



*With the easing of public health measures to baseline settings by the WA Government, the majority of COVID-related restrictions for events have been removed. COVID event plans and checklists are no longer mandatory under baseline public health and social measures. However, event organisers are strongly encouraged to complete COVID event plans and review and update them as necessary to assist in the mitigation of the risk of COVID-19 and minimise spread in line with the best available health advice. Further information is available at <https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-events>.*

*This form can be saved onto your computer, completed electronically, and then emailed to the City of Bunbury*  
Please note that an event is not approved until the City of Bunbury is satisfied that event organisers have met all conditions of the application, and approval has been granted in writing in the form of a permit. This application form must be completed for all events that will either be open to the general public, or any events as advised by the Events team.

## Applicant Details

Organisation (if applicable) \_\_\_\_\_

Applicants Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

(permits will be emailed, unless no email address is supplied, then the permit will be posted)

Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Have you read the Event Planning Guidelines? Yes  No

(this can be found online in the Events section)

## Event Details

Event Name \_\_\_\_\_

Venue Requested

<input type="checkbox"/> Bicentennial Square	<input type="checkbox"/> Graham Bricknell Music Shell
<input type="checkbox"/> Queens Garden	<input type="checkbox"/> Koombana Foreshore
<input type="checkbox"/> Koombana North	<input type="checkbox"/> Jetty Baths
<input type="checkbox"/> Big Swamp Playground	<input type="checkbox"/> Payne Park
<input type="checkbox"/> Hay Park	<input type="checkbox"/> Bunbury Recreation Ground
<input type="checkbox"/> Pat Usher Foreshore	
<input type="checkbox"/> Other _____	

Have you checked that this venue and date is available by contacting the Events Team? Yes  No

(this booking does not guarantee exclusive use of the requested venue unless you intend on fencing your intended area). If no, please contact the Events Team on 9792 7000 to check venue availability prior to completing this application form.

Setting up date(s) \_\_\_\_\_ and time(s) from \_\_\_\_\_ to \_\_\_\_\_

Event date(s) \_\_\_\_\_ and time (s) from \_\_\_\_\_ to \_\_\_\_\_

Pack down date(s) \_\_\_\_\_ and time (s) from \_\_\_\_\_ to \_\_\_\_\_

Type of Event \_\_\_\_\_

(Fair, Exhibition, Concert, etc)

Total anticipated event attendance \_\_\_\_\_

Estimated number of participants/competitors \_\_\_\_\_

Brief description of your event \_\_\_\_\_

Is entry to your event free to the general public? Yes  No

Is this a ticketed event that the public can attend? Yes  No

If yes to either of the above, a contact number must be provided for public enquiries: \_\_\_\_\_

#### Health Requirements

Will food or beverages be available at the event? Yes  No

If yes, please consider existing food or beverage vendors who currently trade at your event location prior to engaging additional food vendors. Should there be existing vendors nearby, your event permit may stipulate that temporary food operators must not directly compete with the type of food for sale at these premises. Please note all commercial food vendors are required to be registered as a food business with their local council.

Separate conditions apply to not-for-profit/community group food vendors (eg fundraising sausage sizzles, etc). Any particular requirements with regard to food vendors for your event will be detailed in your permit.

Please detail if alcohol will be available at the event? \_\_\_\_\_

(eg sold or consumed)

If alcohol is to be sold, have you obtained the appropriate Liquor Licence? Yes  No

If you intend on selling alcohol, you will need to obtain the appropriate Liquor Licence from the Department of Racing, Gaming & Liquor who can be contacted on (08) 9425 1888.

Please tick any of the below which apply to your event, and provide further information about each including number/sizes/suppliers/how items will be secured or erected, etc:

- Will there be animals at the event such as petting zoos, horse rides, camel rides, etc?
- Will there be fireworks or other pyrotechnics?
- Have you arranged security or crowd controllers?
- Will there be amplified sound such as recorded or live music, busking, PA announcements, etc?
- If amplified sound, duration of amplified sound (eg occasional, regular, constant)
- Are you installing tents or marquees?
- Are you installing stalls or stages?
- Are you installing temporary fencing or barriers?
- Are you installing lighting towers?

- Will there be bouncy castles or inflatables?
- Will there be amusements/rides?
- List any other infrastructure you will be installing for use at the event

Further information for any of the above marked as applicable to your event:

The table below shows toilet figures for events where alcohol is available. If alcohol is not available, then reduce the requirements in the table below by 50%.

Total Attendance	Male Facilities			Female Facilities		Accessible Toilets
	WC's	Urinal Metres	Hand Basin	WC's	Hand Basin	
0 – 1000	2	1.5m	1	5	1	1
1000 – 2000	3	3m	2	10	2	
2000 – 3000	4	4.5m	3	15	3	
3000 – 4000	5	6m	4	20	4	
4000 – 5000	6	7.5m	5	25	5	
5000 – 6000	7	9m	5	30	6	2
6000 – 7000	8	10.5m	6	35	7	
7000 – 8000	9	12m	7	40	8	
8000 – 9000	10	13.5m	8	45	9	
9000 – 10,000	11	15m	9	50	10	

Please advise the number of additional toilets you will be providing (if applicable) \_\_\_\_\_

Please advise the number of accessible (toilet for people with disabilities) toilets you will be providing \_\_\_\_\_

Power is only available at Bicentennial Square, Graham Bricknell Music Shell, and Koombana Foreshore. If your event is to be held at one of these locations, and you require access to power, please list all electrical equipment being used, including amperage requirements \_\_\_\_\_

Open Space

Do you require the reticulation to be turned off? Yes  No

(applicable only to events being held – including set up and pack down – between the hours of 8pm and 7am)

Fees apply

Do you require the reticulation to be marked? Yes  No

(applicable only to infrastructure piercing the ground with tent pegs exceeding 200mm)

Fees apply

Traffic Management

Do you require closure of any parking bays? Yes  No

*Fees apply*

Are there enough parking bays for event attendees? Yes  No

Do you require an open space area to be used as a temporary parking location? Yes  No

*If yes, please submit a map showing parking plan which includes a map identifying where vehicles are entering, exiting, where vehicles are permitted and prohibited, and where traffic wardens will be stationed. A pedestrian plan will also be required showing alternative pedestrian pathways.*

Will any public roads be closed? If yes, please provide further details \_\_\_\_\_

\_\_\_\_\_

If roads are to be closed, have you attached your Traffic Management Plan? Yes  No

*(mandatory if you have answered Yes to any of the above questions)*

Waste Management

It is recommended that you provide one 240L bin per 100 people at your event.

Do you require additional litter bins from City of Bunbury? Yes  No

*(minimum order of 6 x 240L bins, additional bins can be ordered. One bin is recommended per 100 people)*

*Fees apply*

Please advise the number of bins required and date of delivery \_\_\_\_\_

Accessibility

We encourage all event organisers to consider how accessible and inclusive their event is to all members of the community. This includes but is not limited to ramp access, accessible toilets, clear and easy to understand signage, path access for wheelchairs, viewing areas for people in wheelchairs, accessible parking options, and food and drink services being easily accessed or reached. More information can be found by visiting this link:

[http://www.disability.wa.gov.au/understanding-disability1/understanding-disability/accessibility/services\\_events/](http://www.disability.wa.gov.au/understanding-disability1/understanding-disability/accessibility/services_events/)

Please explain how you plan to make your event accessible and inclusive to all members of the community:

Additional Information

Please provide any further information you believe relevant to your application, which has not already been stated:

## Site Plan

An aerial view of the event Site Plan showing the location of each item below is required for assessment of your application. Your Event Application Form will not be assessed until this is provided. It is recommended that a map from Google or similar is used, with any below items clearly marked on the map.

Stage	Parking Areas	Emergency Exits
Inflatables/Bouncy Castles	First Aid Posts	Marquees or Tents
Seating	Vehicle Access Points	Sale or Consumption of Alcohol
Food Stalls	Fencing	Areas
Market Stalls	Additional Toilets	

## Event Application Checklist

*Mandatory requirements (your application will not be processed if the below are not provided)*

- All questions have been answered, and further information supplied when you have answered "yes"
- Detailed Site Plan attached
- Public Liability Insurance attached

*If applicable*

- Risk Management Plan attached (mandatory if 1000+ people are expected to attend)
- Traffic Management Plan attached
- Liquor Licence from Department of Racing, Gaming & Liquor attached Pyrotechnics
- Permit attached
- Covid Event Plan
- Covid Checklist

## Declaration

We agree to indemnify the City of Bunbury from and against any liability, loss, damage, costs and reasonable legal expenses incurred by the City of Bunbury arising from any claim, suit, demand, action or proceeding to the extent that such liability, loss, damage, cost or expense was caused by our wilful or negligent act or omission.

Our liability to indemnify the City of Bunbury shall be reduced proportionately to the extent that any act or omission of the City of Bunbury's Personnel, agents or representatives contributed to the loss or liability.

Both Parties agree to use their reasonable endeavours to cooperate with each other, at their own cost, in respect of the conduct of any defence, or the agreement of any settlement, of any third party action, suit, claim, demand or proceeding the subject of this indemnity.

Applicant name

Date

On behalf of (Organisation Name)

The recommended format of completing and submitting this form is by saving it onto your computer, completing it electronically, and emailing it to [records@bunbury.wa.gov.au](mailto:records@bunbury.wa.gov.au). If you do not have an email account, it can be printed out and either submitted in person or by mail.

In Person  
Events Bookings Officer  
4 Stephen Street  
Bunbury WA 6230

Mail  
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