ROTTNEST ISLAND AUTHORITY

Event Application Form

1. APPLICATION OVERVIEW

Wadjemup / Rottnest Island ***(the island)*** is one of Western Australia's premier event locations. The island is a Class A Reserve and all activity is authorised by Rottnest Island Authority ***(RIA)***. This application form will guide you through the requirements and expectations associated with holding an event on the island.

We recommend you submit this application along with supporting documents 90 days prior to the event to allow for review and approvals.

Applicant Details		
Name of Organisation		
Contact Name		
Address		
ABN		
Telephone	(Mob)	(Wk)
Email		
Alternative Contact	Name	Mobile
	Email	
Are You a Not-for-Profit Organisation? *If so, please provide documentation with your application.*	☐ Yes	☐ No

Event Details				
Event Name				
Event Type	☐ Public	☐ Private		
Event Category	☐ Wedding	☐ Sporting	☐ Function	☐ Other
Event Location				
Event Summary *Brief description of your event*				
Event Contact and Mobile *Contact must be available on day of event*				
Event Date	Date Start	Date Finish		
Alternative Event Date	Date Start	Date Finish		
Event Time	Start Time	Finish Time		
Setup Date				
Pack down Date				

Venue / Location Requested

Public Event Spaces

- ☐ Wadjemup Oval
- ☐ Thomson Bay Lawn
- ☐ Heritage Common
- ☐ Oliver Hill
- ☐ Wadjemup Museum Deck
- ☐ Other (may be subject to additional consultation)

Please detail

Beach Weddings

- ☐ Pinky Beach
- ☐ Fay's Bay
- ☐ Little Parakeet
- ☐ South Thomson Beach

2. GENERAL EVENT INFORMATION

Detailed Description of Event

How many people do you anticipate will be at your event?	Participants	Spectators
	Staff / Volunteers	
Primary purpose of event ☐ Commercial ☐ Fundraiser ☐ Non-commercial ☐ Other (please specify)		
Is this a new event application / proposal?	☐ Yes *(please see below)*	☐ No *(pre-existing application or annual event on island)*
All new recreational event proposals on Rottnest Island that fall within public drinking water source areas must seek Department of Water approval ***at least three months prior.*** *For more information on applicable areas,* **click here.**		
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? *If any part of your event is to be held on navigable waters, you may require approval from the* **Department of Transport**.	☐ Yes	☐ No
Please detail		
Will you be hiring a company or individual to provide services on the island other than island based organisations? *If yes, their details and a certificate of currency must be submitted with your application.*	☐ Yes	☐ No

Will you be conducting any commercial photography / filming or using a drone*? *If yes, please complete a* **Commercial Filming/Photography Permit Application Form**.	☐ Yes	☐ No
Will your event feature amplified music?	☐ Yes	☐ No
Please detail		
Will you be using pyrotechnics at the event? *If yes, approval must be sought from RIA and you will require a pyrotechnics permit from the* **Department of Mines, Industry Regulation and Safety**.	☐ Yes	☐ No
Will your event have a laser lighting display? *If yes, the laser/s must comply with AS 2211 and you will need to provide applicable licenses and registrations before your event. Further information is available from the* **Department of Mines**.	☐ 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 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? *Please provide signage details e.g.: how many, the content, how it will be erected*	☐ Yes	☐ No
Do you need toilets to be available? *Not available at all locations. Extra toilets may be required at the organiser's cost.*	☐ Yes	☐ No
Do you require power to be available? *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.*	☐ Yes	☐ No
Do you require water to be available? *Not available at all locations.*	☐ Yes	☐ No
Do you require power and reticulation to be marked on site? *A fee may be applicable.*	☐ Yes	☐ No

4. FOOD AND BEVERAGE

Will food / drink be provided? *If using an external provider, please supply their details and certificate of currency.*	☐ Yes	☐ No
Will food / drink be sold?	☐ Yes	☐ No
Will alcohol be sold / provided? *The consumption of alcohol outside licensed premises is a breach of Western Australian law. Limited two hour alcohol permits may be awarded through island venues.*	☐ 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? *A fee may be applicable.*	☐ Yes	☐ No
Please detail		
Do you require vehicles to move people? *A fee may be applicable.*	☐ Yes	☐ No
Please detail		
Will any participants need to drive on the island and/or bring a vehicle?	☐ Yes	☐ No
Please detail		
Will you require roads or paths to be closed? *If yes, a Traffic Management Plan must be submitted with your application.*	☐ Yes	☐ No

6. ENVIRONMENTAL MANAGEMENT

Note:

- The island is abundant in wildlife including quokkas, birds, and reptiles.
- 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.
- 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.
- The transport of flora and fauna to the Island is strictly regulated.
- All flora, including wedding arrangements and bouquets must not be brought onto the island under any circumstances without prior approval from RIA.

Will you require barriers to mitigate wildlife access?	☐ Yes	☐ No
Will you require bird deterrence measures?	☐ Yes	☐ No
Will you be bringing flowers (fresh or dried) to the island	☐ Yes	☐ No

7. SAFETY AND EMERGENCY MANAGEMENT

Do you have a safety management and evacuation plan? *A Risk Management Plan is required 3 months prior to the event.*	☐ Yes	☐ No
Does your event require first aid / medic stations? *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.*	☐ Yes	☐ No
Will you have a defibrillator at your event? *If yes, please indicate its location on your site map.*	☐ Yes	☐ No
Will you have fire suppression equipment at your event? *If yes, please indicate its location on your site map.*	☐ Yes	☐ No
Have you been in touch with the Rottnest Island Police and Nursing Post? Find out more about policing requirements for major events **here**.	☐ 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.
- All disposable food packaging should be biodegradable or compostable, including eating utensils, takeaway containers and cups.

Do you require extra bins for your event? *A fee may be applicable.*	☐ Yes	☐ No
Please detail number and type		

9. FURTHER INFORMATION

Please provide further information or requirements to support this application:

10. CHECKLIST

- ☐ Traffic Management Plan
- ☐ Safety Management Plan (inclusive of emergency response)
- ☐ Medical Plan
- ☐ Emergency Management Plan
- ☐ Aquatic Plan (If applicable)
- ☐ Events Operations Plan
- ☐ Waste Management and Clean Up Plan
- ☐ Site Plan
- ☐ Risk Management Plan

On agreement, you may be required to provide:

- Not-for-profit credentials
- Department of Transport approval for use of navigable waters
- Department of Mines, Industry Regulation and Safety approval for use of pyrotechnics
- RIA Commercial filming / photography or drone use application
- Laser lighting license and registration
- Safety management and evacuation plan
- RIA Flora and Fauna application

11. EVENT COMPLIANCE FORM

- It is the applicant's responsibility to ensure all subsidiary contractors, staff and volunteers are aware of the event compliance requirements or conditions.
- 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 or accommodation. It is an offence under section 119 of the *Liquor Control Act 1988* (WA) to consume liquor in unlicensed premises. A penalty of $200 per person in breach applies.
- The beach area is to be left clean and tidy after your function to the satisfaction of the RIA. You may be required to provide extra bins, depending on the size of your event.
- 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 require approval.
- 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.
- Touching and/or interfering with or interactions deemed cruel towards any wildlife will carry penalties ranging from $200 on the spot infringement plus immediate eviction from the Rottnest Island Reserve, to court imposed penalties of 5 years gaol, $50,000 for an individual and $250,000 for a corporation.
- If the police or rangers attend your event due to complaints, infringements may be issued.

I, the permit applicant hereby declare that I have read and fully understand this Event Application 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. An invoice will be sent for the outstanding amount once the event has been evaluated and approved.

Item	**Cost**	**Applicable Fees (to be completed by RIA officer)**
Event Application Fee *Administration fee charged to all events conducted on the island*	$279.00	
Licence Fee *Use of public event space on the island*	From $558.50	
RIA Staff (present on the day) *Event staff, Rangers etc*	$128.50 per hour, per staff member $966.50 per day, per staff member	
RIA Vehicle *Requires authorised driver*	$113.50 half day, per vehicle $170.50 full day, per vehicle	
Environmental Preservation Bond *Payable for public events, corporate events and private functions. Bonds are fully refunded within 14 days, following satisfactory inspection by RIA staff at the conclusion of the event.*	From $516	
Marine Gazettal Fee *For water closures*	$391.00	
Total		

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

Billing details (if different from applicant details)	
Name of organisation	
Contact Name	
Address	
ABN	
Telephone	
Email	

13. PRIVACY NOTICE

Rottnest Island Authority (RIA) collects your personal information to assess and manage your event application and any associated approvals. Your information may be shared with relevant RIA staff, other government agencies and contractors where necessary to assess your application and support event delivery on Rottnest Island. If you choose not to provide the requested information, we may not be able to process your application.

For further details on how RIA manage your personal information, you can read the **Privacy Policy**. If you have any questions about how your personal information will be handled, or if you would like to access your personal information, please contact RIA on (+61 8) 9432 9300 or email **privacy.rottnest@dbca.wa.gov.au**

ROTTNEST ISLAND AUTHORITY EVENT APPLICATION APPROVAL

RIA Admin Use Only

Event Manager	
☐ Approved ☐ Not Approved	
Signature	Date
Comments	

Director Marketing & Events	
☐ Approved ☐ Not Approved	
Signature	Date
Comments	

Director Environment Heritage and Parks	
☐ Approved ☐ Not Approved	
Signature	Date
Comments	