

## APPLICATION CHECKLIST

The following information *must* be provided. Please insert  or page number or N/A in appropriate box

*APP = Applicant's use*  
*FP = Fremantle Ports' use*

### INTRODUCTION

**Details** of other organisations and/or sponsors included in application

**History of activity** if held previously

Indicate if organisation is a **not for profit** or otherwise.

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### EVENT DETAILS

Day/Date  
Times (start & finish...)  
Distance  
Venue/Area Map  
Bump-in/Bump-out schedule  
Competitors (No's of)  
Spectators (No's of)  
Officials/Volunteers (Details)  
Other (please specify)

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### ACTIVITY DETAILS/PLANS

Assembly Area  
Event Course  
Swim Course  
Cycle Course  
Run Course  
Road Closure  
Other (tent/toilet/signage - placements )

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### SERVICES

Electricity  
Water  
Rubbish Disposal

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### CONFIRMATION OF OTHER APPROVALS

City of Fremantle  
Rottneest Island Authority  
Other Local/State Govt. Agencies  
Water Police  
Police Services  
Main Roads WA  
Dept. of Planning & Infrastructure  
Other (please specify)

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### RISK, SAFETY/ENVIRONMENT MANAGEMENT

Risk Management Plan for entire event (including all elements eg. Swim/Cycle/Running Sections, Competitors & Spectators)  
Emergency Plan (all elements of the event)  
Traffic Management Plan  
Parking Management Plan  
Use of Port roads (please specify)  
Impact on Port Operations (including - Shipping, Transport, Tugs, Small Craft, Ferries, Tenants & Port Stakeholders)  
Access for emergency vehicles  
Appointed medical services  
Other (please specify)

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### OTHER DETAILS

Event Program  
Appendix One and Appendix Two  
Ports Indemnity form (Appendix Five)  
Advertising (details & copies)  
Signage (copies including size & details of - proposed placement)  
Signage Request Form (Appendix Four)  
Food/Liquor - Service and Sale  
Merchandise (sale of)  
Contact details (Page 19)  
Other (please specify)

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#### Applicant's Use

Comments: .....

Name: .....

Signature: ..... Date: .....

#### FP Internal Office Use Only

Comments: .....

Name: .....

Signature: ..... Date: .....