

Public Building Event | Application Form

This form is for the purpose of obtaining approval to hold an event in accordance with Schedule 2 – Form 1 Health (Public Buildings) Regulations 1992 Application to Construct, Extend or Alter a Public Building.

Submission of this form does not, in any way, guarantee approval. The City of Cockburn has the right to determine whether the type of event is in the best interest of the City. Applications must be submitted three months prior to the booking date; applications received within this timeframe may not be accepted.

Please refer to City of Cockburn Community Event Handbook when completing the form. The handbook can be found at <https://www.cockburn.wa.gov.au/Community-Support/Community-Support-and-Development/Community-Run-Events>

1. Applicant Details			
Date of Application:			
Title:	Surname:	Given Name:	
Organisations Name			
Address:		Postcode:	
Phone (W) :		Phone (H):	
Fax:			
Email Address:			
Commercial: <input type="checkbox"/>	Non-Profit <input type="checkbox"/>		

2. Event Details			
Name of Event:			
Location of Event:			
Date of Event:	Start Time:	Finish Time:	
Number of People attending the event (at any one time)	Adults	Children	
Do you have confirmation the venue is booked	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

3. Site Plan	
<p>Submit a site plan to scale indicating the layout of your event A detailed layout of the event should be included with your application to show the following:</p> <ul style="list-style-type: none"> ○ Stage and other entertainment attractions (including size in m2) ○ Emergency exits ○ Food stalls ○ Lighting ○ Electrical cables ○ Vehicle Access Points (including street names) ○ Parking Area ○ Location of Marquees, Tents (including size m2) ○ Site signage ○ Location and Number of Additional toilet facilities ○ Seating ○ Fenced off areas (including size m2) ○ Site signage 	Yes <input type="checkbox"/>

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4. Insurance		
Public Liability Insurance to the value of ten million dollars is required for all events held in the City		
Do you have Public Liability Insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Insurer's Company Name		
Value of Insurance		
Please attach a copy of your Insurance Certificate of Currency for Public Liability to this application form.		

5. Traffic Management & Parking		
Could your event possibly disturb nearby residents in any way?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details (e.g. traffic flow, ability to access parking etc):		
Do you have adequate parking for this event? NO? You need to develop a traffic management plan.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you wish to apply for a road closure for your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there accessible parking bays for people with disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

6. Liquor		
Is a liquor licence required for the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you request the City's approval to sell alcohol at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Alcohol included in ticket price?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Allow BYO alcohol at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

7. Disability Access & Inclusion		
People with disabilities must have the same opportunity and access at the event as other people. NB Please provide details on how this will be achieved including access to; facilities, information and complaints procedures		

8. Electrical		
Will you be using your own generator?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, How many & please indicate on event plan/map.		
Will there be electrical leads at the event? <i>If yes, all leads must be tagged within the last 6 months by a licensed electrician</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you be setting up electrical equipment? <i>If yes, you will be required to provide the City with a copy of your current Electrical Certification</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

9. Community Safety		
Are there any fireworks involved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details		
Have you applied to the Department of Mines, Industry Regulation and safety at least 14 days prior to your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Further information and application forms are available: http://www.dmp.wa.gov.au/Dangerous-Goods/Applying-for-a-fireworks-event-5447.aspx	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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What security arrangements are planned for your event?	
Company Name:	
Number of Staff:	Times:
For your reference, City of Cockburn 'CoSafe' Security Number is 1300 2672 33	

10. Waste Management	
What arrangements do you have in place for General Waste:	
What arrangements do you have in place for Recycling:	

11. Buildings and Structures		
Are you proposing any alterations and modifications to existing building/s	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		
Give details of all structures and equipment to be erected e.g.: tents, marquees etc:		
Detail on Event site plan(s) for either of the following, tick relevant box:		
<input type="checkbox"/> A Static Public Building (e.g. school hall, craft room, hall, hotel, etc.) This application will be accompanied by floor plans (to scale of your building). Premises Details Name Of Building	<input type="checkbox"/> A Temporary Public Building (e.g. Community Fair, Fete, Temporary Amusement Structure) This application will be accompanied by a site plan, completion of additional information below, and any additional information which will enhance the application.	
Please indicate if any of the following structures are being erected - <i>include structural information plus the location and proposed use on your site plan.</i>		
<input type="checkbox"/> Marquees/tent – more than 24m ² in area	<input type="checkbox"/> Marquees/tent – more than 55m ² in area	
<input type="checkbox"/> Stage if more than 12m² in area or more than 300mm above the ground		
<input type="checkbox"/> Spectator Stand	<input type="checkbox"/> Climbing Wall	<input type="checkbox"/> Bouncy Castle
<input type="checkbox"/> Temporary Cinema Screen	<input type="checkbox"/> Other	

12. Noise		
Will your event involve any form of amplified sound or significant high level of noise (e.g.: PA system) – Appendix 3	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Start Time:	Finish Time:	
If yes, what will the noise level dB(A) potentially be at the nearest residence?		
Will the noise from the event potentially exceed the assigned noise levels as stated in the Environmental Protection (Noise) Regulations 1997?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provide details of the complaints procedure:		
Name of company/installation technician:		
Type of System:		
Purpose of Amplification:		

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13. Toilets				
If using transportable toilets, you acknowledge that you are responsible for the booking, cost and removal of the required number of toilets per head. Will this be done?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
What facilities will be provided for males?	Toilets:	Urinals:	Basins:	
What facilities will be provided for females?	Toilets:		Basins:	
How many accessible toilets will be provided at the event?				
What arrangements have been made for the servicing of the toilets? (please explain):				
If the event is to occur at night, have adequate arrangements been made for lighting the toilets? (please explain)				

14. Fire Safety	
What fire safety arrangements are planned for the event? (please provide detailed information separately)	
Number of fire extinguishers and type?	

15. First Aid provision			
Will first aid be provided by an accredited agency? I.e. St Johns, Sport Med WA?.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of accredited Agency First Aiders	Number of 'other' qualified First Aiders		

16. Stall Holders (including food stalls)				
Please note the sale of food to the public from temporary food stalls, premises or vehicles within the City of Cockburn requires the specific approval of the City's Health Services. Applications must be made at least 14 days prior to the event . Please ensure that all food stalls are issued a Licence for Temporary Food Premises for the date (s) and duration of the event (s).				
Will there be amusement rides? E.g. bouncy castles, merry-go-round, fire engines etc			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please attach ride specifications, WorkSafe approval number and Public Liability insurance certificate for each operator.				
Please provide details of all proposed activities, attractions or performers who will be at the venue:				
Name:	Phone:	Type of Activity/Attraction/Performer		
Are there any animals involved in the event?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you wish to apply for a permit to supply food?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you wish to apply for a permit to sell food?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you wish to apply for a permit to include food in ticket price?			Yes <input type="checkbox"/>	No <input type="checkbox"/>

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Please provide details of all proposed food vendors who will trading at the venue:

Name:	Phone:	Type of Activity/Attraction/Performer

17. Emergency Evacuation Plan & Risk Management Plan	
Prepare an Emergency Evacuation Plan for the event. Copy Attached?	Yes <input type="checkbox"/>
Prepare a Risk Management Plan for the event. Copy Attached?	Yes <input type="checkbox"/>
Notify the local Police in writing of the event. Copy attached?	Yes <input type="checkbox"/>
Notify the local Fire and Rescue Services of the event. Copy attached?	Yes <input type="checkbox"/>

Other information
Please details any other information you think is relevant:

I have referred to the City of Cockburn Community Event Handbook when completing this form

Declaration
<p>I being the owner/agent hereby apply under Section 176 of the Health Act 1911 to construct, alter or extend a public building and acknowledge that the information and completed actions in my application are true and correct.</p> <p>I will ensure that appropriate liability and other insurances are in place for the activities to be conducted. I have received a copy of the "Event Conditions of Hire" within the City Of Cockburn and agree to abide by these conditions. I declare that the information given in this application is to the best of my knowledge true and correct. I agree to notify Council of any changes to these details.</p> <p>Signed: Date:</p> <p>Name: Position:</p>