**EVENT APPROVAL**

 **APPLICATION FORM**

CORPORATE AND COMMUNITY RELATIONS

FREMANTLE PORTS

|  |
| --- |
| Some simple steps before you get started:1. This form is an application only. Before submitting your application form, you must read the Fremantle Ports Guidelines for Event Approval and contact Corporate and Community Relations via email: corporatecommunityrelations@fremantleports.com.au outlining your concept/proposal (not all concepts/proposals will be suitable).
2. Applications must be received 60 (sixty) working days prior to the requested date of event. This helps us ensure the event meets our safety requirements and does not clash with planned maintenance or development work or other events and has approval to proceed in time so you can promote your event successfully.
3. Applications must be completed in full and include all pertinent attachments before submitting.
4. Incomplete applications cannot be accepted.
5. Where additional information is required, this should be provided as attachments.
6. You must include your Certificate of Currency (Insurance) and signed indemnity to your application (indemnity form available on our website). You will require a minimum of $10 million dollars insurance (insurance at a higher level may be required depending on event).
7. Application assessment fees may apply.
 |

|  |
| --- |
| Applicant details |
| **Name of organisation** |
| **Primary contact** | **Position held in organisation** |
| **Organisation address** |
| **Contact phone number****Contact mobile** |
| **Primary contact email address** |
| **Website:****Facebook:** |

|  |
| --- |
| Event details |
| **Event name** |
| **Contact for event duration (name and phone number); contact must be available on day of event** |
| **Event date** | **Event start and finish times (duration)** |
| **Event location (please attach detailed map showing precise area for event)** | **Set-up date and time**  |
| **Clean-up date** | **Clean-up time** |
| **Estimated number of officials, competitors and spectators:** |

|  |
| --- |
| Compulsory details - all applicationsPlease attach any relevant documentation to your application |
| **Compulsory details** | **Details** | **Office use only** |
| Background and history of event, if any | Attach to application |  |
| Approvals from other organisations (please list) |  |  |
| Is your organisation status not for profit? |  |  |
| Details of any event sponsors or beneficiaries |  |  |
| Event Management Plan (EMP) including program of activities. As well as *Fremantle Ports Guidelines for Event Approval*, events must comply with [*Guidelines for concerts, events and organised gatherings*](https://ww2.health.wa.gov.au/-/media/Files/Corporate/general-documents/Environmental-health/Concerts-and-Mass-Gathering-Guidelines.pdf) (Department of Health). Tools are available to help you develop your EMP within this document. | Attach to application |  |
| Traffic Management Plan (TMP) (including road closure or restriction to vehicular traffic both within and around Fremantle Ports’ boundaries and parking arrangements). A template is available in [*Guidelines for concerts, events and organised gatherings*](https://ww2.health.wa.gov.au/-/media/Files/Corporate/general-documents/Environmental-health/Concerts-and-Mass-Gathering-Guidelines.pdf) (Department of Health). Tools are available to help you develop your TMP within this document. | Attach to application |  |
| Risk Management Plan (RMP) (including Safety and Environment and Communication)Download the *Fremantle Ports* *Risk Assessment Template*. Tools are also available to help you develop your RMP at [*Guidelines for concerts, events and organised gatherings*](https://ww2.health.wa.gov.au/-/media/Files/Corporate/general-documents/Environmental-health/Concerts-and-Mass-Gathering-Guidelines.pdf) (Department of Health). | Attach to application |  |

|  |
| --- |
| Compulsory additional details - water-based eventsBefore you complete this section, please note:1. The *Port Authorities Act 1999* and Port Authorities Regulations 2001 apply to all events approved by Fremantle Ports.
2. Water-based events are approved by the Harbour Master and the decision is final.
3. The Harbour Master also has the power to suspend or cancel activities at any time for any reason.
4. The organisers must comply with all directions or orders issued by or on behalf of the Harbour Master.
5. Please see *Fremantle Ports Event Approval Guidelines* for further information on what is required.
 |
| **Compulsory details****(please attach any relevant documentation to your application)** | **Details** | **Office use only** |
| Drawings showing event course | Attach to application |  |
| Approval from Department of Transport Marine Division to control and escort all private craft through the Fremantle Inner Harbour (proponent’s responsibility) | Attach to application |  |
| If wharf space or land area is also required, please include details in this application | Attach to application |  |
| Approval from any other relevant organisations including Water Police, City of Fremantle, etc. | Attach to application |  |

|  |
| --- |
| Compulsory additional details - land-based eventsBefore you complete this section, please note:1. Land-based events are approved by the Corporate and Community Relations Manager and the decision is final.
2. Fremantle Ports can suspend or cancel activities at any time for any reason.
3. Organisers must comply with all conditions.
4. Applications that involve place activation of Victoria Quay will be well regarded.
5. Please see *Fremantle Ports Event Approval Guidelines* for further information on what is required.
 |
| **Compulsory details****(please attach any relevant documentation to your application)** | **Details** | **Office use only** |
| Primary purpose of event |  |  |
| Map showing event footprint | Attach to application |  |
| Site plan detailing type of equipment and infrastructure that you intend installing at the event. Please include site map. | Attach to application |  |
| Compulsory Event Management Plan to include whether you are charging entry fees, entertainment, how you will control noise, lighting, food/drink, erection of signage, pyrotechnics, etc. | Attach to application |  |

I acknowledge that I have read the *Fremantle Ports Guidelines for Event Approval* and that all information provided in the application is complete, true and correct and contained therein.

|  |  |
| --- | --- |
| Signature of authorised person from organisation |  |
| **Signature of witness** |  |

Email completed applications to:

corporatecommunityrelations@fremantleports.com.au

**FREMANTLE PORTS**

**1 Cliff Street**

**Fremantle Western Australia 6160**

**T: +61 8 9430 3555**

**F: +61 8 9336 1391**

**E: mail@fremantleports.com.au**

**www.fremantleports.com.au**