



THIS IS YOUR

EVENT APPROVAL APPLICATION



EVENT CHECKLIST & APPLICATION FORM



Application Procedure

1. Read the City of Albany's Event Approval Guidelines (download at www.albany.wa.gov.au) and The Guidelines for Concerts, Events and Organised Gatherings (visit www.health.wa.gov.au).
2. Contact the Event Approval & Project Officer at the City of Albany to discuss your event application. Please call (08) 6820 3035.
3. Complete the Event Application Form
4. Submit the completed Event Application Form along with any supporting documents/information required at least 60 days prior to your event.

Event Application Fees

Event applications for charitable organisations and community groups or associations will be processed at no charge.

A fee of \$380 is applicable to all Government Authorities, Commercial Organisations and Businesses



Approval

Event approval may take between 3 to 6 weeks depending on the scale and size of your event.

Any special conditions (if applicable) will be outlined in your approval confirmation

letter. It is your responsibility to adhere to the conditions, or to remain in regular contact with the relevant departments until necessary approvals are obtained.

An event is not approved until the City of Albany has issued an approval confirmation letter and conditions. It is your

responsibility to comply with all conditions.

The City of Albany and Police are empowered to close public events that are not approved, are in breach of the approval conditions, or are considered unsafe or unsuitable.

Submission

Please forward application to the Event Approval & Project Officer, eventsapprovals@albany.wa.gov.au or alternatively drop into our City main office at 102 North Road, Albany.



THE CITY OF ALBANY

EVENT APPROVAL APPLICATION

Event Approval Application Form: All questions must be addressed. The City of Albany requires applications to be submitted a minimum of 60 days prior to your event.

A. CONTACT DETAILS	
Name of the person organising the event:	
Name of the organisation/ business name:	
Position of person within organisation/ business:	
Postal address:	
Mobile number of organiser:	
Email address:	
I have read and understood the event planning guidelines: Yes <input type="checkbox"/> No <input type="checkbox"/> The event approval guidelines are available online at: www.albany.wa.gov.au . The Guidelines for concert, events and Organised Gatherings can be found at: www.health.wa.gov.au	

B. EVENT DETAILS	
Event title:	
Detailed event description:	
Bump-in date:	
Bump-in time:	
Bump-out date:	
Bump-out time:	
Actual event dates and duration:	
Is the event raising money for charity?	Yes <input type="checkbox"/> If yes, please provide charity registration number: _____ No <input type="checkbox"/>
Are you a community group or organisation?	Yes <input type="checkbox"/> If yes, please provide Incorporation Number: _____ No <input type="checkbox"/>
Anticipated attendance:	Participants/ registrations: _____ Spectators: _____

THE CITY OF ALBANY

EVENT APPROVAL APPLICATION

Other: please provide details if food other than the options specified above are being served at your event	
Please note , if food is being provided please ensure a continuous power source is available to all vendors that require it e.g. 15 amp is not compliant to plug food and beverage vans into domestic power points. You may be required to hire a commercial generator for this purpose. Power boards and double adaptors are <i>not permitted</i> . <i>Fire extinguishers must be provided with all generators.</i>	
Alcohol	
Is this an alcohol free event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If alcohol is being provided at your event but not a BYO, please contact the Department of Racing, Gaming and Liquor on 1800 634 541 to determine if you require a liquor license.	I have attached a copy of the liquor license from The Dept. of Racing, Gaming and Liquor: Yes <input type="checkbox"/> No <input type="checkbox"/> Or <input type="checkbox"/> Department of Racing, Gaming and Liquor confirms that a liquor license is not required.
Noise management	
Will there be amplified noise? (i.e Music, buskers, public address system, generators)	Yes <input type="checkbox"/> If yes, please answer questions below: No <input type="checkbox"/>
Type of noise (music, generators, other):	
Please provide equipment details:	
How will the event monitor and minimise noise levels?	
Temporary structures	
Please note , a Form 2 – application for certificate of approval will be required for each structure over 3 x 3m ² . The Event Approval & Project Officer will provide when event approval is granted.	
Will your event include temporary structures? (i.e. marquees, stage, bouncy castle, or movie screen etc)	Yes <input type="checkbox"/> If yes, provide locations on Site Map No <input type="checkbox"/>
Description	Size (m²)
Will your event include amusements? (i.e. Amusement rides, petting zoo, etc)	Yes <input type="checkbox"/> If yes, please provide details: No <input type="checkbox"/>
Business name	Type of amusement

Signage & fencing	
Will your event have temporary signage?	Yes <input type="checkbox"/> If yes, provide location on site map No <input type="checkbox"/>
Please note , that third party signage on private property is not permitted in the City of Albany. This means that signage advertising an event is not permitted on land other than where the event is located.	
Will your event include boundary, crowd control fencing or barriers installed?	Yes <input type="checkbox"/> If yes, provide supplier and installation details: No <input type="checkbox"/>
Temporary signage & banner – pole bookings	
Do you require the York St, Town Square, Stirling Tce or Middleton Beach banner poles? Fees apply to this service	Yes <input type="checkbox"/> Location: No <input type="checkbox"/>
Community Event Banner: Non-for-profit events only.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sustainability & waste management	
Will your event require additional waste and recycling bins?	Yes <input type="checkbox"/> If yes, please arrange through a suitable provider No <input type="checkbox"/>
Did you Know: The City of Albany's Event Recycling Trailer is available <i>free of charge</i> for community events. For more information and to book the trailer please contact the City's contractor Cleanaway on 98412467. Tip: Consider implementing a Waste Management Plan for your event. This will minimise your environmental impact and align with the City of Albany's commitment to become a Clean, Green and Sustainable City. For assistance please contact the Waste Sustainability Officer on 68203918 or email fossickers@albany.wa.gov.au	
Peak bodies	
Is your event sanctioned by a peak body?	Yes <input type="checkbox"/> If yes, provide the name of the peak body No <input type="checkbox"/> _____
Camping	
Will there be overnight camping as part of your event	Yes <input type="checkbox"/> How many nights? _____ No <input type="checkbox"/>
Toilets	
Are there public toilets available at or near your location	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please note , that additional servicing of public toilets may be required depending on event size. Fees may apply. Areas that do not have sufficient toilets available, may require the hire of facilities according to the <i>Event Approval Guidelines</i> .	

F. TRAFFIC MANAGEMENT

Once your traffic management plan has been approved by the City of Albany, you may also need to seek approval from Police and Main Roads.

Will there be road closures, traffic modifications, additional parking or a transport network (i.e. Buses)?

Yes If yes, A full traffic management plan is required No

I have attached all relevant permits/traffic management plans:

Yes No

Tip: Encouraging patrons to walk, cycle or carpool to your event can ease traffic congestion. Consider promoting these alternatives in your event advertising.

G. RESERVES AND SERVICES

Do you require connection to the City's electrical power?

Power is not available at all locations.

Electricity consumption for 3 phase connections for high impact events may be charged at 100% of cost

Yes if Yes, please provide details below: No

10 amp 15 amp 3 phase

Will you be providing your own power/ generators?

Yes If yes, provide details and mark location on site map No

Please note, all power producing equipment must be accompanied by a fire extinguisher. A Form 5 Certificate of electrical Compliance is to be signed by a suitably qualified electrician. This form will be provided by the Event Approval & Project Officer on approval.

Name of supplier:

Do you require connection to the city's water supply?

water is not available at all sites

Yes No

Do you require access to locked bollard/gate areas?

Yes If yes, please specify location: No

H. COMMUNITY ENGAGEMENT

Are there residential properties and/ or businesses adjacent to the event site?

Yes If yes, provide evidence of notification No

If you are unsure about what notification is required for your event, please contact the Event Approval & Project Officer.

I. OTHER ASSOCIATED ACTIVITIES

Are there activities that have not been mentioned? (E.g. Fireworks, aerial display, drone activity, etc.)

Yes If yes, please provide details:

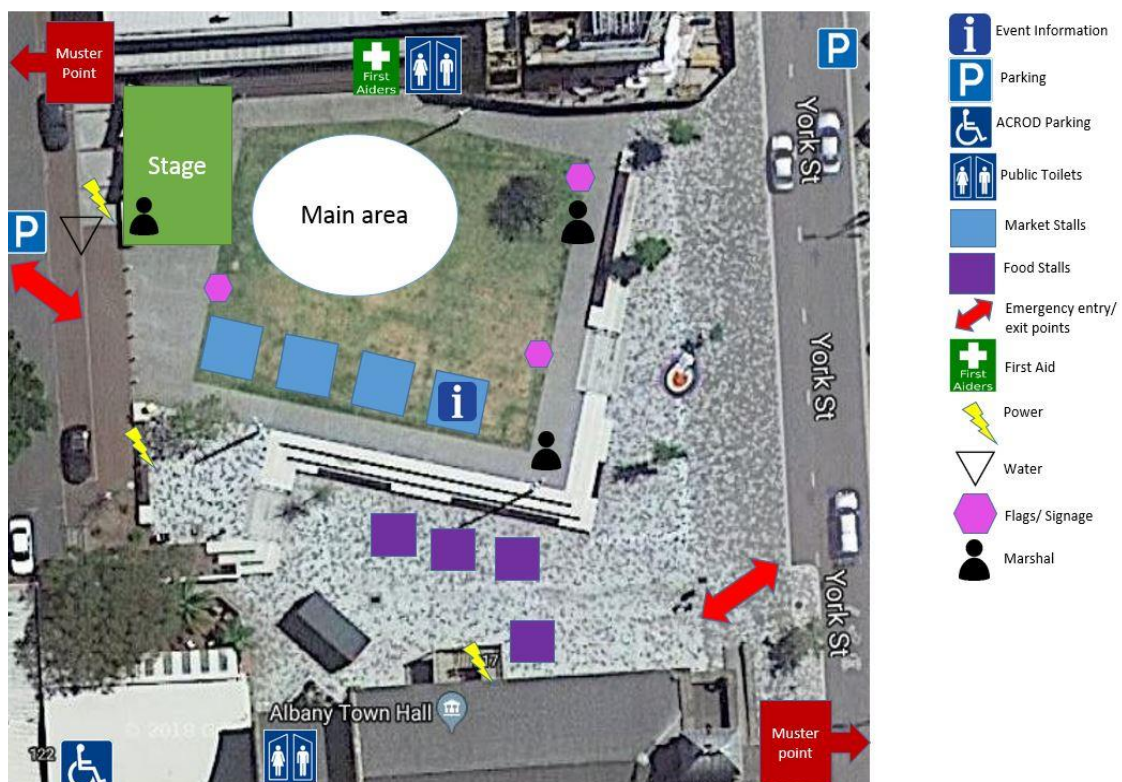
No

J. SITE MAP

Ensure the following are indicated clearly on your locations site map (if applicable):

- First aid
- Food vendors
- Stage (dimensions)
- Emergency service access
- Water
- Toilets
- Evacuation/ muster points
- Liquor Licence area
- Parking
- Generators
- Amusement rides (specify)
- Permanent structures on the site i.e. Buildings, toilet blocks
- Lighting towers
- Marshalls
- Ambulance services (if applicable)

Example Site Plan of the Albany Town Square



K. PUBLIC LIABILITY INSURANCE	
In accordance with the Event Approval Guidelines, event organisers may be required to provide evidence of Public Liability Insurance to the value of \$20million.	
Do you have Public Liability Insurance that covers the event?	Yes <input type="checkbox"/> If yes please <u>attach a copy</u> No <input type="checkbox"/>
If yes, please provide amount you are insured for:	\$

L. EMERGENCY MANAGEMENT DETAILS	
Depending on the size, location and the time of your event, you may be required to provide a full Emergency Management Plan including Evacuation and Communication plans.	
Who will communicate and coordinate any emergency service response?	
Name:	
Mobile number:	
Who will be the second contact in case the first person is unavailable?	
Name:	
Mobile number:	
Where will emergency services be directed to gain access to your event site?	
Where will event patrons and staff be directed to in case of an evacuation?	
How will the person coordinating the emergency service response be identified?	
How will you communicate this information to your event staff and patrons? <i>(i.e. Run sheet, pre-event briefing)</i>	
How will first aid be administered to patrons?	
How will a response to fire be managed /please detail any fire or first aid equipment located at the event site?	

M. FIRST AID/ AMBULANCE	
Will you have an ambulance on site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you have a first aid person on site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please note, first aid staff can <i>only</i> have <i>that role</i> for the duration of the event. Ensure that your nominated persons certification is current prior to your event.	
Name (primary):	
Phone:	
Accreditation:	
Name (secondary):	
Phone:	
Accreditation:	

THIS APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED

An event is not approved until the City of Albany is satisfied that event organiser’s compliance with all conditions of the application, and approval has been granted in writing.

Upon acceptance of the hire, the casual or annual hirer undertakes to hold the City of Albany indemnified against all claims, losses, actions, damages, cost (including legal costs) and expenses whatsoever arising out of or in connection with the hiring of the venue.

Personal injury (including death or disease) to the hirer or any invitee of third party unless and then only to the extent that the hirer provides said injury was due to the negligence of the city: loss of or damage to any property owned by the hire, the city or any third party:

Breach or non-compliance with any statute, regulation or local law of any public, municipal or other authority.

I have read and understood the information provided and acknowledge that the information and completed actions in my application are true and correct: Yes

Name (please print): _____

Signature: _____

Date: _____