

# PUBLIC EVENT

# APPROVAL APPLICATION

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](#).

Should you require any further assistance, please contact the City of Swan events team on 9267 9267. or [events@swan.wa.gov.au](mailto: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 Date(s) \_\_\_\_\_ Start time(s) \_\_\_\_\_ Finish time(s) \_\_\_\_\_

Set up Date(s) \_\_\_\_\_ Start time(s) \_\_\_\_\_ Finish time(s) \_\_\_\_\_

Pack down Date(s) \_\_\_\_\_ Start time(s) \_\_\_\_\_ Finish time(s) \_\_\_\_\_

## EVENT ORGANISERS DETAILS

Organisation name \_\_\_\_\_

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

Contact person \_\_\_\_\_

Postal address \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

## Contact person during the event

Name \_\_\_\_\_

Mobile \_\_\_\_\_



## EVENT SPECIFICS

Is your event (select one):

Open to the general public?

Ticketed or by invitation?

Is there an entry fee?  Yes  No

If yes, what are the ticket prices? \_\_\_\_\_

Overall expected attendance numbers \_\_\_\_\_

Maximum expected numbers at any one time \_\_\_\_\_

**Please note: If your event will have more than 500 attendees at any one time, you are required to complete a COVID-Safe plan. Up to date guidelines around COVID-19, in addition to the COVID-Safe plan template, can be found [HERE](#).**

## TRAFFIC AND PARKING

What car parking arrangements will be in place for the event? (select all that apply)

Existing car bays  please detail \_\_\_\_\_

Temporary parking area  please detail \_\_\_\_\_

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

Will you have a formal traffic management in place?  Yes  No

If yes, please attach your traffic management plan.

**Please note: If you are unsure about traffic and parking management requirements, please contact the events team to discuss.**

## STRUCTURES AND FACILITIES

Where the event is being held on City-owned land, will the event be using any existing structures or facilities?v

Yes  No

If yes, please detail.

Will there be any temporary structures used at the event (stages, marquees, bouncy castles etc)?  Yes  No

If yes, please list items and name of the company providing each item. Please include this list in an attachment if you need more space.

**Please note: If your event will have inflatable amusements or rides, please request the insurance documents and certifications for each amusement/ride from the provider and attach with your application.**

## POWER

Will your event require power?  Yes  No

How will your requirements be met?  Existing fixed outlets

Portable generator

## TOILETS

What toilet facilities will be available for the event? (select all that apply)

Existing toilet facilities

Temporary toilet facilities

How many will this total?

**MALE** WC \_\_\_\_\_ Hand Basin \_\_\_\_\_ Urinals \_\_\_\_\_

**FEMALE** WC \_\_\_\_\_ Hand Basin \_\_\_\_\_

**ACCESSIBLE** WC \_\_\_\_\_ Hand Basin \_\_\_\_\_

## FOOD & BEVERAGE

Will you have mobile food vendors?  Yes  No

If yes, please ensure you submit a [Notification Form](#) and supporting documents for each vendor.

Will there be alcohol at this event?  Yes  No

How will the alcohol be provided?

BYO

Included in ticket price

Sold

## WASTE

Event organisers are responsible for ensuring there are adequate bins onsite to manage event waste and ensuring the site is clear of waste after the event.

**The City offers event bins at a reduced rate. If you wish to arrange bins for your event, please contact Waste Services on 9267 9267 to book bins and arrange payment.**

The City encourages all event organisers to be more sustainable by reducing or eliminating single use plastics and facilitating correct recycling practices. For more information about what you can do to help the environment, please see our [Handy Hints](#) for making your event more sustainable.

## RISK & EMERGENCY PROCEDURES

Will security/crowd controllers be present?  Yes  No

If yes, how many? \_\_\_\_\_

Name of company supplying security/crowd controllers \_\_\_\_\_

Who is supplying First Aid for your event? \_\_\_\_\_

Number of first aid posts \_\_\_\_\_

Number of first aiders \_\_\_\_\_

In case of fire, what equipment is at hand? (Number and type of extinguishers, reels, water tanks)

Will you have fireworks at this event?  Yes  No

## NOISE MANAGEMENT

Will your event involve any form of amplified sound (i.e. PA system, music etc)?

Yes  No

If yes, please detail

## REQUIRED ATTACHMENTS

- COVID-Safe Plan (Events of over 500 guests only)
- Site Map
- Program of Events/ Running Sheet
- Insurance Certificate of Currency (Events on City owned land only)
- Risk Management Plan (Events over 1000 guests only)
- Certification documents and Insurance for all amusement ride providers (if applicable)
- Food Business forms and supporting documents for all vendors (if applicable)
- Traffic Management Plan (if applicable)

Detailed information on each of these requirements can be found in the [Public Events Guide](#).

## LOGGING YOUR APPLICATION

Once completed please return to the City of Swan

In person      City of Swan Administration Centre, 2 Midland Square, Midland

By mail         PO Box 196, Midland WA 6936

By email        [events@swan.wa.gov.au](mailto:events@swan.wa.gov.au)

Online           [Click here](#)

## FEES AND CHARGES

Relevant fees and charges applicable to your application will be advised by the events team. You will be required to make payment prior to your event being approved.

For more information on fees please refer to the [Public Events Guide](#).

## FURTHER ADVICE AND ASSISTANCE

Should you have any questions regarding any of the above, please contact the City of Swan events team on 9267 9267 or email [events@swan.wa.gov.au](mailto:events@swan.wa.gov.au)

## DECLARATION

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

Signature \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_