



Public Event - Application Form

This form is for the purpose of obtaining approval to hold an event within the City of Cockburn 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. Application to be submitted to health@cockburn.wa.gov.au

Part A – Applicant Contact and Venue Booking Details

1. Applicant Details

Title: _____ Surname: _____ Given name: _____

Organisations name: _____

Address: _____ Postcode: _____

Phone (W): _____ Phone (H): _____

Email address: _____

Commercial:

Non-Profit:

2. Venue Details

Name of event: _____

Has this event been held previously in Cockburn? Yes No

If yes, when was the last time it was held: _____

Venue: _____

Specific site location if venue is large open space area:

Reason/s for hosting the event at this venue:

Date of event/s: (1st Preference) _____ Date of event/s: (2nd Preference) _____

Explain the reason for choosing this date to hold your event?

Entertainment details (market stalls, bands, amplified music, animal farm, rides, bouncy castles, activities):

Part B – Application Details

Please refer to City of Cockburn Community Event Handbook when completing the form.
[Click here](#) to access the Guide to Running a Community Event.

3. Venue Booking

Do you have confirmation the venue is booked: Yes No

4. Site Plan

Submit a **site plan to scale** indicating the layout of your event to show the following:

- Stage and other entertainment attractions (including size in m²)
- Emergency exits
- Food stalls
- Lighting
- Generator/s
- Vehicle Access Points (including street names)
- Parking Area
- Location of Marquees, Tents (including size m²)
- First Aid Post/s
- Location and Number of toilet facilities
- Seating
- Fenced off areas (including size m²)
- Site signage

Yes

The City uses your site plan to assess public health and safety requirements and to ensure an appropriate level of planning has been undertaken by applicants. Where site plans do not contain sufficient detail, the City will ask that you submit an updated plan.

5. Insurance and Risk Management

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? Please attach Certificate of Currency. Yes No

Do you have a Risk Management Plan (over 1000 persons)? Please attach a copy. Yes No

6. Toilets

If using transportable toilets, I acknowledge that I am responsible for the booking, cost and removal of the required number of toilets per head. Yes

Toilet Numbers

	Male		Female WC	Accessible WC
	Urinal	WC		
Permanent				
Temporary				

If temporary toilets are being left for more than 24hrs, what pump out arrangement is in place?

7. Traffic Management and Parking

Do you have adequate parking for this event?

Yes No

If no, a parking management plan will be required. Consent must be obtained from the landowner if using external parking. Please attach a copy.

Do you wish to apply for a road closure for your event?

Yes No

Are there accessible parking bays for people with disabilities?

Yes No

8. Liquor

Do you request the City's approval to sell alcohol at the event?

Yes No

Do you have approval from Department of Local Government, Sport and Cultural Industries for a liquor license?

Yes No

9. Disability Access and Inclusion

People with disabilities must have the same opportunity and access at the event as other people. Please provide details on how this will be achieved including access to toilets and around the event:

10. Electrical

Will you be using your own generator?

Yes No

If yes, how many? (please indicate on site plan). _____

Will there be electrical leads at the event?

Yes No

If yes, all leads must be tagged within the last 6 months by a licensed electrician.

Yes No

Will you be setting up electrical equipment?

Yes No

An electrician may be required to sign a Certificate of Electrical Compliance at the event.

11. Community Safety

What security arrangements are planned for your event?

Company name: _____

Number of staff: _____ Times: _____

Have you notified local Police, CoSafe & Fire & Rescue of the event (over 5000 persons)? Yes No

12. Fire Safety

Number of fire extinguishers and type? (please show location on site plan). _____

Do you have an emergency evacuation plan for the event? Please attach a copy Yes No
An emergency evacuation plan is required for events with enclosed spaces or fenced off areas.

Are there any fireworks or entertainment involving fire? Yes No
Please provide insurance certificate and a copy of the Dept of Mines, Industry Regulation and Safety permit.

13. Waste Management

What arrangements do you have in place for General Waste:

What arrangements do you have in place for Recycling:

In June 2019, the City Published a '[Wastewise Events Policy](#)', which applied to all events held in the City of Cockburn. Requirements of the policy are:

- Provide adequate and appropriately labeled paired general waste and recycling bins
- Exclude sale or release of balloons
- Exclude use of bean bags with polystyrene filling.

Does your event comply with the '[Wastewise Events Policy](#)? Yes No

Will you be implementing any additional provision to increase sustainability?
e.g. exclude or reduce the use or sale of single use plastics, including Polystyrene or Styrofoam

14. First Aid provision

Will a first-aid post be provided? (please show location on the site plan). Yes No

Number and qualifications of first aiders: _____

15. Buildings and Structures

Will there be any temporary structures or amusements present at your event (i.e. Marquees, Finisher Arches, bouncy castles, etc)? Yes No

If yes, please complete the attached List of Structures Form (Appendix A).

16. Noise

Will the noise from the event potentially disturb nearby residents? Yes No

If yes, will nearby properties be notified of the event? (please provide copy of the notice). Yes No

Noise from outdoor events is controlled by state legislation under the Environmental Protection (Noise) Regulations 1997. The Regulations set allowable noise levels to be received from other premises. As events would typically lose their character or usefulness if they were to comply with the assigned levels, exemptions and approvals exist to balance noise disturbance with broader community benefit.

To allow the City to best assist you in planning your event please detail the type of activities which may generate noise at your event:

17. Food stalls and vans

Will food be offered for sale at the event? Yes No

If yes, please complete the attached List of Food Vendors (Appendix B).

Are there any animals involved in the event? Food Stalls must not be located within 30m. Yes No

Other information

Please detail any other information you think is relevant:

I have referred to the [City of Cockburn Community Event Handbook](#) when completing this form.

I have referred to the [Temporary Events - LPP5.21 - Policy](#) when completing this form.

Declaration

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.

I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

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.

Signed: _____ Date: _____

Name: _____ Position: _____

Appendix B – List of Food Vendors

Please provide a list of all food vendors which will be trading at your event. Please note that supporting certificates can be provided at a later date, though they must be submitted before a preliminary event approval can be issued.

Please note that a flat fee of \$30 applies for each commercial operator. Community fund raising or charitable operators are exempt from food vendor fees. Each food vendor must provide a copy of their food registration certificate, certificate of currency for public liability insurance and a diagram of their food premise layout.

#	Food Vendor	Proprietor Name	Contact Number	Contact email	Supporting Documents Provided
	<i>E.g. Janets Coffee Van</i>	<i>Carl</i>	<i>0400 123 456</i>	<i>Carls_coffee@example.com</i>	<i>Yes</i>
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