**Before submitting your application, please thoroughly read the**[**Department of Health Guidelines for Concerts, Events and Organised Gatherings**](https://www.health.wa.gov.au/~/media/Corp/Documents/Health-for/Environmental-health/Public-Events/2022-Event-Guidelines/14293-Events-Guidelines-2022.pdf)

Please submit your application and supporting documentation **at least 8 weeks before the event** to the Shire of Serpentine Jarrahdale via email to [**info@sjshire.wa.gov.au**](mailto:info@sjshire.wa.gov.au)**­** or drop into the Administration Office at 6 Paterson Street, Mundijong WA 6123

If you require any assistance with your application, please phone (08) 9526 1111   
or visit [***Planning an Event in the Shire***](https://www.sjshire.wa.gov.au/community/your-community/programs/access-and-inclusion/planning-an-event-in-the-shire.aspx)

|  |  |
| --- | --- |
| **Section 1: EVENT DETAILS** | |
| **1.1 Event Name** |  |
| **1.2 Event Date/s** |  |
| **1.3 Start / Finish Times** |  |
| **1.4 Setup / Packdown**  **Date & Time** |  |
| **1.5 Venue / Address** | *Provide the venue name and address of your event.* |
| **Is this venue a Shire facility or park?**  No 🡪 ***Go to Section 1.6***  Yes 🡪 *Please provide booking confirmation details below.* |
| **1.6 Event Description** | *Briefly describe the objectives, activities and format your event.* |
|  |
| **1.7 Target Audience** | *Who will attend your event?* |
|  |
| **1.8 Expected Attendees & Risk Management** | *Provide the number of expected attendees including patrons, staff, volunteers, suppliers, contractors, performers, and anyone else who will be on site during the event time.* |
|  |
| **Will your event have 1000+ expected attendees?**  No 🡪 *Submit a Risk Register with this Application.* Yes 🡪 *Submit a detailed Risk Management and Emergency Response Plan with this Application.* |

We highly recommend all Public Event Organisers register their event on [The Department of Health WA Events Calendar](https://www.health.wa.gov.au/Articles/A_E/Events-registration).   
This calendar is used to identify events and activities where a coordinated response to an incident may be required. Emergency response agencies regularly check this calendar, so they are aware of potentially high-risk events or if there are multiple events happening at the same time located near each other.

|  |  |  |  |
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| **Section 2: EVENT ORGANISER DETAILS** | | | |
| **2.1 Name and Role** |  | | |
| **2.2 Contact Details** | *Phone:* | |  |
| *Website:* | |  |
| *Email:* | |  |
| **2.3 Organisation Name** |  | | |
| **2.4 Organisation Type** | Government  Not for Profit  Business  Community Group  School / P&C  Incorporated Association | | |
| Other – please describe: | | |
| **2.5 Previous Experience** | *What experience do you or your organisation have running this type of event?* | | |
|  | | |
| **2.6 Public Liability** | *All public event organisers must have public liability insurance, valid for the date of the event.* ***Events without public liability will not be approved****.*  Certificate of Currency is attached, valid for the date of the event.  Certificate of Currency renewal will be required before event.  I do not have Public Liability Insurance | | |
| **Section 3: EVENT ACTIVITIES AND SERVICES** | | | |
| **3.1**  **Food and Beverages** | | **Will food and / or beverages be served or sold at the event?** | |
| No 🡪 ***Go to Section 3.2***  Yes 🡫  **How many food vendors do you intend on having at your event?**  1-5 vendors  6-15 vendors 🡪 *Submit an Application for Collective Food Vendors Approval*  15+ vendors🡪*Submit an Application for Collective Food Vendors Approval*  ***Additional documentation*** *If food and/or beverages will be served/sold, you must submit the following:*   1. *Copies of Food Business Registration* ***for each vendor.*** 2. *Copies of Public Liability Certificate of Currency, valid for the date of the event,* ***for each vendor.*** 3. *Waste Management Plan, addressing how food waste will be managed.*   *Note: Delay in supplying this documentation may affect the progression of your Event Approval.* | |

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| **3.2**  **Alcohol** | **Will alcohol be served, provided, or sold at the event?** |
| No 🡪 ***Go to Section 3.3***  Yes 🡫  If you are selling or serving alcohol to your attendees, you must obtain an [*Occasional Liquor Licence*](https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor/liquor/liquor-applications/online-lodgement-guide/online-lodgement-guides/occasional-liquor-licence-lodgement-guide)from the Department of Local Government, Sport and Cultural Industries.  If your event is to be held on Shire property, you must obtain a [*Permit to Consume Liquor on Shire Property*](https://www.sjshire.wa.gov.au/Profiles/sj/Assets/ClientData/Documents/Page-Centre/Community/Application-for-a-Permit-to-Consume-Liquor-on-Shire-Property2.pdf).  **Have you arranged licensed security / crowd control services?**  Yes 🡪 *Please confirm details:* |
|  |
| No 🡪 *Please explain why:* |
|  |
| **3.3**  **Drinking Water** | **How will you be supplying drinking water to attendees?** |
| Potable water taps or fountains on site.  Bottled water will be available free of charge.  Bottled water will be available for sale.  Free drinking water station. |
| **3.4**  **Noise** | **Will there be any music, live performances, or PA announcements?** |
| No 🡪 ***Go to Section 3.5***  Yes 🡪 *Submit a Noise Management Plan with this Application.* |
| **3.5**  **Children’s Activities** | **Will there be any children’s equipment, activities and/or entertainment?** |
| No 🡪 ***Go to Section 3.6***  Yes 🡫  *Select all that apply and provide required documentation with this Application.*  Bouncy Castle/Inflatables   * *Provider company name and ABN* * *Copy of Provider’s Public Liability Certificate of Currency* * *Certificate of Annual Inspection*   Petting Zoo/Animal Encounters/Pony Rides   * *Provider company name and ABN* * *Copy of Provider’s Public Liability Certificate of Currency* * *Submit a Waste Management Plan – Animal Waste/Manure* |

|  |  |  |  |
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| **3.5**  **Children’s Activities** | Sideshows/Amusements/Rides   * *Provider company name and ABN* * *Copy of Provider’s Public Liability Certificate of Currency* * *WorkSafe Evidence of Registration for each ride* * *Certificate of Annual Inspection for each ride*   Facepainting   * *Provide the supplier with the Department of Health Face and Body Painting Guidelines*   Other, please explain: | | |
|  | | |
| **3.6**  **Inclusion and Accessibility**  [**Click here**](http://www.disability.wa.gov.au/Global/Publications/Understanding%20disability/Built%20environment/Accessible%20events%20checklist.pdf) to download the *Accessible Events Checklist* from the Disability Services Commission. | People with a disability may have trouble hearing, seeing small print, climbing steps, understanding signage, or using facilities at a venue. Public events should be planned to ensure they are accessible to all members of the community. | | |
| **Have you attached an Accessible Events Checklist?** | | |
| Yes 🡪 ***Go to Section 3.7***  No 🡪 *Please explain how your event addresses inclusion and accessibility:* | | |
|  | | |
| **3.7**  **First Aid Services** | **How will you be supplying first aid services at the event?** | | |
| A qualified member of event staff will be present.  *Please provide name and details of training and/or qualifications:* | | |
|  | | |
| Event First Aid services have been booked for the event.  *Please confirm company details:* | | |
|  | | |
| **3.8**  **Camping** | **Will the event include overnight camping?** | | |
| No 🡪 ***Go to Section 3.2***  Yes 🡫  **How many campers will there be each night?** | | |
| Tents: | Trailers/RV: | Other: |
| **What facilities will be provided for the campers? E.g., ablutions, kitchens etc.** | | |
|  | | |
| **Do you intend on having campfires?** | | |
| Yes  No | | |

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| **Section 4 – EVENT INFRASTRUCTURE** | | | | | | |
| **4.1**  **Generators and  Electrical Equipment** | **Will any generators, electrical equipment, extension cords, leads, power boards etc. be used at the event?** | | | | | |
| No 🡪 ***Go to Section 4.2***  Yes 🡪 *Please provide a Confirmation of Electrical Maintenance form, ensuring that the required equipment has been tested and tagged by a qualified contractor.* | | | | | |
| **4.2**  **Toilets** | **How many permanent, on site, toilets are at the venue?** | | | | | |
| Male: | Female: | | | Accessible: | |
| Total permanent toilets: | | |  | | |
| **How many portable, temporary, toilets will be provided?** | | | | | |
| Male: | Female: | | | Accessible: | |
| Total portable toilets: | | |  | | |
| **What arrangements have you made for cleaning and stocking the facilities throughout the event?** | | | | | |
|  | | | | | |
| **4.3**  **Waste Disposal** | **How many permanent bins are at the venue?** | | | | | |
| General Waste: | | Recycling: | | | Skips: |
| **How many temporary bins are you providing?** | | | | | |
| General Waste: | | Recycling: | | | Skips: |
| **What arrangements have you made for monitoring and removing waste during and after the event?** | | | | | |
|  | | | | | |
| **Please detail other ways (if any) you are managing waste at the event.** | | | | | |
|  | | | | | |
| **4.4**  **Temporary Structures** | **Will there be any market stalls, gazebos, marquees, tents, staging, shade domes, spectator seating, temporary fencing or other temporary structures?** | | | | | |
| No 🡪 ***Go to Section 4.5***  Yes 🡫  **Please provide the type/s of structure, including the quantity and dimensions, and detail how the structures will be installed:** | | | | | |
|  | | | | | |

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| **4.5**  **Parking and Traffic Management** | Some events require a formal traffic management plan, parking plan or road closure application to be submitted and approved. |
| **Will your event require a formal Traffic Management Plan?**  No  Yes 🡪 *Please submit your plan with this Application.*  Unsure 🡪 *Please provide as much information in your Application as possible so we can let you know if a formal plan will be required.* |
| **Will your attendees be parking at the venue? If so, please detail how many parking spaces are available.** |
|  |
| **Will any part of your event take place on or over a road?** |
| No 🡪 ***Go to Section 5***  Yes 🡪 *Please submit an Application for a Road Closure* |
| **Section 5 – Site Plan** | |
| **A detailed Site Plan must be attached with this Application to allow for adequate assessment of your event.**  We recommend a marked-up Google Maps image rather than a hand-drawn or graphic designed plan.  At a minimum, your site plan must show the following:   * Emergency exit point/s * Entry and exit points * Evacuation muster point * Location of fire safety equipment * Location of first aid * Parking locations * Rubbish/bins/recycling or waste stations * Toilets * Water station/s   Please also add the following items if they are relevant to your event:   * Camping zone * Children’s activities * Displays / exhibits, e.g., machinery, cars, animals * Event site office * Food vans / stalls * Licensed area for the sale or consumption of alcohol * Lighting towers * Market stalls / gazebos / marquees and tents * Seating areas * Shade domes / covered areas for patrons * Staging | |

**ATTACHMENTS CHECKLIST**

**Along with this Application, please submit the following:**

| Accessible Events Checklist | All Events |
| --- | --- |
| Risk Register | All Events |
| Parking Plan | All Events |
| Site Plan | All Events |
| Emergency Response Plan | Events with 1000+ attendees |
| Risk Management Plan | Events with 1000+ attendees |
| Collective Food Vendor Approval | Events with 6+ food and/or beverage vendors |
| Food Vendor Public Liability | Events with food and/or beverage vendors |
| Food Vendor Business Registration | Events with food and/or beverage vendors |
| Waste Management Plan | Events with food and/or beverage vendors OR animals |
| WorkSafe Registration | Events with rides, rollercoasters, amusements |
| Certificate of Annual Inspection | Events with rides, rollercoasters, amusements |
| Certificate of Electrical Maintenance | Events with electrical leads, generators etc. |
| Traffic Management Plan | Events on or around roads or with increased traffic |
| Order for a Road Closure | Events on or around roads |
| Temporary Road Suspension Application | Events on or around roads |
| Noise Management Plan | Events with loud music & announcements |
| Permit to Consume Alcohol | Events with alcohol on Shire property |
| Occasional Liquor License | Events with alcohol |

**\* The Shire of Serpentine Jarrahdale may request additional documentation once your event application has initially been assessed.**

**ADVERTISING YOUR EVENT**

If you would like your event considered for inclusion on the Shire’s “What’s On” website listing, please lodge your request via the online form. [**Click here**](https://www.sjshire.wa.gov.au/events/submitevent.aspx) to complete the online form.

**GRANTS AND FUNDING FROM THE SHIRE**

The Shire has a range of grants and funding opportunities available that you may be eligible to apply for. [**Click here**](https://www.sjshire.wa.gov.au/community/your-community/sj-community-grants-program) to view further details on the Shire website.

**EVENT APPLICATION FEES AND CHARGES SCHEDULE**

The Environmental Health Team who assesses this application will determine the Risk Rating for your event and whether or not you will be charged any fees. Please read the below for further details.

**Public Buildings, Events Applications and Risk Assessments**

| **Fee Name** |  | 2024 / 2025 *(ex. GST)* |
| --- | --- | --- |
| High Risk Event (Maximum Fee) *Community Association Fee Exemption: All information required to issue an approval must be submitted to the Shire* ***at least 14 days prior*** *to the event date* |  | $300.00 |
| Medium Risk Event (Maximum Fee)  *Community Association Fee Exemption: All information required to issue an approval must be submitted to the Shire* ***at least 10 days prior*** *to the event date* |  | $150.00 |
| Low Risk Event (Maximum Fee)  *Community Association Fee Exemption: All information required to issue an approval must be submitted to the Shire* ***at least 7 days prior*** *to the event date* |  | $50.00 |
| Application for Assessment of Non-complying Event - Reg 18 Noise Regulations |  | $1,000.00 |
| Additional Risk Assessment / Inspection Fee when non-compliance identified |  | $96.50 |
| *Maximum fees for assessing application are up to $832.00. Fee exemption for non-profit community organisations is not applicable for an inspection required due to non-compliance. Minimum admin fee $50.00* | | |
| Noise monitoring fee per hour with equipment |  | $194.50 |
| Collective food vendors application for events with 6 - 15 food stalls or vendors |  | $180.50 |
| Collective food vendors application for events with 15+ food stalls or vendors |  | $361.00 |
| Registration of a food business (additional food vendor fee) |  | $94.50 |
| Permit to Consume Alcohol on Shire Property |  | $22.50 |

**FEE EXEMPTIONS**

A fee exemption applies to "Community Associations" which are defined as “*Any organisation engaged in a charitable or other community-based activity operating under Australian law and not established for the purpose of making a profit. This includes not-for-profit entities pursing a range of ‘for-profit’ commercial activities. It also includes organisations engaged in advocacy or other activities that may not be primarily charitable in nature*.”