



Town of Cottesloe

ABN 19 824 630 520

109 BROOME STREET, COTTESLOE WA 6011

PHONE: 9285 5000 FAX: 9285 5001 EMAIL: council@cottesloe.wa.gov.au

Event Application Form

ORGANISERS DETAILS

Event Organisers WA SPORTS EVENTS

Contact person: MARCUS WILKINSON Position DIRECTOR

Postal Address: _____ Post Code: 6010

Daytime Telephone Number: _____ Mobile: _____

Email: _____ Fax: _____

EVENT DETAILS:

Name of Event: COTTESLOE TRIATHLON

Day and Date of Event: SAT 13 FEB Time From: 6:30 To: 12:00

(Start and finish times must include setting up and packing away time)

Type of Event: TRIATHLON RACE

Approximate numbers expected (please circle below):

Small: less than 100

Medium: 100 – 300

Large: 300 +

Estimated age composition of audience:

0-12 years	% of total audience =	<u>10%</u>
12 – 18 years	% of total audience =	<u>10%</u>
18 – 25 years	% of total audience =	<u>20%</u>
25 – 40 years	% of total audience =	<u>50%</u>
55 + years	% of total audience =	<u>10%</u>
Tickets being pre sold	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Tickets sold at gate	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Confirmation of number of "pre sold" tickets to be provided to Council 24 hours prior to the event.		

AREA FOR EVENT:

Please see attached map

CIVIC CENTRE GROUNDS

Main Lawn/Main Lawn Stage

Rotunda

Lower Lawn

Two Palms

Playground 2

Tank Stand

Sunken Lawn

Other _____

BEACHFRONT:

- Main Cottesloe Beach
- North Cottesloe Beach
- Isolators Reef
- Other Grass Area Between Cottesloe SLSC + Indiana Tea House

BRIEF DESCRIPTION OF EVENT

(Including entertainment and main attractions)

A triathlon event consists of swim, cycle and run section. A transition area is required to allow for competitors to change equipment between each section.

Is this event for profit or not for profit (fundraising) – Please circle

PROFIT

NOT FOR PROFIT

Not for Profit/Fundraising:

Name of fundraising/not for profit organisation	
% of profit/funds going to this organisation	
Contact name from organisation:	
Contact number:	

EVENT DETAILS:

To ensure your event runs smoothly, please provide us with as many details as possible.

Catering:

The Town of Cottesloe has a preferred catering company - Comestibles. If you require catering, please contact Comestibles on 9421 1222.

Management of Alcohol

Will guests be consuming alcohol? YES NO

Organisers holding an event at the Civic Centre Grounds or Cottesloe Beachfront must make a booking and are required to obtain a permit if alcohol is going to be consumed.

Large, catered and/or corporate functions may require additional licenses from the Department of Racing, Gaming and Liquor (RGL). Applicants must check with their caterers or telephone RGL on +61 8 9425 1888 prior to submitting this application to ascertain if an Occasional Liquor License is required.

An Alcohol Permit is required from Department	YES	NO
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of Racing, Gaming and Liquor (RGL)	
If a Licence as been already issued – has this been attached to this application form	NO –Licence has not been issued yet YES – Licence is attached
Quantity of beer to be served	
Quantity of wine to be served	
Quantity of champagne to be served	
Do bar staff have their 'Responsible Service of Alcohol' ticket?	YES NO
Estimation of time bar will be open and closed	Open: _____ Closed: _____

Rubbish Collection:

To maintain public health and safety, all rubbish must be removed or placed inside rubbish bins. Leaving the rubbish next to the rubbish bin is classed as littering. Littering, including the throwing of confetti, rice or rose petals is prohibited. Ice from eskies must be emptied onto mulched garden beds. Under no circumstances can ice be emptied on the lawn as it causes damage to the grass. You may incur a fine if rubbish or litter is left behind after the event.

The Town of Cottesloe requires all bin hire to be purchased through the Council.

The fees for bins (including drop off and pick up) is:

\$16.00 per bin for 240L general waste bin & \$16.00 per bin for 240L recycling bin.

Type of Bin	How many required
240L general waste bin	3
240L recycling bin	2
Date for pick up (not public holidays):	

Toilets:

According to the Guidelines on the Application of the Health (Public Buildings) Regulations, the following table gives an indication of the amount of toilets required for events.

Total Attendance	Male		Female	Hand Basins M + F
1 – 50	WC 1	U 1	WC 1	1
50 – 100	WC 1	U 1	WC 2	1
100 – 200	WC 1	U 2	WC 3	2
200 – 300	WC 2	U 3	WC 4	2
300 – 400	WC 2	U 4	WC 5	3
400 – 500	WC 2	U 5	WC 6	3
500 – 600	WC 2	U 6	WC 7	3

600 – 700	WC 3	U 6	WC 8	3
700 – 800	WC 3	U 7	WC 9	4
800 – 900	WC 3	U 8	WC 10	4
900 - 1000	WC 3	U 8	WC 11	4

Please indicate by highlighting or circling which part of the table this event fits. The Town of Cottesloe will be in contact throughout the event process to ensure adequate toilet facilities are available. If Portable toilets are required – Responsibility and cost is required to be covered by the event organisers.

Infrastructure

Do you propose to bring external furniture or free standing structures, decorations, banners or signage? YES NO

Tables – How many? 6 Chairs – How many? 12

Market umbrellas or sun shades: _____ (only permitted in certain areas)

Flower arrangements

Other – Please provide details: 2 x (3x3m) and 2 x (3x6m) Portable Toilets

Do you propose to erect a marquee? YES NO

Approximate size: _____

Please contact the events officer at the Town of Cottesloe on 08 9285 5000 when marquee arrangements have been organised.

An Independent Structural Engineering approval for marquee/stage required must be forwarded to the Town of Cottesloe prior to the event.

Music instruments or electrical equipment

Do you propose to have any musical instruments or electrical equipment?

YES NO

Power source is available in The War Memorial Town Hall & the Lesser Hall. Power source for the grounds and beachfront must be obtained from an external generator. This is the responsibility of the event organisers and a certificate of electrical compliance will be required (Form D).

Will you require a generator? YES NO

Will a PA system be used (e.g. microphone?) YES NO

Expected stage of the event (time frame)?

6.30 am to 10.30 am

Will there be live music (e.g. band, classical trio?)

YES

NO

Expected stage of the event (time frame)?

Will there be a DJ?

YES

NO

Expected stage of the event (time frame)?

Please note that the Town of Cottesloe has strict regulations with noise at both the beachfront and Civic centre grounds. A \$2,000 bond is required if the event will have any a DJ or live music. After assessing your application the Town of Cottesloe reserves the right to have a sound monitoring company employed to monitor the sound throughout the event at the cost of the event organisers.

** Two months notice must be given to the Town of Cottesloe to obtain a non-complying noise permit. A non complying noise permit refers to any

Vehicles/Parking

Vehicles are not permitted inside the Civic Centre grounds unless the Town of Cottesloe has been informed prior to the event. Please note that if vehicles are parked in *no parking zones* they will liable for parking infringements. If parking permits are required for the beachfront, please liaise with the Events Officer to organise.

Please note that vehicles bigger than 3 tonne will not be allowed inside the Civic Centre grounds.

Will vehicles need to access inside the Civic Centre grounds? YES

NO

How many vehicles? _____

Are permits needed for the beachfront? NO.

How many? _____

Please supply the company name and contact number of trucks that will be entering the Civic Centre grounds:

Company _____ Number: _____

Company: _____ Number: _____

Company: _____ Number: _____

Marwa Wilkinson

7/6/2015

COTTESLOE BEACH TRIATHLON

SATURDAY 13 FEBRUARY 2016

APPLICATION TO TOWN OF COTTESLOE

OVERVIEW

The event has been designed to take into account the total community. In doing so it is believed benefits will flow to:

- Surf Life Saving Western Australia and Cottesloe SLSC. These events will benefit Cottesloe SLSC financially and potentially members from a well organized and large general participation event
- Businesses – local businesses in the vicinity of the event will benefit financially through significantly added patronage on the day
- Local Community and Town of Cottesloe. The event will be recognized as belonging to Western Australia's most popular and well known beach. It will enhance the Town of Cottesloe as a leader in supporting events.
- Development of Health and Fitness by a significant number of people training for the event

To enhance the above:

- The Town of Cottesloe will be included in all materials associated with the event
- Businesses will be advertised to competitors
- The local community will be invited to participate as competitors or as spectators. Those along the course will be encouraged to organize breakfast functions to cheer on competitors as they pass

1. APPLICATION

The following application is presented to the Town of Cottesloe for approval as an iconic event on the West Australian Multi Sport Calendar.

Approval will also be sort from:

- West Australian Police
- Department of Planning and Infrastructure
- Main Roads Western Australia
- Other relevant bodies

The event will be conducted with all safety regulations adhered to through involvement of:

- St John's Ambulance Australia
- Surf Life Saving Western Australia
- Qualified Traffic Management Personnel

2. APPLICATION FEE

Costs will be discussed with the Town of Cottesloe relevant to areas being used for the event.

3. EVENT DETAILS

a. Event Description

The name of the event is “The Cottesloe Triathlon” and is part of a four race series.

The name is open to discussion with The Town of Cottesloe. The event consists of three sections; a swim, cycle and run. Each section is completed after the other.

Date: Saturday 13 February 2016

Venue: Cottesloe Beach, Marine Parade, Cottesloe

Time:

Registration	5.40am
Briefing	6.20am
Start	6.45am
Finish	9.30am
Presentations	9.45am

Distances:

Tri-it:	300m Swim, 12km Cycle, 2km Run
Sprint:	750m Swim, 20km Cycle, 5km Run

b. Event Set Up

Set up for the event will take place on Friday 12 February from 4.00pm. A security guard will be in position from 7.00pm Friday 6 February until 4.00am Saturday 13 February 2015.

c. Event Course

Transition, Finish and Presentation area:

The transition area will be located on the Grass Area south of the Indiana Tea House and north of the Cottesloe Surf Club directly above Cottesloe main beach. This area will need to contain the transition, finish and recovery areas.

Swim Course

Tri-it Course 300 metres; Sprint Course 750 metres

The event will commence with the swim course starting at the Groyne area south on the main beach and will be rectangular in shape

All competitors will exit the water via the beach.

All competitors will then run up the ramp/steps from to the Transition.

The swim course may be modified depending on weather and tidal conditions in the morning.

Surf Life Saving Western Australia (Cottesloe SLSC) will provide all water safety for the event.

Cycle Course

Tri – it Course 10 kms; Sprint Course 20 kms

The cycle leg will consist of competitors completing either three laps or five laps of a 4km loop.

The course begins by leaving transition grass area and enter Marine Parade from the northern end. The cycle progresses south on Marine Parade (Western Lane), incorporates a lap of Beach Street, Avonmore Terrace and Gibney Street, continuing south on Marine Parade to “U” turn 20 metres prior to the intersection with Curtin Avenue. A lap is complete as the bike returns via Marine Parade at John Street to the Cottesloe Beach Transition

The Cycle Course will require the closure of Marine Parade from Curtin Avenue to Napier Street from 6.30am to 9.00am.

This closure may be less due to the cycle following the swim with roads not being closed till 6.20am and opened by 8.30am. It is expected the first cyclist will start at 6.45am and the last will leave the course at 8.25am.

Residents:

- a. Two weeks prior to the event residents and businesses will be given a detailed letter concerning the closures and times and possible movements.
- b. Residents of Overton Gardens and Warnham Road will have a separate access letter. All letters will include a detailed map

Advertising:

The road closure will be advertised as per the request of the Town of Cottesloe.

Traffic Management:

A complete plan will be developed and implemented by WARP (WA Road Projects) for the day of the event.

The Traffic management Plan will follow the Main Roads Event Code of Practice Regulations that the Town of Cottesloe is a signatory to.

Residents at the northern end of the course will be able to leave via Napier Street.

Run Course

Tri-it Course 3 k's; Sprint Course 5 kms

The competitors will leave the transition area via the path to the south of the transition area and will follow the path past the Cottesloe SLSC towards Leighton Beach. After 1.5km the short course competitors will turn and return along the path to the finish line. After 2.5km the long course competitors will turn and return along the path back to the finish line.

Finish

On return the competitors will run through to the finish arch.

d. Car Parking

Competitors will **be asked to** park in the car parks provided in accordance with the Town of Cottesloe recommendations.

Competitors will **be instructed not** to park in the car parking areas that are for residents or business patrons. Areas that are not to be used will have marshals in attendance.

e. Security

Security prior to and during the event will be organised by WA Sports Events. We will have a security guard on duty at the Transition area from 9.00pm Friday 12 February until 4.00am Saturday 13 February.

f. Signs

The course will have safety and advisory signs at all points along the course. Additional directional signs will be displayed at appropriate points.

g. Emergency Plan - First Aid and Rescue

Key Officials:

Key officials will be employed to control a particular section of the event.

Each of these officials will be in two-way radio contact with the race director, the medical personnel and each other.

- One person will control the swim leg – they will be responsible for all lifesavers and will be in direct contact with the lifesavers.
- One person will control the cycle leg – they will be responsible for all marshals and they will patrol the race in a designated emergency vehicle that will carry first aid personnel.
- One person will control the run leg – they will be responsible for all run marshals (including the two drink stations on the run course) and they will monitor the race along the route.
- One person will control the transition area – they will be responsible for all transition area marshals and the spectators and general public in the area.
- One person will control the finish and presentation area.
- Contracted Medical Personnel.
- The local hospital (Fremantle) and St John Ambulance will be advised of the event.

All of the above officials report directly to the Race Director.

Communications:

Two way radios and mobile telephones will be used to cover all aspects of the course.

Water Safety:

The Surf Life Saving Association of Western Australia will provide water safety through the Cottesloe SLSC.

Medical

St John's Ambulance Australia will be contracted for medical services. A medical post will be established in the transition area and there will be one mobile medical officer on the cycle course.

Hospitals/Emergency Services:

The nearest local hospital and emergency services will be provided with all details of the event.

h. Potential Hazards / Minimization

As well as working closely with the Town of Cottesloe the event will be under the control of experienced race directors. There will be over 50 marshals located on the course monitoring any potentially hazardous situations.

i. Insurance

Insurance for the event will include:

- \$20 million public liability
- All bodies involved with the event will be covered including the Town of Cottesloe
- Volunteers will be covered

j. Structures to be Erected

Structures to be erected are as follows:

- Transition Area: Bike racks, bunting (flags).
- Finish Area: Finishing Arch and Bike racks.
- Presentation Area: Four freestanding 3m x 3m tents.

k. Electrical Sources

Power will be required for a public address system and the electronic timing system. This may be from direct electrical mains or by generators.

l. Estimated Numbers at the Event

Based on previous events we will be expecting the following numbers (Only an estimate that could be larger)

- Competitors 400
- Staff 60 officials over the course
- Spectators 400

m. Toilet Facilities

The current toilet and change room facilities located at the venue will be utilised. Depending on the number of entries we may need to hire portable toilets. This will be decided in conjunction with the Town of Cottesloe.

n. Food Vendors

No food vendors are envisaged unless a local community group (SLSC) wishes to raise funds by providing a service with approval of the Town of Cottesloe.

Any groups would need to seek council approval.

WA Sports Events will not be vending at Cottesloe. Our aim is to support local businesses. Vendors will be advised to seek Council approval.

o. Waste Management Plan

WA Sports Events will collect all rubbish.

Provision of additional bins will be discussed with the Town of Cottesloe.

p. Noise Management

It is not envisaged that noise will be a problem at the times of the event.

A small Public Address system will be used in the Transition and Finish areas but this should not affect any residents. This will not operate till 7.00am.

q. Water Supply

WA Sports Events will provide water for the competitors at designated drink stations and at the finish line.

r. Services Required from the Council

While WA Sports Events will provide the majority of equipment we may/will require:

1. Sweeping of roads (mainly corners) used on the course (if required).
2. Approve and Sign Application for Road Closure Form and return to WA Sports Events.
3. 5 large SULO bins to assist in rubbish removal.

4. PLANS

- a. Proposed routes for each leg
- b. Traffic Management Plan

5. RISK MANAGEMENT PLANS

- a. WA Sports Events Risk Management Plan is available upon request.

6. OTHER BODIES

- a. Department of Planning & Infrastructure will be informed of the Swim Leg
- b. Approval will be sought from WA Police Traffic Support regarding the Road Closure
- c. Local Police and Emergency Services will be notified of the event.
- d. The nearest Local Hospital will be informed of the event, times and numbers involved.
- e. The event will be sanctioned by the appropriate body.
- f. All residents that are directly affected by the race will be notified by a letter drop a week before the event.
- g. Any businesses that may be affected by the event will be notified.
- h. Transperth will be notified of any effects that the Road Closures may have on their services.

7. ADDITIONAL

Ongoing development of the event will be taking place from July 2015. Any additional information will be forwarded to the Town of Cottesloe and other parties as available.

8. CONTACTS

WA SPORTS EVENTS
Marcus Wilkinson

COTTESLOE TRIATHLON



NOTICE OF ROAD CLOSURE

Cottesloe Triathlon

Saturday 13 February 2016

TO: Residents / Businesses within the Town of Cottesloe

WA Sports Events will be conducting the Cottesloe Triathlon that involves a Swim, Cycle and Run as detailed below. The event is open to individuals and teams and are designed to promote fitness and enjoyment in a competitive environment. We wish to seek your cooperation with the event that involves some road closures for the race – especially the Cycle Section. Permission to close roads as detailed has been approved by the Town of Cottesloe and West Australian Police in the interests of safety.

The road closure is in place for only 2.5 hours and our aim is to minimize any inconvenience. We encourage you to watch the event and organize your own function to cheer on competitors or even enter the event. Please contact us on the numbers listed if you require assistance or need to move vehicles during the period described below.

DAY / DATE: Saturday 13 February, 2016
TIMES: 6.30am to 9.00am.
ROAD CLOSURES: Marine Parade from John Street to Curtin Avenue (all streets in between)
 Beach Street from Marine Parade to Avonmore Terrace
 Avonmore Terrace from Beach Street to Gibney Street
 Gibney Street from Avonmore Terrace to Marine Parade
TRAFFIC: Officials will be at all road junctions to assist you if movement is required.

We thank you for your assistance and trust there will be minimal inconvenience. For further please contact us.

CONTACTS: Mob: / Email: /
MARCUS WILKINSON Event Director for WA Sports Events

MAP:  - Roads Closed

