

EVENT APPLICATION



Peppermint Grove
The Garden Shire

Organiser of public events with a cumulative attendance exceeding 500 persons held within the Shire of Peppermint Grove must lodge an Event Application.

Submission of an application does not automatically imply approval. Applications must be lodged at least two (2) months prior to the event to allow sufficient time for processing.

When completing the application please tick or highlight the appropriate response. If there is insufficient space, please attach as an appendix. Incomplete sections will be interpreted to mean that particular matter is not applicable to the event.

Please complete the enclosed and return to admin@peppermintgrove.wa.gov.au

EVENT ORGANISER DETAILS

Organisation:

ABN:

Contact person:

Position:

Address:

Postcode:

Postal address:

Postcode:

Phone:

Mobile:

Email:

Does your organisation hold Public Liability Insurance?
If yes, please attach a copy.

☐ Yes ☐ No

EVENT DETAILS

Event name:

Facility or Reserve Name:

Has this event been held before:

☐ Yes ☐ No

Site plan attached (to scale):

☐ Yes ☐ No

Date of event:

Event start time:

Event finish time:

Event bump in:

Event bump out:

1. Type of event:

- | | | |
|---|--|-----------------------------------|
| <input type="checkbox"/> Sporting | <input type="checkbox"/> Concert | <input type="checkbox"/> Cultural |
| <input type="checkbox"/> Fete/Fair | <input type="checkbox"/> Walk/Run Fundraiser | <input type="checkbox"/> Festival |
| <input type="checkbox"/> Other (specify): | | |

2. Summary of event:

3. Event classification:

- | | | | |
|----------------------------------|------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Charity | <input type="checkbox"/> Education | <input type="checkbox"/> Community | <input type="checkbox"/> Tourism/Commercial |
|----------------------------------|------------------------------------|------------------------------------|---|

Information may be requested to determine event type and fees charged accordingly. If the event is for charity, please provide a copy of your charity licence or certificate of incorporation and the percentage of profits going to this organisation as an appendix.

4. Patrons:

Will your event be open to the public? ☐ Yes ☐ No

Maximum expected patrons at one time:

Adults: Children (under 16 years of age):

Maximum expected patrons over entire event:

Adults: Children (under 16 years of age):

5. Ticketing:

Will tickets be pre-sold? ☐ Yes ☐ No

Will a fee be charged upon entry (including gold coin donations)? ☐ Yes ☐ No

RISK MANAGEMENT

6. Risk Management provisions:

- ☐ Risk Management Plan attached, if required
- ☐ Emergency Management Plan attached, if required

If an event is expected to have over 1,000 patrons a Risk Management Plan that complies with AS/NZS ISO 31000:2009 is required.

7. Policing services:

Does your event require user-pay policing services? ☐ Yes ☐ No

8. First aid provisions:

First aid provider:

9. Crowd control provisions:

Crowd control provider:

Number of crowd controllers:

TEMPORARY STRUCTURES

10. Infrastructure

Will any external furniture or free standing structures, decorations, generators, lighting, banners or signage be erected at the event? ☐ Yes ☐ No

If yes, details:

☐ Site plan showing infrastructure attached

Will any of the following be erected or operated at the event?

☐ Marquee (> 20sqm)

☐ Generator above 20 kVA

☐ Staging

☐ Fencing

☐ Sound Equipment

☐ Portable Toilets

☐ Bouncy Castle

☐ Petting Zoo/Farmyard

☐ Pony Rides

If you selected any of the above, please discuss with a Shire of Peppermint Grove Development Services Officer as you may need to submit Structural Engineering Certifications.

11. Electrical Installations

Will there be any electrical work in the set up of the event? ☐ Yes ☐ No

If yes, a Form 5 – Certificate of Electrical Compliance may need to be completed by a licensed electrician. After the electrical work is completed and the form is to be returned to the Shire's Development Services Department within 7 days of the event.

12. Toilets

Toilet facilities must meet the requirements stipulated in the Public Health and Safety Approval. If portable toilets are required, the responsibility and cost is required to be covered by the event organisers.

PARKS AND RESERVES

13. Ground marking (Shire managed land only)

Will you be using stakes or pickets to erect any infrastructure? ☐ Yes ☐ No

14. Irrigation (Shire managed land only)

Will you require the watering schedule to be turned off for the duration of the event, including including mobilisation and decommissioning? ☐ Yes ☐ No

NOISE CONTROL

15. Noise

Do you think that the noise associated with the event including mobilising and demobilising will impact on the surrounding premises? ☐ Yes ☐ No

Will there be amplified music or noise (live music, PA announcements, recorded amplified music) during the event? ☐ Yes ☐ No

If yes, details:

You may be required to obtain a Nightworks Permit to exceed noise levels under the Environmental Protection (Noise) Regulations 1997. This will involve the submission of a detailed noise management plan, complaints procedure and noise monitoring arrangements.

Please note, after assessing your application the Shire reserves the right to engage an independent acoustic consultant to monitor sound throughout the event at the cost to the organisers. Fees and charges may apply for Nightworks Permits.

FOOD AND BEVERAGE

16. Alcohol

Will alcohol be sold/consumed at the event? ☐ Yes ☐ No Quantity of alcohol to be served:

Bar service times:

Open:

Close:

An Application to Consume Liquor on Council Premises must be completed to consume alcohol. Alcohol sales require an Occasional Liquor License, this is to be obtained from the Department of Racing, Gaming and Liquor prior to the commencement of the event.

Is a permit required from the Department of Racing, Gaming and Liquor? ☐ Yes ☐ No

17. Stalls/Retail Outlets

Will there be food/drinks stalls at retail outlets at the event? ☐ Yes ☐ No If yes, details:

The appropriate Temporary Food Premise application form must be completed for each stall or food truck prior to the event date.

Fees may apply in accordance with the Shire's Fees and Charges Schedule.

WASTE MANAGEMENT

18. Waste

Will your event require the hire of bins? ☐ Yes ☐ No

To maintain public health and safety, all rubbish must be removed or placed inside rubbish bins. Leaving the rubbish next to the bin is classed as littering.

☐ Waste Management Plan attached, if required

TRAFFIC MANAGEMENT

19. Traffic Management

Are you planning on closing any roads? ☐ Yes ☐ No

Does the event have the potential to create a traffic or pedestrian hazard within the road or road verge? ☐ Yes ☐ No

If yes, Traffic Management Plan attached ☐ Yes ☐ No

If yes, has Fremantle Police Station been issued a copy? ☐ Yes ☐ No

A Traffic Management Plan is required for any event or activity that has the potential to create a traffic or pedestrian hazard. Traffic management plans must accord with Australian Standard AS 1742.3 (traffic control devices) and Mainroads WA Traffic Management for Events Code of Practice. Please also provide a copy of any authorisation obtained from the police or mainroads WA.

20. Parking

Will vehicles need access to Manners Hill Park or the Foreshore? ☐ Yes ☐ No

If yes, details:

Failure to adhere to Shire of Peppermint Grove's Parking and Parking Facilities Local Law 2021 may result in parking infringements being issued.

ADDITIONAL ITEMS

21. Consultation

Has consultation occurred with local businesses or organisations?

☐ Yes Local business/organisation:

☐ No Reason:

22. Disability access standards

Do you have a Disability Access and Inclusion Plan (DAIP)? ☐ Yes ☐ No

A DAIP is required for events with more than 1,000 patrons.

If no, please outline how universal access will be provided?

23. Sustainability

The Environmental Protection (Prohibited Plastics and Balloons) Regulations 2018 bans a number of single use plastic items including:

Single use plastic bags, straws and utensils, cups and cup lids, foodware including plates, bowls and food containers and lids, balloon releases.

There are various resources available on the DWER website for event organisers on alternatives to single use plastic, if needed.

24. Filming/ Recording

Will drones be utilised during your event? Yes No

The use of drones are to comply with the Civil Aviation Safety Regulations.

25. Music Licensing

Any public event involving use of music may require licenses from the Australian Performing Rights Association ([APRA](#)) and the Phonographic Performance Company of Australia ([PPCA](#)).

26. Fees and charges

Application Fees

In order for an Event Application to be considered a non-refundable application fee will apply.

Bond

A bond is required for bookings for events held on public land under the management of the Shire. Damage fees may also be charged separately. When making your bond payments please ensure that the name on the card matches with the payees details on the bond refund request form.

Payment

Manners Hill Pavillion hire fees are charged in accordance with the Shire's Fees and Charges Schedule. Additional reinspection or Food Act fees may also apply.

Upon acceptance I/We (the applicant) _____ undertakes to hold the Shire of Peppermint Grove indemnified against all claims, losses, actions, damages, costs (including legal costs) and expenses whatsoever arising out of or in connection with the hiring of a location:

- Personal injury (including death or disease) to the applicant or any invitee or third party and then only to the extent that the applicant proves said injury was due to negligence of the Shire of Peppermint Grove;
- Loss of or damage to any property owned by the applicant, the Shire of Peppermint Grove or any third party;
- Breach or non compliance with any statute or regulation or local law of any public, municipal or other authority.

I/We have read, understood and agree to abide by the relevant Information. All applications are subject to approval. Payment in full and requested documentation must be submitted prior to assessment of your application.

Signature

Name:

Date: / / 20

ATTACHMENTS

Please tick relevant attachments submitted with this application and refer to the required date of submission, in business days.

<input type="checkbox"/> Charity licence or certificate of incorporation	On application
<input type="checkbox"/> Covering letter (no more than one page)	On application
<input type="checkbox"/> Run sheet	On application
<input type="checkbox"/> Bond payment	7 days
<input type="checkbox"/> Certificate of Currency, Public Liability Insurance	7 days
<input type="checkbox"/> Traffic Management Plan	2 weeks
<input type="checkbox"/> Transport Management Plan (events over 5,000 persons only)	3 months
<input type="checkbox"/> Form 1 – Application to construct, extend or alter a public building (fees apply)	14 days
<input type="checkbox"/> Form 2 – Application for Certificate of Approval	Event day
<input type="checkbox"/> Form 5 – Certificate of Electrical Compliance	Post install
<input type="checkbox"/> Certification for installation of temporary structure	Post install
<input type="checkbox"/> Special Event Bin Request	2 weeks
<input type="checkbox"/> Risk Management Plan	30 days
<input type="checkbox"/> Event Management Plan	30 days
<input type="checkbox"/> Emergency Management/Crowd Management Plan	
<input type="checkbox"/> Medical Plan	
<input type="checkbox"/> Waste Management Plan	
<input type="checkbox"/> Disability Access and Inclusion Plan (DAIP)	
<input type="checkbox"/> Noise Management Plan	2 months
<input type="checkbox"/> Application to sell food from a temporary premises	7 days
<input type="checkbox"/> Site map, to scale, including infrastructure	2 weeks
<input type="checkbox"/> Parking request	2 weeks