

## APPLICATION FORM

# PUBLIC BUILDING EVENTS

For the purpose of applying in conjunction with the *Health (Miscellaneous Provisions) Act 1911* & the *Health (Public Buildings) Regulations 1992*:

- Form 1 – Application to Construct, Extend or Alter a Public Building
- Form 2 – Certificate of Approval

The following forms are required where persons may assemble, usually assemble or occasionally assemble for educational, business, entertainment, recreational, sporting, civic, theatrical, social, political or religious purposes.

| ORGANISATION DETAILS       |                    |                 |            |
|----------------------------|--------------------|-----------------|------------|
| Organisation Name          |                    |                 |            |
| ABN                        |                    |                 |            |
| Type of Organisation       | Commercial         | Community       | Non-Profit |
| Premise Address            |                    |                 |            |
| Suburb                     |                    | Postcode        |            |
| Phone Number               |                    |                 |            |
| APPLICANT DETAILS          |                    |                 |            |
| Primary Contact            | Name               |                 |            |
|                            | Role               |                 |            |
|                            | Phone Number       |                 |            |
|                            | E-mail             |                 |            |
| Secondary Contact          | Name               |                 |            |
|                            | Role               |                 |            |
|                            | Phone Number       |                 |            |
|                            | E-mail             |                 |            |
| PROPOSED EVENT DETAILS     |                    |                 |            |
| Event Name                 |                    |                 |            |
| Event Description          |                    |                 |            |
| Date(s)                    |                    |                 |            |
| Start Time                 |                    | Finish Time     |            |
| Maximum Number of Persons: | At any given time: | Whole Duration: |            |
| Premises Address           |                    |                 |            |
|                            | Suburb             |                 | Postcode   |

|   |                             |                                     |
|---|-----------------------------|-------------------------------------|
| Has this event been held previously?  | Yes                         | No                                  |
| Have you confirmed that your venue is booked?   | Yes                         | No                                  |
| Is the Venue:   | Open Space (eg. Park)       | or Public Building                  |
| Is the Event:   | Open to Public              | or Closed to Public/ Ticketed Event |
| <b>INSURANCE</b>  |                             |                                     |
| Do you have Public Liability Insurance?   | Yes                         | No                                  |
| Attach a copy of a valid Public Liability to the minimum value of twenty million dollars (\$20,000,000).  |                             |                                     |
| <b>SITE PLAN &amp; LAYOUT</b>   |                             |                                     |
| <b>The site plan must include the following details:</b>  |                             |                                     |
| <ul style="list-style-type: none"> <li>○ Structures including stage, shades, tents and marquees (including size in m<sup>2</sup>)</li> <li>○ Bouncy castles and amusement rides/ devices</li> <li>○ Emergency exits (location &amp; widths) &amp; demonstrate evacuation/ egress to exits</li> <li>○ Emergency lighting &amp; exit signs</li> <li>○ Stalls including food &amp; beverage stallholders</li> <li>○ Electrical cables (to best tested &amp; tagged) &amp; location for fire protection equipment</li> <li>○ Vehicle access points (including street names), parking &amp; overflow parking areas</li> <li>○ Permanent &amp; portable toilet facilities – location &amp; numbers (&amp; disabled access)</li> <li>○ Seating, tables &amp; fenced off areas (including m<sup>2</sup>)</li> <li>○ Location of Emergency Services and First Aid point/s</li> </ul> |                             |                                     |
| <b>PROVIDE DETAILS OF ACTIVITIES &amp; ENTERTAINMENT INCLUDING ANY MUSIC EQUIPMENT TO BE USED</b>   |                             |                                     |
|   |                             |                                     |
| Will there be any electrical generators, switchboards or sound systems?   | Yes                         | No                                  |
| Must supply fire protection equipment at each location and any backstage areas.   |                             |                                     |
| Will there be any fireworks?  | Yes                         | No                                  |
| Attach a copy of the Dept. of Mines, Industry Regulation and Safety permit.   |                             |                                     |
| Is your event likely to generate noise that will impact surrounding residential areas?  | Yes                         | No                                  |
| Complete <a href="#">Application for Approval as a Non-Complying Event</a> at least 60 days <b>before</b> the event.  |                             |                                     |
| Will there be large stands, marquees/ tents/ shades or stages more than 55m <sup>2</sup> erected?   | Yes                         | No                                  |
| Complete <a href="#">Certificate of Structural Integrity for a Temporary Structure/ Marquee</a>   |                             |                                     |
| Will there be any additional structures?  | Bouncy castles/ Inflatables | Amusement rides/ Devices            |
| Provide hirer's public liability insurance (minimum \$20 million dollars), copy of WorkSafe Registration (or Class 1 Certification by a competent persons) and annual inspection certificate for each structure.  |                             |                                     |

## FOOD & BEVERAGE

Is your event selling food or beverages?                      Yes      No  
**Temporary Food Stall or Premises Notification Form** must be completed for each Stallholder and a list of all food & beverage stallholders including Name of Stall, Name of stallholder, contact number, and types of food being sold.  
**Note:** fees & charges apply to the food stallholders.

## PROVIDE INFORMATION REGARDING ACCESS & INCLUSION INCLUDING PROVISIONS OF DISABLED ACCESSIBILITY

## PARKING & TRAFFIC MANAGEMENT

Does your event have adequate parking for your anticipated attendance numbers?      Yes      No  
Include on your site plan location of parking and overflow parking areas.  
**Note:** Overflow parking may be required at another location.  
Does your event require road closures?                      Yes      No  
Attach a copy of your approved traffic management plan  
**Note:** Events at Centennial Park must cordon off footpaths and middle island on Hannan Street.

## PROVIDE DETAILS OF CROWD CONTROL & SECURITY MEASURES INCLUDING A QUALIFIED PERSONS

## PROVIDE DETAILS OF RUBBISH STORAGE, REMOVAL AND SITE CLEAN-UP PROVISIONS FOR DURING AND AFTER THE EVENT (NO SOLID OR LIQUID WASTE TO BE LEFT AT THE VENUE)

## TOILET FACILITIES

Number of permanent toilet facilities at venue: Unisex:      Female:      Male: Toilets:      Urinals:  
Number of additional toilets provided for the event: Unisex:      Female:      Male:  
Total number of disabled access toilets available/ provided:

## PROVIDE DETAILS OF CLEANING ARRANGEMENTS. TOILETS & VENUE MUST BE KEPT CLEAN & MAINTAINED FOR THE DURATION OF THE EVENT

**PROVIDE DETAILS OF THE EMERGENCY RESPONSE PROCEDURES INCLUDING RISK ASSESSMENT MATRIX & EMERGENCY MANAGEMENT DETAILS**

Attach a copy of your emergency response and risk management documentation.

**PROVIDE DETAILS OF FIRST AID INCLUDING A MINIMUM OF ONE (1) QUALIFIED FIRST AID OFFICER. EMERGENCY SERVICES MAY BE REQUIRED TO BE NOTIFIED.**

Provide evidence that your event has been registered with the Department of Health: [https://ww2.health.wa.gov.au/Articles/A\\_E/Events-registration](https://ww2.health.wa.gov.au/Articles/A_E/Events-registration)

**PLEASE ENSURE THE FOLLOWING DOCUMENTATION ARE PROVIDED WITH THIS APPLICATION. ANY MISSING DETAILS MAY DELAY THE PROGRESS OF YOUR APPLICATION.**

- Valid certificate of currency to the value of twenty million dollars (\$20,000,000)
- Site Plan & Layout
- Certificate of Structural Integrity for a Temporary Structure/ Marquee (if applicable)
- Food Stalls – Submit list of food stalls and application form for each stallholder
- Approved Traffic Management/ Road Closure Documentation (if applicable)
- Emergency Response & Risk Management Procedures
- Event has been registered with the Department of Health
- [Form 5 - Certificate of Electrical Compliance](#) (to be completed on the **day** of the event)

**DECLARATION**

- I declare as the Applicant, all the information supplied on this form is true and correct.
- I understand that the City of Kalgoorlie Boulder accepts no responsibility for injury or liability.
- I understand that the City may require additional information to support this application.
- I understand that submission of this form is under consideration and does not, in any way, guarantee approval.

|           |  |      |  |
|-----------|--|------|--|
| Full Name |  | Date |  |
| Signature |  |      |  |

Refer to the City's Schedule of Fees & Charges

COA: 22010153

Receipt Number: \_\_\_\_\_

**All applications & supporting documentation are to be submitted to [mailbag@ckb.wa.gov.au](mailto:mailbag@ckb.wa.gov.au) at least 60 working days prior to the event.**