: *

- Sale of clothes, jewellery, toys, arts/crafts Promotional displays Car boot sales
 Entertainment activities e.g. balloon artist, stilt walker, roaming entertainers Face-painting/make-up application Hairdressing, massage and beauty therapy Flowers, pots and plants Musicians and band Sporting activities Raffles, draws and giveaway stalls Petting zoos, animals farms and displays Amusement rides and structures e.g. bouncy castles, climbing walls, inflatable slides etc

List of Trader's and Stallholders

You may provide this information now or supply this information at least 14 business days before the event.

Proprietor/Person In Charge	Business Name	Contact Number	Email Address	Product/Service/Activity	Attach Certificate of Public Liability Insurance	Marquee or Temporary Structure	Power Supply Required
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			Must be an email address.				

Amusement Rides including Bouncy Castles

You may provide this information now or supply this information at least 14 business days before the event.

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Attach a copy of Worksafe Plant Registration Certificate or Letter showing that the plant is considered as Class 1 structure

Attach a file:

Attach a copy of the last inspection log

Attach a file:

Event Parking and Traffic Management

* indicates a required field

Traffic and Pedestrian Management

Will traffic controllers be available? *

- Yes No

Please advise if there will be any additional pre and post event transport services (e.g. shuttle bus service and provide pick up point locations)?

Are there sufficient car parking spaces including off road and overflow parking available? *

- Yes No

Are there any car parking spaces for stallholders and staff? *

- Yes No

Is there access for people with a disability? *

- Yes No

Is road access and egress adequate to allow for access by emergency services? *

- Yes No

Are the entries and exits within the facility, park, reserve or open space provided with adequate pedestrian flow and competing queues? *

- Yes No

Will you be submitting a traffic management plan? *

- Yes No

Are there any road closures or temporary suspension of roads? *

- Yes No

Is it likely that the event may create traffic congestion (i.e. Will the estimated number of vehicle movements be greater than 150 vehicles per hour on adjacent road network as a result of the event)? *

- Yes No

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Traffic controllers

Number of traffic controllers *

Company providing traffic controllers *

Traffic Management Documents

You may submit the following information now or at least 30 days before the event.

Upload a copy of the Traffic Management Plan

Attach a file:

For further information about traffic management plan code of practice and copy of event traffic management plan, please visit: <https://www.mainroads.wa.gov.au/technical-commercial/working-on-roads/>

Upload a copy of the Road Closure or Temporary Suspension of the Road Application

Attach a file:

For further information about event road closures and application, please visit: <https://www.police.wa.gov.au/Traffic/Events-on-Roads/Events-and-road-closures>

INDEMNITY In consideration for the City of Kwinana (“City”) permitting the Applicant to undertake **works in the road reserve**, the Applicant agrees to indemnify and keep indemnified the City from and against, and must pay the City on demand as a debt, the amount of any claim, damage, cost, expense, loss (whether direct, indirect, consequential or otherwise) or liability which the City may suffer or incur as a result of, in respect of, in connection with or in relation to the works or event the Applicant undertakes under this application (the “Indemnity”). The Indemnity does not apply to the extent that any damage, expense, loss, liability or claim is caused by a negligent act of the City, its employees or agents. The Indemnity does not lessen or otherwise affect the Applicant’s other obligations arising out of its application to undertake works or an event within the road reserve.

I agree to the above *

Yes

Accessibility

The City of Kwinana will support event organisers to hold welcoming, accessible and safe events that leave people of all backgrounds with positive lasting memories of the City in alignment with our Disability Access and Inclusion Plan 2022-2027.

Is there an accessible parking bay/s identified by the international symbol of

Is there a contact number on the promotional material for those require further assistance? Do you have free water available and designated toilet area for assistance dogs?

Yes

No

Yes

No

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access (or designate accessible parking bay/s with temporary signage)?

Yes (please indicate on site plan) No

Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs, location of parking and nearest set down area?

Yes No

Is there a continuous accessible path of travel including kerb ramps to the building from the accessible parking bay/s and toilet/s? If this is not available, have you considered other ways to provide the continuous access?

Yes No

Have the invitations and promotional material been produced in plain font (Arial, Helvetica), minimum 12 point type size, contrasting colours and any text are uncluttered (with absence of background graphics and patterns)?

Yes No

Does the venue have clear, directional signage to the toilets? For night-time events, is this signage clearly lit?

Yes No

First Aid, Security, Crowd Control and Emergency Access

*** indicates a required field**

Crowd Control and Security

Security Officers will watch, guard and protect people, equipment and property. Crowd Controllers will control or monitor behaviour, screen people seeking entry and remove people for behavioural reasons. Officers maybe dual licensed.

At least one crowd controller per 200 patrons. For events where there is no liquor licence, stage or large temporary structures, volunteers may assist in the role of crowd controllers.

Where alcohol is present, there should be a minimum of two licensed security officers for the first 200 patrons and one security officer for each additional 100 patrons.

Security Officers

Number of security officers *

Crowd Controllers

Number of crowd controllers *

Company providing security officers

Company or group providing crowd controllers

First Aid

For up to 500 patrons, at least two qualified first aiders and one first aid post is required.

For up to 1000 patrons, at least four qualified first aiders and one first aid post is required.

Remember to mark the first aid post on your site plan.

Number of first aid attendants *

Upload copies of first aid certificates (individuals)

Attach a file:

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Organisation providing first aid attendants *

Fire Safety

Will any activities involve burning solid fuel, e.g. coal, briquettes or wood? *

Yes No

Please mark the locations of fire extinguishers (tagged and tested to AS1851 Standards) on the emergency plan and site plan. Please ensure that: 1. At least one 4.5kg B (E) dry chemical powder extinguisher is available next to any electrical generator or switchboard, any flammable liquid or gas containers; and any food preparation or cooking area. 2. At least one 4.5kg AB (E) dry chemical extinguisher or pressured water type extinguisher is available within 10m of each exit and backstage.

Emergency Services and Access

Will the police be notified or present at the event?

Notified only Will be present Not applicable

Will the fire brigade be notified or present at the event?

Notified only Will be present Not applicable

Will St John Ambulance be notified or present at the event?

Notified only Will be present Not applicable

Risk register

Event organisers can effectively manage risks by identifying, understanding and managing the risks encountered in all stages of the event. The aim of any risk assessment is to identify appropriate control measures that will reduce the risks from the event to people, the environment and property to as low as reasonably practicable.

Attach a copy of the risk register

Attach a file:

The risk register template is available at: [http://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-\(all\)/information-sheets-and-guides/2022/risk-register-for-events](http://www.kwinana.wa.gov.au/council/documents,-publications-and-forms/publications-and-forms-(all)/information-sheets-and-guides/2022/risk-register-for-events) (Where risks remained to be high, risk controls are required to be in place to ensure that the risks are as low as reasonably possible (ALARP)).

Other Event Details

* indicates a required field

Other Event Details

Will surrounding neighbours/residents notified of the event? *

Yes No

For events requiring noise exemptions or likely to result in excessive noise, please include contact details for any potential complaints.

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Have you registered the event with the Department of Health? *

- Yes No Not applicable (500 people or less expected)

All public and private events with more than 500 patrons should be registered with the Department of Health before proceeding. Please register at: https://www.health.wa.gov.au/Articles/A_E/Events-registration

Will you be publicly advertising the event? *

- Yes No

Health promotion and publicity details: *

- Sun protection/SunSmart Safe and responsible drinking practices Smoke free environment Drug free event No health promotion

Tick all that apply.

Anticipated weather *

Rain, wind, heat, cold, possible total fire ban.

Has a contingency plan been considered in the event of unexpected weather? *

- Yes and will be included in the risk register No or risk management plan

Advertising Details

Commencement date of advertising *

Must be a date.

Method of advertising (e.g. Facebook, media release etc) *

Do you want to advertise your event on What's On Kwinana?

- Yes, proceed to What's on No, don't satisfy the criteria No Kwinana

To be listed on What's On Kwinana <https://www.kwinana.wa.gov.au/login>, events must: be open to the public; be community focused over commercial focused; be held at a public venue within City of Kwinana boundaries; have all details finalised (incomplete listings will not be accepted); have a broad appeal; not be part of an ongoing program, course, qualification or study; be submitted by the event organiser; be clear and specific (events with an unclear purpose or audience cannot be listed); and align with the community's vision for Kwinana outlined in the City's Strategic Community Plan. Browse the events section of What's On to see the types of events suitable to be listed.

Site Plan

Site Plan

A suitable site plan drawing of a reasonable scale and quality must be provided to support your event application illustrating the proposed event layout. The following information should be included in your site plan:

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- Food stalls
- Non-Food Stalls
- Amusements Rides
- Temporary structures and stages
- Toilets

- Mixing / Sound desk
- Speaker location / direction
- First Aid Points
- Free water points
- Fire safety equipment
- Lighting towers
- Generators / Electrical Cables
- Waste bins
- Seating

- Distance to closest residence
- Fenced Off Area
- Patron Areas
- Liquor Licensed Areas
- Restricted Areas
- Entrances and Exits
- Emergency Exits
- Vehicle Access Points
- Parking Areas

Upload a copy of the event site plan

Attach a file:

Fees and Charges

2023/24 Fees for Commercial Businesses and Individual Traders

Booking fees:

See [Space to Co](#)

Event organiser trader's and stallholder's permit fees may include:

1. Application Fee \$40
2. Daily fee: \$33 or One week: \$130 or One month \$277 or three months \$410 or six months \$547 or one year \$1047
3. Charge per non-food stall/trader for markets \$11 per stall/vendor

Food vendor trader's and stallholder's permit fees:

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1. Annual approved events and markets permit - \$111 or
2. Six months designated trading area and approved events and markets - \$162 or
3. Annual designated trading area and approved events and markets - \$275

Event and public building approval fees may include:

1. Initial application for public building approval \$324
2. Certificate of approval \$162
3. Hourly rate for inspection \$162 (minimum 3 hours on weekends and public holidays).

Noise exemption and monitoring fees may include:

1. Regulation 18 non-complying event application fee \$530
2. Noise monitoring \$162 per hour

Pyrotechnic and Fireworks permit fees:

1. Pyrotechnic and Fireworks Event Notice \$324

Building Permit

uncertified - \$110 (or 0.32%) or in accordance with the City of Kwinana adopted fees and charges for Building Permit Applications.

certified class 9 - \$110 (or 0.09%) or in accordance with the City of Kwinana adopted fees and charges for Building Permit Applications.

Council is purely a collection agent for this fee.

Traffic Management Plan assessment fee: \$128.53 (standard) or \$182 + \$58.5 per hour thereafter + actual cost (complex)

Supply of Traffic Volumes for Road Closure Application: \$114.48

Waste Bins fees:

1. 240L Waste Bin - \$81 per bin
2. 240L Recycling Bin - \$64 per bin

Expedited fee applies if approval is required within 10 business days: \$162. However, this may not be possible depending on the complexity of the event.

For markets or ongoing events, please contact Environmental Health Services on 9439 0475 or health@kwinana.wa.gov.au for a detailed quote.

2023/24 Fees and Charges for Community Groups and Not-For-Profit Organisations

No event and trading fees apply unless application is required to be expedited.

Booking fees will apply. See [Space to Co](#)

Expedited fee applies if approval is required within 10 business days: \$162.

Building Permit

uncertified - \$110 (or 0.32%) or in accordance with the City of Kwinana adopted fees and charges for Building Permit Applications.

certified class 9 - \$110 (or 0.09%) or in accordance with the City of Kwinana adopted fees and charges for Building Permit Applications.

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Council is purely a collection agent for this fee

Declaration

* indicates a required field

Application

The overarching legislation for event regulation in WA is governed by the **Health (Miscellaneous Provisions) Act 1911** and **Health (Public Buildings) Regulations 1992**. Under this legislation, the "public building" is a prearranged gathering of people for educational, entertainment, recreational and sporting purposes (regardless of whether the event will occur indoors or outdoors).

There are two prescribed forms that are required to be completed by legislation to allow events to proceed - Form 1 and Form 2.

A Certificate of Approval is the formal event approval that is issued to address public health and safety issues.

Declaration

This section must be completed by an appropriately authorised person on behalf of the applicant organisation.

I certify that to the best of my knowledge the statements made within this application are true and correct.

I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the requirements specified in this event application form are indicative only and non-exhaustive.

I understand that this event application does not constitute event approval.

Where the event is held in an outdoor public place, I understand that this event application also serves as:

- 1) An application under Section 176 of the Health (Miscellaneous Provisions) Act 1911 and Regulation 4 of the Health (Public Buildings) Regulations 1992 to construct alter or extend a public building (Form 1);
- 2) An application for a certificate of approval under Regulation 5 of the Health (Public Buildings) Regulations 1992 (Form 2); and/or
- 3) An application for a trader's and stallholder's permit pursuant to Clause 7.1(2) of the City's Activities in Thoroughfares and Public Places and Trading Local Law 2011.

I agree to indemnify the City, the Council and its employees harmless from and against all damages, sums of money, costs, charges, expenses, actions, claims and demands, which may be sustained or suffered or recovered or made against the Council by any person for any loss of life or injury or damage any person may sustain as a result of and during the conduct of the event.

Event Application - Medium Impact

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As the event organiser, I am responsible for complying with any other statutory requirements that exist outside this form and payment of all fees and charges associated with the application.

Information submitted on this form will be collected by the City for the purpose of assessing your event application. Where required, information submitted by you may be disclosed to relevant authorities or City contractors. You may apply to the City for access to correct and/or amend information submitted by you.

By submitting this form, you acknowledge and consent to the above.

I agree to the above * Yes

Name of authorised person *

Title First Name Last Name

Must be a senior staff member, board member or appropriately authorised volunteer over the age of 18 years old.

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Date *

Must be a date

Further information

If you have not attached the following supporting documents in this event application, you will be asked to submit them within the specified timeframes (if applicable to your event):

At least 30 days before the event

- Site plan
- Temporary structure details including Engineer's Structure Certificate, design specification and plans
- Enclosed temporary structure floor plan
- Responsible Service of Alcohol certificates
- First Aid Certificates
- Traffic Management Plan and Form of Indemnity
- Road Closure Application and Temporary Suspension of Road Application
- Written approval from land owner

At least 14 days before the event

- Risk register (medium risk events or event between 200 or 999 people at any given time)
- Copies of public liability insurance certificates
- Food vendors details
- Temporary food stall application
- List of traders and stallholders
- Copy of liquor licence
- Worksafe certificates (amusement rides)

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Form Preview

- Notification letter
- Any other documents at the request of the EHO.