



## Public Event Application Form

Schedule 2, Form 1 - Health (Public Buildings) Regulations 1992 - Application to Construct, Extend or Alter a Public Building.  
 If event is proposed at a City facility then event organiser must book the venue: [www.armadale.wa.gov.au/venues-and-facilities-hire](http://www.armadale.wa.gov.au/venues-and-facilities-hire)

[Reg. 4]

### Event Organiser Details

<b>Contact Person:</b>				<b>Organisation:</b>	
<b>Postal Address:</b>					
<b>Contact No:</b>	(H)	(W)	(M)		
<b>Email Address:</b>				<b>ABN:</b>	
<b>Organisation Legal Status:</b>	<input type="checkbox"/> Not For Profit <input type="checkbox"/> Registered Business <input type="checkbox"/> Other (please specify):				
<b>*Public Liability Insurance Policy Number:</b>				<b>Expiry Date:</b>	
<i>* A minimum of \$20 million public liability insurance is required. The City may review this limit based on the risk assessment.</i>					

### Event Details

<b>Event Name:</b>					
<b>Contact During Event:</b>	Name:		Mobile:		
<b>*Venue:</b>					
<i>* If event is proposed at a City facility/reserve then event organiser must book the venue: <a href="http://www.armadale.wa.gov.au/venues-and-facilities-hire">www.armadale.wa.gov.au/venues-and-facilities-hire</a></i>					
<b>*Confirm Venue Booking Number (for City facility/reserve):</b>				OR	<input type="checkbox"/> N/A
<b>Event Date(s):</b>	Start:		Finish:		
<b>Event Time(s):</b>	Start: <input type="checkbox"/> AM / <input type="checkbox"/> PM		Finish: <input type="checkbox"/> AM / <input type="checkbox"/> PM		
<b>Set up Date(s):</b>	Start: <input type="checkbox"/> AM / <input type="checkbox"/> PM		Finish: <input type="checkbox"/> AM / <input type="checkbox"/> PM		
<b>Pack up Date(s):</b>	Start: <input type="checkbox"/> AM / <input type="checkbox"/> PM		Finish: <input type="checkbox"/> AM / <input type="checkbox"/> PM		
<b>Event Description:</b>					
Has this event been held previously? (If yes, provide details):					
Will you provide notification to surrounding residents? (If yes, provide details):					

### Event Attendees

<b>Maximum Expected Attendees:</b>	At any one time:		For the whole duration:		
<b>Is this Event:</b>	<input type="checkbox"/> Open to the public    OR <input type="checkbox"/> Invite/members only or ticketed event				
<b>Target Audience:</b>	<input type="checkbox"/> Young Children <input type="checkbox"/> Teenagers <input type="checkbox"/> Families <input type="checkbox"/> Elderly <input type="checkbox"/> Other (specify)				

**NOTE: Complete applications to be lodged \*60 days prior to event. An incomplete application will not be processed.**  
*\*For large scale events (>500 attendees) allow 90 days prior to event. If you event is sooner than 60 days please contact the City to confirm*



## Venue and Site Information

Has approval been received from the property/venue owner?	<input type="checkbox"/> Yes	Property Owner:	
	<input type="checkbox"/> No	Reason:	
Number of Special Event Bins to be provided?			
A Special Event Bin Order Form should be completed expecting over 200 people. Submit to Waste Services: <a href="mailto:info@armadale.wa.gov.au">info@armadale.wa.gov.au</a>			
Electrical Requirements:	<input type="checkbox"/> N/A <input type="checkbox"/> Generators <input type="checkbox"/> Other:		
	Please provide details:		
Lighting:	Use facilities floodlights	<input type="checkbox"/> *Yes <input type="checkbox"/> No	*IF a City facility, confirm requirements in your <u>venue booking</u>
	Light towers will be provided	<input type="checkbox"/> *Yes <input type="checkbox"/> No	
All temporary electrical equipment must be tested and tagged. A Form 5 – Certificate of Electrical Compliance must be completed at the event by a registered electrician. Include location of any generators or light towers on your site map.			

## Toilets

How many toilets will be provided?	Permanent Facilities	Male:	Female:	Accessible:
	Portable Facilities	Male:	Female:	Accessible:

## Temporary Structures

Will any temporary fencing be installed?	<input type="checkbox"/> *Yes <input type="checkbox"/> No	Please provide details (and indicate on site plan):
Are any of the following temporary structures being erected? (attach details as required indicate on site plan)		
<input type="checkbox"/> Small 3x3 marquees/tents	<input type="checkbox"/> Large marquees/tents/shade structures - larger than 55m <sup>2</sup> in area <sup>1</sup>	
<input type="checkbox"/> Stage > 300mm above the ground <sup>1</sup>	<input type="checkbox"/> Climbing Wall <sup>1</sup>	<input type="checkbox"/> Cinema Screen <sup>1</sup>
<input type="checkbox"/> Amusement Devices/Rides <sup>2</sup>	<input type="checkbox"/> Spectator Stand <sup>1</sup>	<input type="checkbox"/> Other:
<sup>1</sup> Provide the hirers public liability insurance certificate and structural engineers certificate. <sup>2</sup> Provide the hirers public liability insurance certificate, annual inspection certificate, and a copy of the WorkSafe plant registration (or Class 1 certification or letter from a competent person)		

## Food and Beverage

Will there be food stalls and/or food vehicles at this event?	<input type="checkbox"/> *Yes <input type="checkbox"/> No
Approximate Number of Food Vendors:	<input type="checkbox"/> IF Yes, I will provide a list of food vendors to the City prior to event.
Food vendors need a valid City of Armadale Food Stall Permit. Vendors without a permit must apply to Health Services at least 14 days prior to the event. Event organiser to provide a list of confirmed traders 3 days prior to event: <a href="mailto:health@armadale.wa.gov.au">health@armadale.wa.gov.au</a> .  The City encourages a circular economy approach and strongly encourage avoiding single use plastics (as per the WA Plastic Ban timeframe) and the collection of 10c beverage containers by utilising the containers for change at your event.	

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## Alcohol

<b>Will alcohol be sold, served or consumed?</b>	<input type="checkbox"/> *Yes	<input type="checkbox"/> No
<b>If yes:</b>		
<b>Have you obtained or started the process of obtaining your liquor licence?</b>	<input type="checkbox"/> *Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A (BYO only)
<b>Have you prepared a Liquor Licence Management Plan?</b>	<input type="checkbox"/> *Yes	<input type="checkbox"/> No
<i>Should liquor be supplied at an event the appropriate licence must be obtained from the Department of Local Government, Sport and Cultural Industries - Racing Gaming and Liquor (<a href="http://www.dlgsc.wa.gov.au">www.dlgsc.wa.gov.au</a>) and the City of Armadale Alcohol Risk Minimisation Policy be adhered to (<a href="http://www.armadale.wa.gov.au">www.armadale.wa.gov.au</a>)</i>		

## Traffic and Parking

<b>Will this event increase road or pedestrian congestion in the area?</b>	<input type="checkbox"/> *Yes	<input type="checkbox"/> No
<b>Will you require any road or street closures?</b>	<input type="checkbox"/> *Yes	<input type="checkbox"/> No
<b>For patron overflow parking areas, have you arranged for parking marshals?</b>	<input type="checkbox"/> *Yes	<input type="checkbox"/> No
<b>Provide details of what parking arrangements will be in place (e.g. marshals, location, shuttle bus, overflow parking etc):</b>		
<i>*If you've answered 'Yes' to any of the questions in this section you must provide a Traffic Management Plan and include the details in your Site Map. This must follow the City of Armadale Road Closures for Events Policy (<a href="http://www.armadale.wa.gov.au">www.armadale.wa.gov.au</a>).</i>		

## Risk Management

### If Yes please provide details:

<b>Have first aid provisions been organised?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Has security/crowd control been organised?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are amusements devices proposed?</b> (bouncy castles, rides)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are animals proposed?</b> (petting zoo, pony or camel rides)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are noisy activities proposed?</b> (amplified music, PA systems)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Will the event involve fireworks or pyrotechnics?</b>	<input type="checkbox"/> *Yes <input type="checkbox"/> No	
<b>If yes: Have the correct approvals/permits been obtained?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>As per the guidelines set by the Department of Health, a Risk Management Plan must be attached for all events with 1000 or more patrons or if requested and have all relevant permits/applications attached.</i>		

**Other information:** (please provide any other details that may be relevant)

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## Checklist for Additional Documentation

### All applications must include the following when they are submitted:

- ☐ Certificate of Currency for Public Liability Insurance (*minimum \$20 million cover*)
- ☐ Site Map (*including any structures, toilets, vendors, power supply, parking etc*)
- ☐ Accessible Events Checklist (*find here: [www.armadale.wa.gov.au/event-planning-and-approvals](http://www.armadale.wa.gov.au/event-planning-and-approvals)*)

### Only if applicable, application should also include the following:

- ☐ Resident Notification Letter
- ☐ Risk Management Plan (>1,000 patrons)
- ☐ Alcohol Management Plan
- ☐ Permits/Licences from other authorities

Confirmation that the below has (or is) being submitted to the City:

- ☐ Traffic Management Plan
- ☐ Special Event Bin form

Where permits are currently in process please include copies of applications and provide permits once they are obtained.

### Acknowledgement and authorisation for event information release

I \_\_\_\_\_ am authorised to lodge this application seeking approval to host an event within City of Armadale. I acknowledge that the information contained in this form is true and correct and that the event will fully comply with the conditions of the event approval and other conditions including fees as required by government departments.

**Contact Name:**

**Position:**

**Signature:**

**Date:**

Please submit your completed form to [info@armadale.wa.gov.au](mailto:info@armadale.wa.gov.au) or to the City of Armadale, 7 Orchard Avenue, Armadale 6112.

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