

EVENT APPROVAL APPLICATION



PRIVACY COLLECTION NOTICE

The City of Albany collects your personal information to deliver services and meet our legal obligations under relevant laws.

We handle your information in line with the Privacy and Responsible Information Sharing Act 2024.

Your information is stored securely, kept only as long as needed, and may be shared with other government agencies if required or permitted by law.

You can request access to or correction of your personal information at any time.

Contact:

City of Albany Privacy Officer

Phone: 08 6820 3000

Email: prisproject@albany.wa.gov.au

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 (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 3018.
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 APPROVAL APPLICATION REQUIREMENTS

When lodging an event application, the following information may be required (if applicable) and will form part of your overall event application.

- Running sheet (including bump-in/bump-out and event timings)
- Public liability insurance
- Site plan
- List of approved food vendors
- Communications plan
- Traffic management plan
- Emergency management plan
- Risk management plan
- Evacuation plan

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.

1. APPLICANT DETAILS

Before you start, please contact the Event Approval & Project Officer to discuss your event application.

Applicant/Organisation name:			
Contact person:		Position:	
Street address:			
Postal address: (if different from above)			
Phone:			
Email:			
I have read and understood the City of Albany's Event Approval Guidelines and the Guidelines for Concerts, Events and Organised Gatherings.	Yes		

2. EVENT DETAILS

Event title			
Detailed event description:			
Location of event:			
<i>Please note:</i> <i>By booking a venue, the City of Albany can ensure that the location is not double-booked and that routine maintenance of park grounds is not in progress.</i> <i>This booking does not guarantee exclusive use. These areas are public spaces and the Crown Land Reserves Act does not allow for exclusive use.</i>			
Event dates and duration:			
Bump in:	Date:	Time:	
Bump out:	Date:	Time:	
Expected attendance:	Participants/registrations:		Spectators:

3. MARKETING DETAILS

The City of Albany may be able to help you promote your event. We retain a range of promotional channels including Facebook, Instagram, websites and newsletters.

Promotion through the City of Albany is not guaranteed. It's subject to approval and space restrictions.

The final decision is at the discretion of the City of Albany.

I have included promotional material:	Yes	No
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4. ENVIRONMENTAL HEALTH

FOOD

Is this event open to the public?	Yes	No
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Will there be food available at your event?	Fundraising sausage sizzle Fundraiser cake stall Food van, food stall or coffee van <i>If yes, please provide further information:</i> Other <i>If yes, please provide further information below</i>
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Please note: Request the approved food vendor/ supplier list from the Event Approval & Project Officer prior to completing this section. Preview the FoodSafe Online course [here](#)

FOOD BUSINESS REGISTERED IN THE CITY OF ALBANY

Food van, food stall or coffee van details:	Business Name:	
	Contact Name:	
	Contact Number:	
	Yes	No
	<i>Food Act 2008 registration certificates from the vendor's home local government must be supplied with this application.</i>	

4. ENVIRONMENTAL HEALTH CONTINUED

FOOD CONTINUED

FOOD BUSINESS NOT REGISTERED IN THE CITY OF ALBANY

Food van, food stall or coffee van details:	Business Name:	
	Contact Name:	
	Contact Number:	
	Yes	No
	Food Act 2008 registration certificates from the vendor's home local government must be supplied with this application.	
Other details:		

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 not permitted. Fire extinguishers must be provided with all generators.



4. ENVIRONMENTAL HEALTH CONTINUED

ALCOHOL

Is this an alcohol free event?	Yes	No
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Please note:

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.

Have Department of Racing, Gaming and Liquor advised that a liquor license is required.	Yes <i>Please attach the liquor license to this application.</i>	No <i>By selecting No you are acknowledging that you have spoken to Department of Racing, Gaming and Liquor and your event does not require a liquor license.</i>
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NOISE MANAGEMENT

Will there be amplified noise? (i.e. music, buskers, public address system, generators)	Yes	No
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Type of noise (i.e. music, buskers, public address system, generators)	
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Please provide equipment details	
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How will the event monitor and minimise noise levels?	
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TEMPORARY STRUCTURES

Will your event include temporary structures? (i.e. marquees, stage, bouncy castles, movie screen etc)	Yes <i>Please provide details below and locations on accompanying site map</i>	No
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Description and size (m ²)	
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Will your event include amusements? (i.e. rides, petting zoo, etc)	Yes <i>Please provide details below</i>	No
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Business name and type of amusement	
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4. ENVIRONMENTAL HEALTH CONTINUED

SIGNAGE & FENCING

Will your event include temporary signage?	Yes <i>Please provide details below and locations on accompanying site map</i>	No
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Please note:

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 <i>Please provide details below</i>	No
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Supplier and installation details	
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TEMPORARY SIGNAGE & BANNER – POLE BOOKINGS

Do you require the York St, Town Square, Stirling Tce or Middleton Beach banner poles? <i>Fees apply to this service</i>	Yes <i>Location:</i>	No
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Community Event Banner <i>Non-for-profit events only</i>	Yes	No
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SUSTAINABILITY & WASTE MANAGEMENT

Will your event require additional waste and recycling bins?	Yes <i>Please arrange through a suitable supplier.</i>	No
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PEAK BODIES

Is your event sanctioned by a peak body?	Yes <i>Please provide name:</i>	No
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CAMPING

Will there be overnight camping as part of your event	Yes <i>How many nights?</i>	No
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TOILETS

Are there public toilets available at or near your location?	Yes	No
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Please note:

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 Event Approval Guidelines.

5. 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 <i>Please provide a full management plan is required.</i>	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.

6. RESERVES AND SERVICES

Do you require connection to the City's electrical power? <i>Power is not available at all locations. Electricity consumption for 3 phase connections for high impact events may be charged at 100% of cost</i>	Yes Please provide details 10 amp 15 amp 3 phase	No
Will you be providing your own power/ generators?	Yes <i>Please provide details below and locations on accompanying site map</i>	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	
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7. COMMUNITY ENGAGEMENT

Are there residential properties and/ or businesses adjacent to the event site?	Yes <i>Please provide evidence of notice.</i>	No
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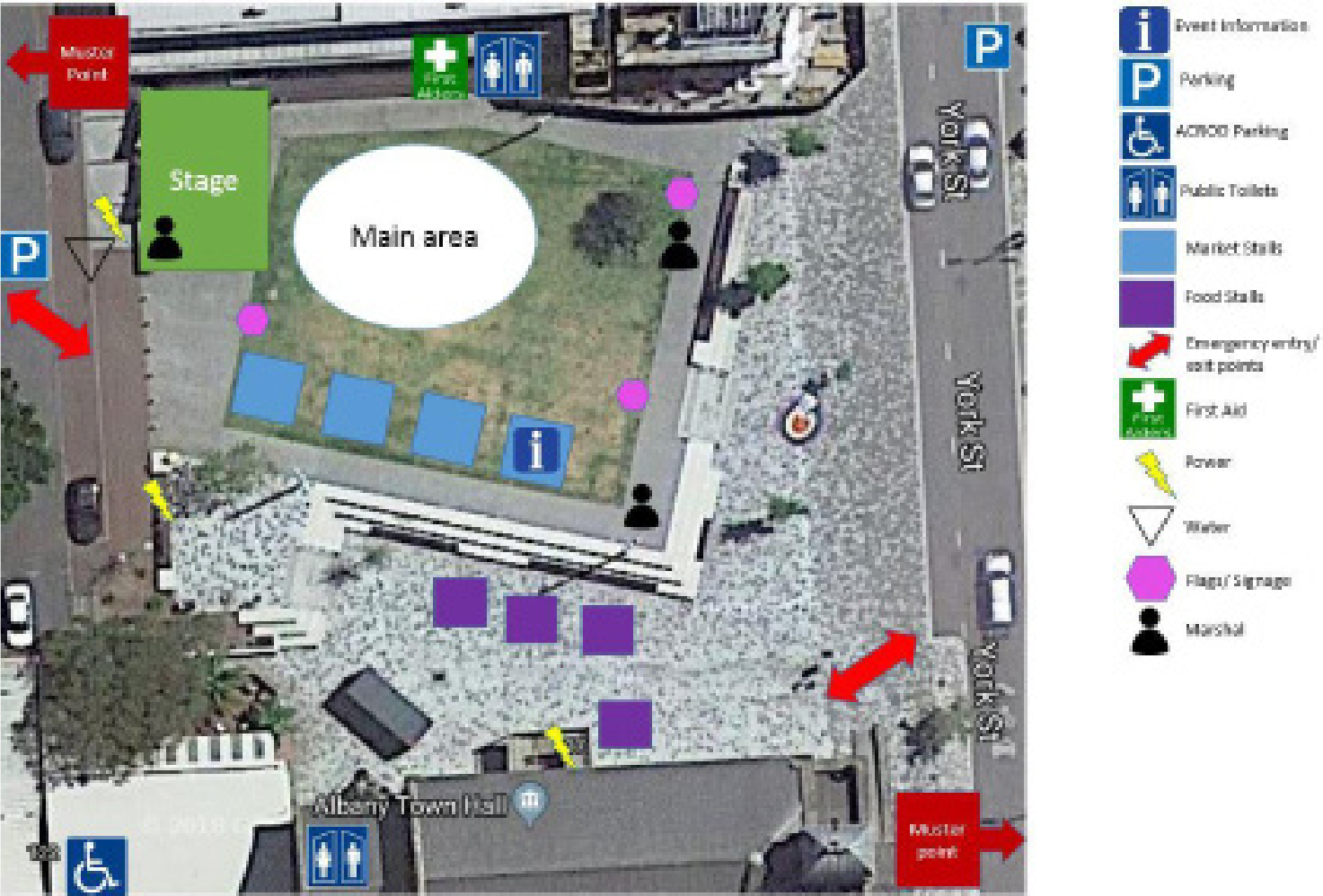
Please note:
If you are unsure about what notification is required for your event, please contact the Event Approval & Project Officer.

8. OTHER ASSOCIATED ACTIVITES

Are there activities that have not been mentioned? (E.g. Fireworks, aerial display, drone activity, etc.)	Yes Please provide details:	No
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9. SITE MAP

Ensure the following are indicated clearly on your site map (if applicable):	
• First aid • Food vendors • Stage (include dimensions) • Emergency service access • Water • Toilets • Evacuation/muster points	• Liquor licence area • Parking • Generators • Amusement rides (specify) • Permanent structures on the site (i.e toilets, buildings) • Marshalls • Ambulance services (if applicable)



10. PUBLIC LIABILITY INSURANCE

In accordance with Event Approval Guidelines, event organisers may be required to provide evidence of Public Liability Insurance to the value of \$20 million.

Do you have Public Liability Insurance that covers the event?	Yes Insurance amount: Please attached a copy	No
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11. 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:	Moible number:

Where will emergency services be directed to gain access to your event site?

How will the person coordinating the emergency service response be identified?

How will you communicate this information to your event staff and patrons? (i.e. Run sheet, pre-event briefing)

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?

12. FIRST AID / AMBULANCE

Will you have an ambulance on site?	Yes	No
Will you have a first aid person on site?	Yes	No
<i>Please note, first aid staff can only have that role for the duration of the event. Ensure that your nominated persons certification is current prior to your event.</i>		
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.

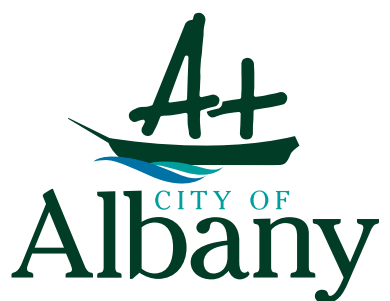
Upon acceptance of the hire, the casual or annual hirer undertakes to hold the City of Albany indemnified against all claims, losses, actions, damages, cost (including legal costs) and expenses whatsoever arising out of or in connection with the hiring of the venue.

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:	



City of Albany

102 North Road Yakamia

PO Box 484, Albany, WA 6331

Tel: (08) 6820 3000

Fax: (08) 6820 3888

www.albany.wa.gov.au