

# Public Event Application Form

## OFFICE USE ONLY:

ECM Ref: \_\_\_\_\_ Date Received: \_\_\_\_\_

Responsible Officer: \_\_\_\_\_

Pathway Application No: \_\_\_\_\_

## 1. PROPOSED EVENT DETAILS

If the proposed event is at a City of Belmont venue, the venue should be booked prior to completing this form. Information on booking a City of Belmont venue is available on the City's website.

For most general events not involving significant noise considerations (like concerts) a completed public event application form should be submitted to Health Services at least **1 month** prior to the event. For large events (e.g. 5,000 or more attendees) and events with significant noise considerations such as concerts, the application should be received no less than **2 months** prior to the event.

Name of the event: \_\_\_\_\_

Date of the event: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event finish time: \_\_\_\_\_

Pre-event set up date(s)/time(s): \_\_\_\_\_

Post event pack-up date(s)/time(s): \_\_\_\_\_

Venue name: \_\_\_\_\_

Street address: \_\_\_\_\_

Estimated number of patrons in total: \_\_\_\_\_

For events where there may be a total of 1000 or more people a Risk Management Plan is required that has been developed in accordance with AS/NZS ISO 31000:2009.

## 2. EVENT ORGANISER (Note: Invoices will be issued using these details)

*The minimum Public Event fee is \$250. The Public Event fee is waived for charitable organisations and community groups. Commercial events may be charged a higher fee up to \$871 based on the nature of the event.*

*The event organiser will be sent a single invoice for all Trader/Stallholder Permits and relevant event fees which must be paid by the event organiser before the event approval can be issued. A fee schedule is provided at the end of this form.*

Is the event being organised by a charitable organisation or community group?

No

Yes

Organisation: \_\_\_\_\_

ABN / ACN (if applicable): \_\_\_\_\_

Postal Address: \_\_\_\_\_

Name of the event manager: \_\_\_\_\_

Email: \_\_\_\_\_

Phone (H / W): \_\_\_\_\_ Phone (Mob): \_\_\_\_\_

Contact number during the event (if different to above): \_\_\_\_\_

## 3. EVENT DESCRIPTION

*Describe the event.*

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Is the event free to attend or paid?

Free (un-ticketed)

Free (ticketed)

Paid (ticketed)

## 4. FIRST AID

*Provide details of the First Aid arrangements that will be in place for the event. First aid staff should hold a current first aid qualification from an accredited training provider. First aid staff numbers should be adequate for the event and staff should not have dual roles e.g. crowd controller and first aid.*

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## 5. SECURITY/CROWD CONTROL

*Provide the company name providing these services and number of crowd controllers and/or security guards that will be in place for the event.*

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## 6. ALCOHOL CONSUMPTION

*Will alcohol be provided or consumed at this event? Note: liquor licences must be applied for where required.*

No

Yes

## 7. NOISE

*Provide details of the likely noise emissions from the event including types of entertainment, live music, speakers, generators, other noisy equipment etc. Consideration must be given to the event layout and location of noise sources in relation to nearby residents and businesses.*

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*Amplified music and other activities which are likely to cause noise above the assigned levels of the Environmental Protection (Noise) Regulations 1997 may require an application for a Regulation 18 approval which must be received by the City at least **60 days prior** to the event. A Regulation 18 approval will initially require a covering letter detailing the event along with initial noise modelling followed by the submission of a full Noise Management Plan once the conditions of the approval have been issued.*

## 8. TEMPORARY STRUCTURES

Will stages, marquees or other temporary structures be used during the event?

No

Yes

*If yes, provide details including the number and size of all structures.*

- *Structures larger than a 3m x 3m marquee require a Certificate of Structural Sufficiency form to be submitted prior to the event (one form per structure).*
- *For structures larger than 20m<sup>2</sup> or smaller high-risk structures, additional information and structural adequacy details are required, and a structural engineer may need to certify the structure particularly if it is greater than 55m<sup>2</sup>.*

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*If additional space is needed, please continue to list on a separate page.*

## 9. FOOD VENDORS

*All food vendors must apply for a Trader/Stallholder Permit. Permit applications must be collated by the event organiser and submitted together with all supporting documentation no less than 30 days before the event.*

*Please list all food and beverage vendors that will be trading at the event. This includes coffee vans, food vans and permanent outlets. All food vendors must hold a current Food Act Certificate that permits trade as a mobile vendor or at temporary locations.*

*Only food vendors approved by the City will be permitted to trade at the event.*

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*\*If additional space is needed, please continue to list vendors on a separate page.*

*Will there be a charity sausage sizzle and/or cake stall at this event? If so, this will require a Food Act Notification/Registration form to be submitted along with this application.*

No

Sausage sizzle

Cake stall

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## 10. OTHER STALLS/AMUSEMENTS

*Please list all other stalls and amusements that will be trading at the event. Applications for a Trader/Stallholder Permit along with supporting documentation and public liability insurance will be required.*

*Amusement rides require the submission of their Worksafe Plant Registration Certificate or Class 1 Certificate, current Annual Inspection Certificate, and the amusement provider's current Public Liability Insurance Certificate.*

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*If additional space is needed, please continue to list vendors on a separate page.*

## 11. ENCLOSED PUBLIC SPACES

*Examples include marquees with enclosed sides, open air fenced off areas and pavilions which have equipment or fencing positioned to create an enclosed public space. Where an enclosed space has been created a Form 2 – Application for Certificate of Approval must be submitted, and the space must comply with the Health (Public Buildings) Regulations 1992.*

Will any enclosed public spaces be created?

No

Yes

## 12. TEMPORARY ELECTRICAL INSTALLATIONS

*Temporary electrical installations require a Form 5 – Certificate of Electrical Compliance to be completed by the licensed electrical contractor and provided to the City upon completion of the electrical installation prior to the event.*

No

Yes

Will additional lighting be used? *Night events must be adequately illuminated and include provisions for illuminated exit signage and emergency lighting should the power fail.*

No

Yes

### 13. SANITARY FACILITIES

Provide the numbers of permanent sanitary facilities available for each sex:

Male WC	Male Urinal		Male Hand Basin	Female WC	Female Hand Basin	Unisex Disabled WC
	Trough (metres )	Wall hung				

Will temporary sanitary facilities be provided at this event?

No  Yes

If yes please provide details of the portable sanitary facilities including the type and number for each sex:

Sex	Number
Male	
Female	
Unisex Disabled	

### 14. SITE PLAN

Provide a detailed plan of the event layout. Information that must be included (but not limited to) is listed below.

- Existing structures
- Nearby roads
- Nearest houses (in metres)
- Stages (include dimensions)
- Marquees (include dimensions)
- Generators and electrical cables
- Speakers (include direction they are facing)
- Lighting towers
- Toilet facilities
- Food vendors
- Fences
- Main entrance/s and main exit/s (include disabled access/egress)
- Emergency exits

- Emergency muster points
- Enclosed public spaces
- Fire extinguishers/hose reels (include number and type)
- Restricted areas
- Seating arrangements (include number of seats, number of aisles and seats per aisle)
- Rubbish receptacles (include the number and type)

## 15. SUPPORTING DOCUMENT CHECKLIST

*Please enclose the following documents. Items marked \* are only required where applicable. Forms are available from the City of Belmont website.*

- Public Liability Insurance (Certificate of Currency) with cover of no less than \$20 million. Events will not be approved without a copy of this being provided.
- Event site plan (showing details requested at item 14)
- Risk management plan\* (required for events that may have 1000 or more people attending). The plan must be developed in accordance with AS/NZS ISO 31000:2009. The Department of Health [Guidelines for concerts, events and organised gatherings 2022](#) provides information and support tools to assist with this.
- Trader/Stallholder Permit applications with supporting documents\*
- Amusement ride WorkSafe Registration or Class 1 certification and current annual inspection\*
- Food Act Notification/Registration Form\*
- Form 1 – Application to Construct, Extend or Alter a Public Building\*
- Form 2 – Application for Certificate of Approval\*
- Form 5 – Certificate of Electrical Compliance\* (to be submitted prior to event when electrical installation has been completed)
- Certificate of Structural Sufficiency\* for marquees and temporary structures (to be submitted prior to event when structure installation has been completed)

## 16. HEALTH & ENVIRONMENTAL PROMOTION

The City of Belmont encourages public health and environment initiatives at events such as:

**Smoking** - Will the event support or promote the Smoke-Free message?

No

Yes

Please provide details: \_\_\_\_\_  
\_\_\_\_\_

*It should be noted that a condition of booking a City park or hall is that the event is Smoke-Free.*

**Healthy Eating Options** – Will the event and/or the food vendors attending be promoting and providing healthy eating options?

No

Yes

Please provide details: \_\_\_\_\_  
\_\_\_\_\_

**Sun Smart** – Will the event support or promote the Sun Smart message? *E.g. provide shade, Sun Smart PA announcements, water and free sunscreen?*

No

Yes

Please provide details: \_\_\_\_\_  
\_\_\_\_\_

**Recycling** – What measures will be put in place to encourage the collection and recycling of materials and the minimisation of waste? *(E.g. onsite recycling bins, can cages, minimise use of single use items etc.)*

Please provide details: \_\_\_\_\_  
\_\_\_\_\_

**Other Public Health or Environment Initiatives** –

Please provide details: \_\_\_\_\_  
\_\_\_\_\_



## 17. OTHER NOTES

- Before submitting your application the event organiser should read the [Public Event Application Information Package](#)
- This application is for the purpose of assessing a public event. It is not an application to book a City of Belmont venue. If the event is at a City of Belmont park or venue a booking application must be made separately. Click [here](#) to view link.
- Additional information may be required during the assessment process (for example Traffic Management and Noise Management Plans). If required these must be submitted with adequate time to assess them.
- The Event Organiser shall ensure that adequate venue access is provided for people with disabilities.
- Where an event site is enclosed with fencing the emergency exits must have compliant exit signage. Fence panels marked as emergency exits should be hinged, fitted with wheels, and must open in the direction of egress.
- The management of waste from the event is the responsibility of the Event Organiser.
- The submitting of the Application does not guarantee that the event will be approved.
- The Event Organiser is responsible for ensuring that public liability insurance with cover of no less than \$20 million is in place. Contact your insurance company to ensure that your event and specific activities are covered by your insurance and to request a Certificate of Currency.
- The Event Organiser agrees to indemnify and to keep indemnified, the City of Belmont, its servants, and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever, which may be brought or made or claimed against them, or any of them, in connection with the event.
- The applicant should submit this completed application form and supporting documentation to [belmont@belmont.wa.gov.au](mailto:belmont@belmont.wa.gov.au)

## 18. Public Event Fee Schedule

Depending on the size and nature of the event, applicable fees can vary. The following fees may be payable.

Legislation	Fee Type	Fee	GST included?
<i>Health (Public Buildings) Regulations 1992</i>	Public Buildings Event Application Fee	Up to \$871	No
<i>Environmental Protection (Noise) Regulations 1997</i>	Regulation 18 - Non-Complying Noise Event application fee	\$1,000	No
	Additional late application fee (less than 60 days prior to the event)	\$250	No
	Monitoring fees per Local Government Act (cost recovery)	Subject to event	No
<i>City of Belmont Consolidated Local Law 2020</i>	Trader's Permit/Stallholder's Permit application fee	\$40 per vendor	No
	Trader's Permit/Stallholder's Permit daily fee	\$40 per vendor per day	No

The *City of Belmont Consolidated Local Law 2020* provides the following definitions:

**9.6 (1) charitable organisation** means an institution, association, club, society or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary benefit except where the member is an employee or the benefit is an honorarium; and

**commercial participant** means any person who is involved in operating a stall or in conducting any trading activity for personal gain or profit.

For most applications received by the City, the following charges will apply where relevant.

### Public Building Event Application Fee

Public events are routinely charged a Public Building Event Application Fee per event. The minimum fee imposed is normally \$250 however fees up to the maximum applicable may apply, depending on the event.

**The public building event application fee will be waived for all charitable organisations and community groups.**

### Trading in Public Places Fees

- If a Stallholder or Trader, whether food related or not, is operated by a *charitable organisation*, both the Permit Application and daily fees are exempt.
- All non-food *commercial participants* (e.g. presenters at expos, market stalls selling goods or services) are covered under one “umbrella” \$40 Permit application fee and an additional \$10 daily fee for each Stallholder/Trader. The “umbrella” Permit is issued to the Event Organiser to cover all the non-food related Stallholders/Traders.
- If amusements, such as bouncy castles and petting zoos, are part of the event as an attraction, (regardless of if they are paid by the event organiser) fees are not applicable.
- If patrons are to be charged a fee on the day for amusements, the “umbrella” Permit of \$40 is applicable along with a daily fee of \$10.
- All *commercial participant* food vendors are charged both the \$40 Permit Application fee and \$40 daily fee each (e.g. \$80 for one day of trade).

**Example: A one day market event has 20 charitable organisation stalls plus 30 non-food related commercial participants. The following fees would apply:**

1 x Umbrella Stallholder/Trader Application Fee	\$40
20 x charitable organisation stalls (fees exempt)	\$0
30 x non-food commercial participants (30 x \$10)	\$300

**SUB-TOTAL STALLHOLDER/TRADER FEES: \$340**

**If three food-related commercial participants also attend the same event a \$40 Permit Application Fee and a \$40 daily fee would apply per vendor:**

3 x Stallholder/Trader Application Fees	\$120
3 x Stallholder/Trader Daily Fees	\$120

**SUB-TOTAL FOOD VENDOR FEES: \$240**

<b>TOTAL STALLHOLDER/TRADER FEES:</b>	<b>\$580</b>
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