

Event Approval Application Form

Government and Public Relations



Thank you for your interest in hosting an event at Fremantle Ports. We appreciate your interest and your time spent completing this form. Here are tips steps before you get started:

1. This form is an application only. Before submitting your application form, read the [Fremantle Ports Guidelines for Event Approval](#) (available online) and contact Government and Public Relations by sending an email to: governmentpublicrelations@fremantleports.com.au outlining your concept/proposal (not all concepts/proposals will be suitable).
2. Applications must be received 60 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 including all pertinent attachments prior to submission.
4. Incomplete applications cannot be accepted.
5. Where additional information is required, this should be provided as attachments to your email.
6. You must include your Certificate of Currency (insurance) and signed indemnity to your application (indemnity form is included in this form and available online from our website). You will require a minimum of \$10 million dollars insurance (insurance at a higher level may be required depending on the 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 number:
Primary contact email address:
Website:
Facebook:
Instagram:

Compulsory details - all applications

Please attach any relevant documentation to your application

COMPULSORY DETAILS	DETAILS	OFFICE USE ONLY
Background and history of event, if any.	Attach to application	
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 <i>Fremantle Ports Guidelines for Event Approval</i> , events must comply with WA Department of Health policies: Guidelines for concerts, events and organised gatherings . Tools are available to help you develop your EMP within this document.		
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 (WA Department of Health). Tools are available to help you develop your TMP within this document.		
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 (WA Department of Health).		

Compulsory additional details for water-based events.

Before 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.

Please see [Fremantle Ports Event Approval Guidelines](#) for further information on what is required.

COMPULSORY DETAILS	DETAILS	OFFICE USE ONLY
<i>(please attach any relevant documentation to your application - suggested inclusions below)</i>	Attach to application	
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 events

Before you complete this section, please note:

1. Land-based events are approved by the Manager - Government and Public Relations, and their 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	DETAILS	OFFICE USE ONLY
Primary purpose of event	Attach to application	
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	

Declaration by applicant

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	

Send completed applications by email to: governmentpublicrelations@fremantleports.com.au

Note: indemnity form begins overleaf.

FREMANTLE PORTS EVENT INDEMNITY FORM

TO: FREMANTLE PORT AUTHORITY
1 CLIFF STREET
FREMANTLE WA 6160

INDEMNIFIER & EVENT INFORMATION

For the purposes of this indemnity the following words mean:

Event:

Event Date:

Event Location:

Indemnifier:

Insurance Policy: Public liability insurance for the Event to be held on the Event Date at the Event Location with a minimum cover of \$..... for any one occurrence and unlimited as to the number of occurrences during any 12 month period of insurance.

Liability Cap:

3475-4790-0946v2

AGREED INDEMNITY TERMS

In consideration of the Fremantle Port Authority (FPA) agreeing at the request of the Indemnifier to permit the Event to be held on the Event Date and at the Event Location situated on or near to the Port, the Indemnifier agrees to the following terms:

INDEMNITY

1. The Indemnifier indemnifies FPA against all Loss arising out of (directly or indirectly), or in connection with, the Event except to the extent caused by FPA.

LIMITATION OF LIABILITY

2. Subject to paragraph 3, the Indemnifier is not liable to FPA for any Excluded Loss and the Indemnifier's total aggregate liability to FPA arising out of, or in connection with, this indemnity is limited to the Liability Cap.
3. Paragraph 2 does not apply:
 - a. in respect of any claim for personal injury, sickness or death;
 - b. in respect of any loss or damage to property;
 - c. to the extent that the Indemnifier is able to recover from its Insurance Policy or should have been able to recover from its Insurance Policy but for a failure of the Indemnifier to comply with its obligations under paragraph 5; or
 - d. in relation to any reckless, fraudulent or unlawful acts or omissions.

INSURANCE

4. The Indemnifier must:
 - a. obtain and maintain the Insurance Policy at its own expense with an Australian Prudential Regulatory Authority approved insurer and on terms acceptable to FPA; and
 - b. provide a certificate of currency for the Insurance Policy to FPA within 2 days of a request by FPA.

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GENERAL

5. The indemnity in this document is a continuing obligation and survives completion of the Event.
6. It is not necessary for the FPA to incur an expense or make a payment before enforcing this indemnity.
7. The following words have the meaning set out against them:
 - a. **Excluded Loss** means indirect or consequential loss, loss of production, loss of revenue, loss of profit, loss of use, loss of contract, loss of goodwill, loss of opportunity or loss of reputation.
 - b. **Loss** means any loss, claim, action, liability, damage, cost, charge, expense, outgoing, payment, diminution in value or deficiency of any kind or character which FPA pays, suffers or incurs or is liable for, including:
 - (i) liabilities on account of tax;
 - (ii) interest and other amounts payable to third parties; and
 - (iii) legal (on a full indemnity basis) and other expenses incurred in connection with investigating or defending any claim or action, whether or not resulting in any liability, and all amounts paid in settlement of any claim or action.
 - c. **Port** means the Fremantle harbour and includes the outer harbour and all areas within the Fremantle port boundary.

EXECUTION

Execution as a deed poll on _____ 20 ____

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EXAMPLE EXECUTION BLOCKS

Individual

Signed by [insert individual's name] in the)
presence of:)

.....
Witness (sign)

.....
[insert individual's name]

.....
Name of Witness (print)

Incorporated Association

Note: Use of a common seal will be detailed in the constitution of the incorporated association, including any witnessing requirements. The constitution may require execution in a particular manner which should be adopted where applicable.

Common seal: If the incorporated association requires the use of common seal:

The common seal of [insert name of)
incorporated association] is affixed in)
the presence of:)

.....
[insert position of person required to)
witness affixing common seal] (sign)

.....
[insert position of person required to)
witness affixing common seal] (sign)

.....
Name of [insert position of person)
required to witness affixing common)
seal] (print)

.....
Name of [insert position of person)
required to witness affixing common)
seal] (print)

No common seal: If the incorporated association does not require use of common seal:

Executed by [insert name of incorporated)
association] in the presence of:)

.....
Witness (sign)

.....
[insert position of person with authority])
(sign)

.....
Name of Witness (print)

.....
Name of [insert position of person with)
authority] (print)

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Corporation

Executed by the [insert name of corporation] pursuant to section 127 of the Corporations Act 2001 (Cth):

.....
Company Secretary/Director (sign)

.....
Director (sign)

.....
Name of Company Secretary/Director (print)

.....
Name of Director (print)



Fremantle
PORTS

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