

PLEASE NOTE

Applications for approval should be submitted at least **8 weeks** prior to the proposed event.

Applications submitted less than -8 weeks may not be approved.

Please complete **ALL** sections to avoid delays in processing.

Please return completed form to:-
City of Wanneroo Communication & Events
Locked Bag 1, Wanneroo, WA 6946
Email – sandra.hansen@wanneroo.wa.gov.au

Event Details:	
Organisation <i>(If Applicable)</i>	_____
Name of Event or Activity	_____
Brief description of activities planned.	_____
Office Use:	<p>Has this Event been assessed to be <u>High Risk</u>?</p> <p><i>(If yes, please ensure all relevant sections are completed, particularly ALL questions in "H" are required to be answered in full)</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Date/s of event/activity	Start Date: _____ End Date: _____
Time of event/activity	Start Time: _____ End Time: _____
Age Group:	Expected Number of Attendees: _____

Contact Details:	
Contact Person: _____	Position: _____
Address <i>(including postcode)</i> : _____	P/Code _____
Home Number: _____	Work: _____ Fax: _____
Mobile No: _____	Email: _____
Alternate Contact Name: _____	Phone Number/s: _____

Venue Details:	
F1	Do you wish to hire a Park or Building? Park <input type="checkbox"/> Building <input type="checkbox"/>
F2	Name of Park or Building where Event is to take place (Please include a copy of the street directory Map if necessary)
F3	Is this Facility a City of Wanneroo facility? Yes <input type="checkbox"/> No <input type="checkbox"/>
F4	Have you made a tentative booking? <i>(Note: if event is not approved, booking will be cancelled).</i> Yes <input type="checkbox"/> No <input type="checkbox"/> ID Number _____
F5	Will you be charging entry for this event? Yes <input type="checkbox"/> No <input type="checkbox"/> Entry Cost \$ _____
F6	Have you organised an Event of this nature before? <i>(Please Provide Details)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
F7	Do you require access to: (Note: \$53 key bond applies) Clubrooms <input type="checkbox"/> Power <input type="checkbox"/> Toilets <input type="checkbox"/> Changerooms <input type="checkbox"/> Lights <input type="checkbox"/> Park <input type="checkbox"/>

Development and Health Services		For clarification on Development and Health Issues, please contact 9405 5306	
D1	Are you selling or providing food at this event?	Yes / No <i>(Please circle)</i>	Selling? <input type="checkbox"/> Free of Charge? <input type="checkbox"/>
D2	Are you selling or consuming alcohol at this event? <i>(please provide copy of liquor licence and plan of licence area.)</i>	Yes / No <i>(Please circle)</i>	Selling? <input type="checkbox"/> Consuming? <input type="checkbox"/>
D3	Will there be any temporary structures or seating erected ie: fencing, marquees, staging, lighting etc	Yes / No <i>(Please circle)</i>	You will be required to submit a site plan. This will also have to include the type of any structures, including materials and dimensions. Has this been submitted? Yes / No <i>(please circle)</i>
D4	Will there be any noise creating devices ie. Speakers, live bands, loud machinery etc? If yes provide details.	Yes / No <i>(Please circle)</i>	
D5	Will there be any electrical equipment installed ie: generator, power supply	Yes / No <i>(Please circle)</i>	If Yes, Form 5 will need to be completed. Has this been submitted? Yes / No <i>(please circle)</i>
D6	The City recommends that you hold Public Liability Insurance for this event. Do you have Public Liability Insurance?	Yes / No <i>(Please circle)</i>	You will need to enclose a certificate of currency. Is this enclosed? Yes / No <i>(please circle)</i>
D7	Do you have Emergency Evacuation Procedures in place?	Yes / No <i>(Please circle)</i>	<i>(Please provide full copy of details)</i>
D8	How many Toilets exist on the site?		Is the site sewerred or on septic tank? Sewered Septic
	Are all these toilets accessible to event attendees?	Yes / No <i>(Please circle)</i>	
D9	Are you planning to erect any signage relevant to the event?	Yes / No <i>(Please circle)</i>	If yes, please ensure you comply with the Signs, Local Planning Policy.

Parks/Operations		<u>If yes for any P1 – P5, please contact parks on 9405 5247</u>	
P1	Will there be any temporary structures or seating erected on the grounds ie: fencing, marquees, staging, lighting etc	Yes / No <i>(Please circle)</i>	You will be required to submit a ground plan showing the type of material and dimensions. Has this been submitted? Yes / No <i>(please circle)</i>
P2	Will your event require any holes or tent pegs driven into the ground?		Yes / No <i>(Please circle)</i>
P3	Do you require lighting for this event?		Yes / No <i>(Please circle)</i>
P4	Are you line marking any grounds?		Yes / No <i>(Please circle)</i>
P5	Will you require any heavy vehicle or truck access to the Park?		Yes / No <i>(Please circle)</i>

Traffic - If signage required, please contact council on 9405 5060			
T1	Will your event require temporary car parking? Please supply plan indicating location of temporary car park and who will control the parking)	Yes / No (Please circle)	Plan supplied? Yes / No (please circle)
T2	Will your event require parking wardens?	Yes / No (Please circle)	If yes you are required to supply your own wardens or contact SES or service club
T3	Will your event require directional road signage? If so please provide a traffic management plan. Hire of signage for small events is available from the Council for a fee (min \$300)	Yes / No (Please circle)	Plan supplied? Yes / No (please circle) <i>If signage required, please contact council on 9405 5000</i>
T4	Will your event require traffic police?	Yes / No (Please circle)	Police contacted? Yes / No (please circle)
T5	Will your event use public roads for any purpose?	Yes/No (Please Circle)	If yes, Please supply details
T6	Do you require a road closure?	Yes/No (Please Circle)	Please give details. Details provided? Yes / No (please circle)
T7	If yes please tick if you require		Full Road Closure <input type="checkbox"/> Half Road Closure <input type="checkbox"/> Temporary Suspension <input type="checkbox"/> Procession <input type="checkbox"/> Not Sure <input type="checkbox"/>
Any road closure will require a traffic management plan by an accredited traffic management consultant			

Waste Services			
It is the responsibility of the event organiser to ensure all rubbish is removed from the site immediately after the event. An additional charge may be incurred should the City be required to clean the site.			
W 1	Will your event generate rubbish?	Yes/No (Please Circle)	If yes, A) I will remove all of the rubbish using private arrangements Yes/No (Please Circle) OR B) I will contact waste services on 9405 5200 to arrange hire of additional bins for the event. (I understand there is a fee for this service). Yes/No (Please Circle)

Emergency Services and Security

Please note:

For Major Events, the City of Wanneroo may seek advice from Emergency Service providers when assessing your application.

E1	Please advise which Emergency Services have been notified of this Event	Police Ambulance Fire Services	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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E2 Please advise details of the supplier of First Aid for this Event

E3	Are Fireworks/Pyrotechnics proposed for this Event?	Yes / No <i>(Please circle)</i>
	If yes, has an Application for Fireworks Display Permit been submitted to the City of Wanneroo with this application?	Yes / No <i>(Please circle)</i>

E4	Will any crowd control be required?	Yes / No <i>(Please circle)</i>
	If so, please advise name of security company	

Please note it is the responsibility of the event organiser to arrange the following:

- Security/crowd control
- First aid requirements

High Risk Function or Event

**PLEASE COMPLETE ALL SECTIONS IF YOUR EVENT OR FUNCTION HAS BEEN ASSESSED TO BE HIGH RISK
*(See page one of this application).***

All High Risk Functions or Events must complete this section.

To ensure your event is assessed in a reasonable time frame; please include as much detail as possible.

Should further information be required, a representative from the City of Wanneroo may contact you for additional information.

Please note that correspondence approving or declining this Event / Function will be forwarded to you in writing from the City of Wanneroo.

Bookings must be made a minimum 6 weeks in advance

Copies of this correspondence will be forwarded to the City of Wanneroo Rangers and the WA Police.

H1 What is the main purpose of this event/function?

H2	You will need to provide photographic evidence of the person listed as the contact for this booking. This identification is to show proof of age and MUST be presented prior to this booking being confirmed. <i>(Please note that this person is required to be present for the entire duration of the event. They should also be willing to provide their contact mobile phone number during the event)</i>	Have you included a copy of your Photographic Identification?	Yes/No <i>(Please Circle)</i>
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H3	<p>Security / Crowd Controllers are compulsory for this function. The function must have one crowd controller per 50 persons. Security is to ensure that no juveniles are to take alcohol onto the premises or consuming alcohol at the function.</p> <p>Security staff is to remain at the premises for at least 30 minutes after the function has closed to ensure all guests have left the area.</p> <p>The City requires a copy of your booking with the Security Company's a minimum of 2 weeks prior to the function.</p>	<p>Have you included a copy of security booking?</p>	<p>Yes/No (Please Circle)</p>												
H4	<p>You are required to complete a Party Registration Form from the Party Safe Booklet –</p> <p>http://www.police.wa.gov.au/Services/CommunitySupport/CrimePrevention.asp?Partysafe and lodge it with the District Incident Management Unit (IMU).</p> <p>A copy of the completed form is to be forwarded to the City's Leisure Services Department a minimum 2 weeks prior to the function.</p>	<p>Have you included a copy of the completed Party Registration form?</p>	<p>Yes/No (Please Circle)</p>												
H5	<p>Please state the number of attendees in each age group.</p>	<table border="0"> <tr> <td><input type="checkbox"/></td> <td>Under 13</td> <td>#</td> <td><input type="checkbox"/></td> <td>Under 18</td> <td>#</td> </tr> <tr> <td><input type="checkbox"/></td> <td>18 – 25 years</td> <td>#</td> <td><input type="checkbox"/></td> <td>Over 25</td> <td>#</td> </tr> </table>	<input type="checkbox"/>	Under 13	#	<input type="checkbox"/>	Under 18	#	<input type="checkbox"/>	18 – 25 years	#	<input type="checkbox"/>	Over 25	#	
<input type="checkbox"/>	Under 13	#	<input type="checkbox"/>	Under 18	#										
<input type="checkbox"/>	18 – 25 years	#	<input type="checkbox"/>	Over 25	#										
H6	<p>What management strategy will be in place during the function to ensure it is run safely and appropriately?</p> <hr/>														
H7	<p>Please describe the form of invitation are you using to advise guests of the function?</p>														
H8	<p>Does the organiser ensure that there is no inappropriate advertising or promotions in respect to this function?</p>														
H9	<p>What steps will the organiser take to ensure that liquor is not sold, supplied or consumed by juveniles attending the function?</p>														
H10	<p>Will there be any special transport arrangements for juveniles that leave the premises? If so, what are they?</p>														

Fees & Charges			
F11	The Bond for this Function will be	\$	
F12	Hire fees for this function will be	\$	
F13	Additional charges	\$	
F14	Total	\$	
<p>Please ensure the Bond, Hire Fees and any other additional charges are paid a minimum 2 weeks prior to the event.</p> <p>You may also be required to attend an appointment with City of Wanneroo Staff prior to approval being granted.</p>			

I have/have not tentatively booked the times above and am aware of the fees that will apply to this booking. I understand I cannot access the facility outside the times that have been approved.

I am over the age of 18 and hereby acknowledge having read a copy of the 'Conditions of Hire' form as attached and agree to abide by the conditions therein. I acknowledge that the costs incurred due to breakage, damages or not leaving the premises in a clean and tidy condition will be taken from my bond and any additional costs shall be rendered by myself or the organisation named above. Please make cheques payable to the "City of Wanneroo".

Signature: _____

Date: _____

Print Name _____

Office Use Only

Tentatively Booked?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Booking Administration Officer _____	
Event Approval Recommended		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Trim # _____	Date Received _____
High Risk Function?		<input type="checkbox"/> Yes	No		
High Risk Event Conditions Sent?		<input type="checkbox"/> Yes	No	Event Approval Sent?	
Department	Sent	Date	Rec'd Advice	Received Date	
Ranger Services	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	
Parks Operations	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	
Development & Health	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	
Traffic	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	
Waste Services	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	