

# How to use this interactive form

- Step 1: Download this pdf to your computer and rename using a description of your event.
- Step 2: Fill out the form electronically.
- Step 3: SAVE.
- Step 4: Send application by clicking on email address at end of form. Make sure to attach saved application to your email.



## Event Application Form

### 1. APPLICATION OVERVIEW

Rottneest Island (**the Island**) is one of Western Australia's premier event locations. Hundreds of events are held every year including concerts, weddings, large-scale corporate parties and mass swimming events. The Island is an A Class Reserve and all activity is authorised by Rottneest Island Authority (**RIA**). This application form will guide you through the requirements and expectations associated with holding an event on the Island. The criteria below are aimed at protecting the Island while ensuring your event makes the most of this internationally recognised, sustainable, must-visit destination.

PLEASE SUBMIT THIS APPLICATION ALONG WITH SUPPORTING DOCUMENTS 3 MONTHS PRIOR TO THE EVENT TAKING PLACE IN ORDER FOR REVIEW AND APPROVALS.

Applicant details		
Name of organisation		
Contact name		
Address		
ABN		
Telephone	(mob)	(wk)
Email		
Alternative contact		
Are you a not-for-profit organisation? <i>If so, please provide documentation to support this with your application.</i>	Yes	No

Event details		
Event name		
Event contact and mobile <i>Contact must be available on day of event</i>		
Event date	Start	Finish
Alternative event date	Start	Finish
Set up date	Set up time commences	
Close out/Pack down time		

Venue / location requested		
Hotel Rottnest	Thomsons	Karma Rottnest
Picture Hall	Country Club	Geordie Bay Café
Peacock Inn	Kingstown Main Hall	Kingstown Parade Ground
Sports Oval	Bay or Beach	Other
Frankies	<i>Please specify:</i>	<i>Please specify:</i>
	_____	_____
	_____	_____
<p><i>NOTE: Toilets / change rooms / power / water are not available at all venues / locations. Contact RIA Events Department on (08) 9432 9350/355 for further information.</i></p>		

## 2. GENERAL EVENT INFORMATION

Detailed description of event – Please supply a summary (no more than one page) of the event with your application		
How many people do you anticipate will be at your event?	Participants	Spectators
	Staff / volunteers	
Primary purpose of event	Please specify	
Commercial                      Fundraiser	Please specify	
Non-commercial                  Other		
Is this a new event application / proposal?	Yes <i>(please see below)</i>	No <i>(pre-existing application or annual event on Island)</i>
<p><i>All new recreational event proposals on Rottnest Island that fall within public drinking water source areas must have Department of Water approval (up to three months' lead time). For more information on applicable areas, visit: <a href="http://water.wa.gov.au/data/assets/pdf_file/0008/4787/107320.pdf">water.wa.gov.au/ data/assets/pdf_file/0008/4787/107320.pdf</a> To apply: <a href="http://water.wa.gov.au/ data/assets/pdf_file/0016/5119/106400.pdf">water.wa.gov.au/ data/assets/pdf_file/0016/5119/106400.pdf</a></i></p>		
Are you charging an entry fee for the event? Please specify the amount: \$	Yes	No
Will any part of your event take place in the waters surrounding Rottnest? <i>If any part of your event is to be held on navigable waters, you may require approval from the Department of Transport – marine division. You will be required to provide approval confirmation.</i>	Yes	No
Please detail		
Will you be hiring a company or individual to provide services on the Island other than Island based organisations? <i>If yes, their details and a certificate of currency must be submitted with your application.</i>	Yes	No

Will you be conducting any commercial photography / filming or using a drone*? <i>If yes, please complete a <b>Commercial Filming/Photography Permit Application Form.</b></i> <i>*Please provide all drone requirements at least 10 days prior to the event.</i>	Yes	No
Will your event feature amplified music?	Yes	No
Please detail		
Will you be using pyrotechnics at the event? <i>If yes, approval must be sought from RIA and you will be required to apply for a pyrotechnics permit from the Department of Mines, Industry Regulation and Safety. You will need to provide a copy of your permit before your event.</i>	Yes	No
Will your event have a laser lighting display? <i>If yes, the laser/s must comply with AS 2211 and must be operated by a licensed laser safety officer. Further information is available from the Department of Health on (08) 9346 2260. You will need to provide applicable licenses and registrations before your event.</i>	Yes	No

### 3. LOGISTICS AND SITE PLANNING

**Note:**

- A site map and inventory list is required with this application, showing placement of fencing, signage, stages, marquees, stalls, bins, etc.
- Other details should be provided, including laydown, mobilisation and demobilisation delivery schedule and locations.
- RIA's preferred method of weighting is water weights or sandbags. If you need to stake into the ground, please advise RIA event staff at least 3 weeks prior to the event, as approval may be needed.
- Providing a site map and associated event details will assist the application process.
- RIA has a sustainable procurement policy and selects products and services which lower environmental impact across their lifetime. If your event or organisation adopts a similar policy, please provide details in support of this application.

Are you bringing equipment to the event?	Yes	No
Do you intend to store goods on site or in our yard for the event?	Yes	No
Do you need to fence off any areas for your event?	Yes	No
Do you need to erect signage as part of your event? <i>Please provide signage details eg how many, the content, how it will be erected</i>	Yes	No
Do you need toilets to be available? <i>Not available at all locations. Extra toilets may be required at the organiser's cost.</i>	Yes	No
Do you require power to be available? <i>Not available at all locations. Generators are available for hire. Please note that all electrical equipment must be certified and may be checked by a qualified Island electrician prior to use.</i>	Yes	No
Do you require water to be available? <i>Not available at all locations.</i>	Yes	No
Do you require power and reticulation to be marked on site? <i>A fee may be applicable.</i>	Yes	No

#### 4. FOOD AND BEVERAGE

Will food / soft drink be provided?	Yes	No
Will food / soft drink be sold? <i>If yes, approval must be sought from RIA and you are required to contact the Department of Health on (08) 9432 9856.</i>	Yes	No
Will alcohol be sold / provided? <i>The consumption of alcohol outside licensed premises of accommodation is a breach of Western Australian law. Limited two hour alcohol permits may be awarded. If you wish to apply for a limited two hour alcohol permit, you must contact RIA on (08) 9432 9350/355.</i>	Yes	No

#### 5. TRANSPORT / TRAFFIC AND PEOPLE MOVEMENT

**Note:**

- Boats and vehicles for your event are not to be driven or brought to the Island under any circumstances without prior approval from RIA.
- Access to the Island should be restricted to essential delivery vehicles or approved event vehicles.
- Traffic movements on the Island are to be kept to a minimum and must adhere to agreed paths of travel. (refer to driving applications on RIA corporate website)

Do you require vehicles to move equipment? <i>A fee may be applicable.</i>	Yes	No
Please detail		
Do you require vehicles to move people? <i>A fee may be applicable.</i>	Yes	No
Please detail		
Will any participants need to drive on the Island? <i>If yes, a <b>Permit to Drive Application Form</b> will need to be completed.</i>	Yes	No
Will you require roads or paths to be closed? <i>If yes, a Traffic Management Plan must be submitted with you application.</i>	Yes	No

#### 6. ENVIRONMENTAL MANAGEMENT

**Note:**

- The Island is abundant in wildlife including 10,000 quokkas, 254 bird species and 19 reptile species.
- Controls must be in place to limit the impact of your event on wildlife.
- Interaction with wildlife, including touching or feeding, is strictly prohibited and subject to a penalty of up to \$200.
- Nothing can be tied or attached to any part of a tree on the Island.
- No tree or plant is to be pruned, cut or modified in any way on the Island.

Will you require barriers to mitigate wildlife access?	Yes	No
Will you require bird deterrence measures?	Yes	No

## 7. SAFETY AND EMERGENCY MANAGEMENT

Do you have a safety management and evacuation plan? <i>NB: A Risk Management Plan is required 3 months prior to the event.</i>	Yes	No
Does your event require first aid / medic stations? <i>If yes, please indicate their location on your site map. If you intend to use an external provider, please supply their details and certificate of currency.</i>	Yes	No
Will you have a defibrillator at your event? <i>If yes, please indicate its location on your site map.</i>	Yes	No
Will you have fire suppression equipment at your event? <i>If yes, please indicate its location on your site map.</i>	Yes	No

## 8. WASTE MANAGEMENT

**Note:**

- No plastic straws or single-use plastic are permitted at your event.
- The use of polystyrene products, confetti, glitter and balloons is prohibited on the Island.
- Additional bins may be required for events of more than 100 people.
- Bins must be separated (recyclable and general waste).
- No hazardous materials or liquids, including cooking oils, fat, hot water or ice, are to be disposed of on the Island or in the Marine Reserve.

Do you require extra bins for your event? <i>A fee may be applicable.</i>	Yes	No
Please detail number and type		

## 9. FURTHER INFORMATION

Please provide further information or requirements to support this application:

## 10. CHECKLIST

### Please provide (if applicable) with this application:

- Description of event (no more than one page)
- Site map, plus list of inventory and details
- Public liability insurance certificate of currency
- External supplier details and certificate of currency, including first aid / medic and security
- Traffic management plan
- Risk Management Plan
- Sustainable procurement policy

### On agreement, you may be required to provide:

- Not-for-profit credentials
- Department of Transport — Marine division approval for use of navigable waters
- Commercial filming / photography or drone use application
- Pyrotechnics approval form Department of Mines, Industry Regulation and Safety.
- Laser lighting license and registration
- Safety management and evacuation plan

## 11. EVENT COMPLIANCE FORM

- Groups or organisations do not have exclusive use of any area or facility, unless otherwise specified.
- The consumption of alcohol is **not** allowed outside licensed premises of accommodation. It is an offence under section 119 of the *Liquor Control Act 1988* (WA) to consume liquor in unlicensed premises. A penalty of \$2000 per person in breach applies.
- The beach area is to be left clean and tidy after your function. You may be required to provide extra bins, depending on the size of your event. If this is the case, you will be informed prior to your event. Bins are available for hire from Programmed Facilities Management on (08) 9292 5018.
- Structures, such as shade structures, are not to exceed 3m x 3m and must be weighted, not spiked. All structures that exceed 3m x 3m may be approved if required.
- Boats are permitted to land / beach for the purpose of dropping off equipment and are required to follow regulations regarding no anchoring in sea grass environments and in the ferry approach channel.
- For their own safety, participants should stay clear of limestone cliff edges, caves and overhanging rocks.
- You may be required to post an Environmental Preservation Bond. This will be fully refunded on satisfactory inspection of the event venue.

*I, the permit applicant hereby declare that I have read and fully understand this Permit Application and Event Compliance Form provided by the Rottnest Island Authority, pertaining to hold a function for event on Rottnest Island.*

*I agree to abide by these conditions and accept all associated requirements of these conditions.*

*I declare that I have disclosed all relevant information pertaining to this application and acknowledge any consequences of failing to do so including loss of Bonds and potential prosecution.*

*I also agree to indemnify and keep indemnified the Rottnest Island Authority from and against any claim, demand, action, suit or proceeding that may be made or brought against the Authority in respect to personal injury, death of, any person or loss or damage to any property and also from any cost or expense that may be incurred with any such claim, demand action, suit or proceeding arising from this event.*

Print name (in place of signature)	Date
------------------------------------	------

## 12. CHARGES AND FEES

The following fees are payable with this application form.

Standard permit fee <i>Administration fee charged to all events conducted on the Island</i>	\$200
RIA event staff present on day <i>Based on application</i>	\$60 per hour (minimum three hours) or \$600 per full day
RIA event staff overnight stay <i>Charged to all events</i>	\$150 per night
Other RIA staff <i>For example, Rangers</i>	Based on application
Environmental Protection Bond <i>Based on application</i> <i>Payable for large-scale public events, corporate events and private functions of more than 100 people. Bonds are fully refunded following satisfactory inspection by RIA staff at the conclusion of the event. Bonds are returned within 14 days of satisfactory inspection</i>	Based on number of attendees: 50-100: \$1,000 100-150: \$1,500 More than 150: \$2,000
Marine Gazettal Fee <i>For water closures</i>	\$300

An invoice will be sent for the outstanding amount once the event has been evaluated and approved.

If paying by cheque, please make it out to:

Rottnest Island Authority

Post to: Rottnest Island Authority

PO Box 693

Fremantle WA 6959

**Payment will be refunded if event approval is not granted.**

Please email to: [\*\*events@rotnnestisland.com\*\*](mailto:events@rotnnestisland.com)