**Section 1: EVENT DETAILS**

|  |  |
| --- | --- |
| **1.1 - Event Name** |  |
| **1.2 - Date/s** |  |
| **1.3 - Start / Finish Times** |  |
| **1.4 – Set Up Date/s** **Date Pack Up Completed** |  |
| **1.5 - Event Venue / Address** |  |
| **1.6 – Event Description**Briefly describe the objectives, activities and of format your event. |  |
| **1.7 – Target Audience**Who will attend your event? |  |
| **1.8 – Expected Number of Attendees** | *Attendees include patrons, staff, volunteers, suppliers, contractors, performers and anyone else who will be on site during the event time.* |
| **Category 1 Events: 500 – 1,000 attendees** |
| My event has been registered with the Department of Health.[ ]  Yes [ ]  No |
| **Category 2 Events: 1,000+ attendees** |
| My event has been registered with the Department of Health. [ ]  Yes [ ]  No |
| **1.9 – Risk Management***Read the attached Guidelines for further details.* | I have attached:[ ]  Risk Register – less than 1,000 attendees.[ ]  Risk Management Plan – required for all events with expected attendance of 1,000+ attendees. |

**Section 2: EVENT ORGANISER DETAILS**

|  |  |
| --- | --- |
| **2.1 - Name and Role** |  |
| **2.2 - Contact Details** | **Phone:** **Email:** **Website:** |
| **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 Insurance***Must be valid for the event date.* | [ ]  Certificate of Currency is attached.[ ]  I do not have Public Liability Insurance - *Your event cannot be approved without a valid certificate.* |

**Section 3: EVENT ACTIVITIES and SERVICES**

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| --- | --- |
| **3.1 – Food and Beverages**Will food and / or beverages be served or sold at the event? | No [ ]  - *Go to question 3.2.*Yes [ ]  - *Read the attached Guidelines and answer the questions below.* |
| I have attached these documents for each vendor (including ice cream and coffee vans): | * Certificate of Registration as a Food Business; **and**
* Public Liability Insurance Certificate (must be valid for the event date/s)

Yes [ ]  No [ ]  - *Your application cannot be approved without these documents.* |
| **For 6 or more vendors only** Application for Collective Food Vendors Approval is attached. | Yes [ ]  No [ ]  |
| **3.2 – Alcohol**Will alcohol be served, sold or BYO allowed? | No [ ]  - *Go to question 3.3.*Yes [ ]  - *Read the attached Guidelines and answer the question below.*  |
| **If you answered YES**, have you arranged security / crowd control services? | Yes [ ]  - Please confirm number of staff and hours on duty: No [ ]  - *Please explain why:*  |
| **3.3 – Drinking Water**How will you be supplying drinking water to attendees? | [ ]  Taps / dispensers on site. [ ]  Bottled water will be available free of charge or for sale. |
| **3.4 – Noise**Will there be any music, live performances or PA announcements? | No [ ]  - *Go to question 3.5.*Yes [ ]  - *Read the attached Guidelines and provide further details below*. |
| **3.5 – Children’s Activities**Will there be any children’s activities? (eg bouncy castle, inflatable slide, petting zoo, sideshow rides etc). | No [ ]  - *Go to question 3.6.*Yes [ ]  - *Read the attached Guidelines and answer the questions below.* |
| **If you answered YES**, list each activity. |  |
| These documents from the supplier are attached for each bouncy castle, inflatable slide, sideshow ride, amusement etc. | * WorkSafe evidence of plant registration.
* Certificate of annual inspection.
* Public Liability Insurance Certificate of Currency – must be valid for the event date/s.

Yes [ ]  No [ ]  - *Your application cannot be approved without these documents.* |
| **3.6 - Inclusion and Accessibility**People with a disability may experience difficulty hearing, seeing small print, climbing steps, understanding signage, or using facilities at a venue. Public events need to be planned to ensure they are accessible to all members of the community.  | [***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.*Have you attached an Accessible Events Checklist?[ ]  Yes [ ]  No – *Please answer the question below.*How does your event address inclusion and accessibility? |
| **3.7 - First Aid Services**How will you be providing first aid services? | [ ]  A first aid supplier has been booked to attend. * Name of supplier:

[ ]  Qualified first aider/s will be on site for the duration of the event.  |
| **3.8 – Camping**Will there be overnight camping allowed? | Yes [ ]  No [ ]  - *Go to Section 4.* |
| **If you answered YES**, how many campers will there be each night? |  |
| What facilities will be provided for campers? Eg, toilets, showers, kitchen, waste bins etc |  |

**Section 4 – EVENT INFRASTRUCTURE**

|  |  |
| --- | --- |
| **4.1 – Generators and Electrical Equipment**Will there be any generators, electrical equipment, extension cords, power boards etc used? | No [ ]  - *Go to question 4.2.*Yes [ ]  - *Read the attached Guidelines and provide further details here.* |
| **4.2 – Toilets**How many toilets will be provided?If you have booked a Shire venue, please contact the Bookings and Facilities team to confirm the number of permanent toilets at the venue.  | Permanent on site* Male:
* Female:
* Accessible:

Portable* Male:
* Female:
* Accessible:
 |
| What arrangements have you made for cleaning of these facilities throughout the event? |  |
| **4.3 - Waste Disposal**How many bins are you providing? | * General waste:
* Recycling:
* Skips:
 |
| **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 question 4.5.* Yes [ ]  - *List the type, number and size of each structure below. Read the attached Guidelines for further information.* |
| **4.5 – Parking and Traffic Management**Some events require a formal traffic management plan to be submitted and approved.  | My attached site plan shows the parking areas for attendees, suppliers, staff, volunteers etc.Yes [ ]  No [ ]   |
| Approximately how many parking spaces will be available? |  |
| How many parking marshals will be on duty? |  |
| Will any part of your event be on a road? | No [ ]  Yes [ ]  - *Read the attached Guidelines and provide further details below.* |
| **4.6 – Emergency Response Plan** | Yes [ ]  - Attached  |

**Section 5 – SITE PLAN**

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| --- |
| **Your site plan is an essential document and must be attached with this application to allow for adequate assessment of your event.**A marked up Google Maps image is preferred instead of hand drawn or graphic designed site plans.As a minimum, your site plan must show the following the items:* Entry and exit points
* Emergency exits
* Emergency evacuation muster points
* Fire safety equipment
* Parking areas
* Water station/s
* Toilets
* Rubbish / recycling bins / skips
* First aid services
* Fencing – temporary and / or permanent

Please also add the following items that are relevant to your event:* Market stalls / gazebos
* Marquees / tents
* Food vans / stalls
* Licensed areas for the sale or consumption of alcohol
* Shade domes / covered areas for patrons
* Staging
* Lighting towers
* Seating areas
* Children’s activities
* Displays / exhibits, eg machinery, cars, animals
* Camping zone
* Event site office
 |
| I have attached a site plan | Yes [ ]  No [ ]  - Your event cannot be approved without a Site Plan. |

**Attachments Checklist**

|  |  |
| --- | --- |
|  |  |
| [ ]  | 1.9 – Risk Management Plan |
| [ ]  | 2.6 – Public Liability Insurance Certificate of Currency |
| [ ]  | 3.1 – Documentation for each food and beverage vendor  |
| [ ]  | 3.1 – Application for Collective Food Vendors Approval |
| [ ]  | 3.5 – Documentation for each ride / amusement |
| [ ]  | 3.6 – Accessible Events Checklist |
| [ ]  | 4.5 – Parking Plan |
| [ ]  | 4.5 – Traffic Management Plan |
| [ ]  | 4.5 – Application for Temporary Suspension of the Road Traffic Act / Regulations |
| [ ]  | 4.5 – Order for a Road Closure  |
| [ ]  | 4.6 – Emergency Response Plan |
| [ ]  | 5 – Site Plan |

**EVENT APPLICATION GUIDELINES**

**1.10 - Risk Management**

Identifying and managing the risks associated with your event is an essential part of your event planning and delivery.

Low Risk events will require a Risk Register to be submitted.

All High Risk events and most Medium Risk events require an Event Risk Management Plan (Event RMP) to be submitted.

[**Click here**](https://www.sjshire.wa.gov.au/our-shire/whats-on/planning-an-event-in-the-shire.aspx) to download our Event Risk Management Guidelines and template.

**3.1 - Food and Beverages**

* You need to supply the following documents for each vendor:
	+ Copy of their Certificate of Registration as a Food Business.
	+ Copy of their Public Liability Insurance Certificate of Currency – must be valid for the event date/s.
* Groups operating a sausage sizzle are exempt from the requirement to have a Certificate of Registration as a Food Business but you still need to provide their Public Liability Insurance Certificate of Currency.
* Groups operating a cake stall are also exempt from the requirement to have a Certificate of Registration as a Food Business, providing that none of the goods contain cream, custard or other ingredients that would require refrigeration. You still need to provide their Public Liability Insurance Certificate of Currency.
* If you have six (6) or more food / beverage vendors, you will need to submit an *Application for a Collective Food Vendors Approval*. Application fees may apply. Refer to the attached Fees and Charges Schedule for details.
	+ [**Click here**](https://www.sjshire.wa.gov.au/our-shire/whats-on/planning-an-event-in-the-shire.aspx) to download the application form.

**3.2 - Alcohol**

* If your event is on Shire property, you must obtain a *Permit to Consume Liquor on Shire Property*.
	+ [**Click here**](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) to download the form.
* If you will be selling alcohol, you must obtain an *Occasional Liquor Licence* from the Office of Racing, Gaming and Liquor.
	+ [**Click here**](https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor/liquor/liquor-applications/online-lodgement-guide/online-lodgement-guides/occasional-liquor-licence-lodgement-guide) for further information about how to apply.

**3.4 - Noise**

* Please provide details of any music, live performances or PA systems (eg, event announcements, band on stage, roving entertainers etc) and include timing, frequency and the type of amplification that will be used (eg portable PA, in house sound system, acoustic musicians etc).

**3.5 - Children’s Activities**

* For each supplier that is providing any children’s activities including a bouncy castle, inflatable slide, mechanical ride etc, you must provide:
	+ Copy of the supplier’s Public Liability Insurance Certificate of Currency – must be valid for the event date/s.
	+ WorkSafe evidence of plant registration.
	+ Certificate / letter of annual inspection for each amusement or ride.
* As the event organiser, it is also recommended that you should ask any suppliers who are operating amusements and rides, or providing children’s entertainment or services, to supply you with a valid copy of a Working With Children Check for each of their staff attending the event. (Note: You do not need to supply copies of these with your application).

**4.4 - Temporary Structures**

* Please provide details including the number and size of each type of structure, details of who will be installing the structures, and how they will be secured to the ground.

**4.5 – Parking and Traffic Management**

* If any part of your event is on a road, you will need to apply for an *Order for a Road Closure* or a *Temporary Suspension of the* *Road Traffic Act / Regulations.*
* Applications require approval from the Shire’s Director of Infrastructure, the local Police, and / or the Commissioner of Main Roads.
* Allow eight (8) weeks processing time for the application outcome.
* [**Click here**](https://www.police.wa.gov.au/Traffic/Events-on-Roads/Events-and-road-closures)for further information about how to apply.

**Application Fees and Charges**

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

**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/grants-and-funding) to view further details on the Shire website.

**FEES AND CHARGES SCHEDULE**

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.”

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

| **Fee Name** |   | 2021/2022Fee *(excl. GST)* | 2021/2022GST | 2021/2022Fee *(incl. GST)* |
| --- | --- | --- | --- | --- |
| Higher Risk (Maximum Fee)All information required to issue an approval must be submitted to the Shire at least **14 days prior to the event date** for the Community Association fee exemption to apply. |   | $300.00 | $0.00 | $300.00 |
| Medium Risk (Maximum Fee)All information required to issue an approval must be submitted to the Shire at least **10 days prior to the event date** for the Community Association fee exemption to apply. |   | $150.00 | $0.00 | $150.00 |
| Low Risk (Maximum Fee)All information required to issue an approval must be submitted to the Shire at least **7 days prior to the event date** for the Community Association fee exemption to apply. |   | $50.00 | $0.00 | $50.00 |
| Application for Assessment of Non-complying Event - Reg 18 Noise Regulations. |   | $1,000.00 | $0.00 | $1,000.00 |
| Additional risk assessment / inspection fee when non-compliance identified. |   | $96.50 | $0.00 | $96.50 |
| Maximum fees for assessing application is up to $832.00.Minimum admin fee $50.00.  |
| Noise monitoring fee per hour with equipment |   | $167.00 | $0.00 | $167.00 |

**Event Food Stall Registration and Food Safety Assessment Fees**

| **Fee Name** |   | 2021/2022Fee *(ex GST)* | 2021/2022GST | 2021/2022Fee *(inc GST)* |
| --- | --- | --- | --- | --- |
| Collective food vendors application for events with between 6 - 15 food stalls. |   | $155.14 | $0.00 | $155.14 |
| Collective food vendors application for more than 15 food stalls. |   | $310.29 | $0.00 | $310.29 |