

# Public event approval application

**ABN 21 086 180 442**  
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**www.swan.wa.gov.au**

This form is to be used for the purposes of satisfying the requirements, under the *Health (Miscellaneous Provisions) Act 1911* and to obtain approval for a public event within the City of Swan.

An overview of the the event application process and answers to FAQ's can be found within the *Public Events Guide* on the [City's website](#).

Should you require any further assistance, please contact the City of Swan events team on **9267 9267** or [public.events@swan.wa.gov.au](mailto:public.events@swan.wa.gov.au)

The turnaround time for events applications is a maximum of four weeks from receipt of **ALL** required information.

## Event details

Event name

Event location

Event Description

### Event

Start date

Finish date

Start time

Finish time

### Set up

Start date

Finish date

Start time

Finish time

### Pack up

Start date

Finish date

Start time

Finish time

### Please include with this submission:

**Event program**

**Site plan**

## Event organiser details

Organisation name

Is the organisation a charity or not for profit community group?      Yes      No

### Contact person

Name      number(s)

Postal address

Email address

### Contact person during the event

Name

mobile (during the event)

### Event specifics

Is the event be open to the general public? Yes No

Will this event be invitation only? Yes No

Is there any entry fee? Yes No

If yes, what are the entry prices

Overall expected numbers

Maximum expected numbers at any one time

### Security

Will security/crowd controllers be present? Yes No

Name of company supplying security

How many security staff will be supplied?

### Traffic and parking

Please detail your parking arrangements

Will you require any road closures for this event? Yes No

**If yes, please include with this submission:**

**Traffic management plan**

**Written request to Main Roads or WA Police**

**Written request to the City of Swan**

### Structures and facilities

Where the event is being held on City owned land, will the event be using any existing structures or facilities? Yes No

If yes, please detail structure and facilities and include providers name

Will there be any temporary structures used at the event? Yes No

If yes, please detail temporary structures and include provider names

### Power

Will your event require power? Yes No

If yes, how will the power requirements be met?

**Toilets**

Will you be using existing toilet facilities? Yes      No

**If yes**, how many:

**Male:**      WC:                                      Hand basins:                                      Urinals:

**Female:**      WC:                                      Hand basins:

**Disabled:**      WC:                                      Hand basins:

**Location of toilets:**

**If no**, please provide details of toilet management (eg: hire company and quantities)

**Hire company:**

**Male:**      WC:                                      Hand basins:                                      Urinals:

**Female:**      WC:                                      Hand basins:

**Disabled:**      WC:                                      Hand basins:

**Waste management**

Will you require extra bins from the City? Yes      No

**If yes, have you contacted Waste Services on 9267 9267?** Yes      No

**Risk and emergency management**

Have you completed a risk assessment for your event? Yes      No

**If yes, please include with this submission:**

**Risk Management Plan**

Do you have an evacuation plan in place? Yes      No

Is there clear access for emergency vehicles? Yes      No

Do you have first aid in place? Yes      No

Who is supplying the first aid service?

Number of first aid posts

Number of first aiders

In case of fire, what equipment is at hand?

Do you wish to have fireworks at this event? Yes      No

If yes, have you notified surrounding residents? Yes      No

**If yes, please include with this submission:**

**Approval from the Department of Mines and Petroleum**

If your event is on City land, do you have a minimum of \$20 million in Public Liability Insurance? Yes      No

**If yes, please include with this submission:**

**Certificate of Currency**

**Noise management**

Will your event have music? Yes      No  
If yes, Details of the music

Have you notified surrounding residents? Yes      No

**Please include with this submission:**

**Your REG 18 form (Application for an Event Noise Regulation)**

**Food and beverage**

Will you have mobile food vendors? Yes      No  
**If yes, please include with this submission:**

**Street Traders application**

Will there be alcohol at this event? Yes      No  
If yes, have you lodged an application? Yes      No

**Event promotion**

Would you like your event promoted on the City website and socials once it has been approved? Yes      No

**Declaration**

I declare that the above information is correct to the best of my knowledge True      False

Name

Signed

Date