



## Event approval application

The Events Application Form is attached, and outlines the information required as part of the application process to obtain Shire approval for an event.

For more detailed information please refer to the Shire's Events Management Policy.

If you are from a community group and require assistance in completing the application, the Shire's Environmental Health Officer or Community Development Officer are available to arrange a meeting to run through the application form, as well as discuss other opportunities for your community group.

To arrange an appointment, please contact the Shire **on 97 65 1200**.

Completed applications should be submitted directly to the Chief Executive Officer for approval. A checklist is provided at appendix 1 to be used to ensure all documents have been attached.

To enable timely approval of the event, please provide all necessary information on submitting application a **minimum of 60 days prior to the event**.

The application form may be submitted in person to the Shire of Boyup Brook administration building or emailed to shire [shire@boyupbrook.wa.gov.au](mailto:shire@boyupbrook.wa.gov.au) or via post to:

Chief Executive Officer  
Shire of Boyup Brook  
PO Box 2  
BOYUP BROOK WA 6244

# EVENT APPROVAL APPLICATION

|               |  |
|---------------|--|
| Name of Event |  |
| Date of Event |  |

| Contact Details  |  |  |          |
|--|--|--|----------|
| Name of Event<br>Organiser   |  |  |          |
| Name of Organisation   |  |  |          |
| Contact Number   |  |  |          |
| ABN  |  |  |          |
| Email Address  |  |  |          |
| Postal Address   |  |  |          |
| Are you a Not-for-Profit organisation? (If yes, please provide evidence of NFP status) |  |  | Yes / No |

| Event Details                       |     |  |      |  |          |  |
|-------------------------------------|-----|--|------|--|----------|--|
| Location of Event                   |     |  |      |  |          |  |
| Street Address                      |     |  |      |  |          |  |
| Is your event on a council reserve? |     |  |      |  | Yes / No |  |
| Event start                         | Day |  | Date |  | Time     |  |
| Event finish                        | Day |  | Date |  | Time     |  |
| Venue access (for set up)           | Day |  | Date |  | Time     |  |
| Venue Departure (after clean up)    | Day |  | Date |  | Time     |  |

| Patron Details   |                 |  |                     |  |
|--|-----------------|--|---------------------|--|
| Expected number of patrons   | At any one time |  | Total no of patrons |  |
| If this event has been held in previous years, how many people attended? | At any one time |  | Total no of patrons |  |

| Complaints Procedures  |  |  |          |
|--|--|--|----------|
| Please provide a copy or details of your complaints procedure (including procedures for noise complaints). |  |  |          |
|  |  |  |          |
| Have you received complaints regarding events of this nature previously?                                   |  |  | Yes / No |
| If yes, please provide details of how you will avoid these issues:   |  |  |          |
|  |  |  |          |

| Noise  | Health 97651200 |
|--|-----------------|
| Will there be amplified music or noise at the event?   | Yes / No        |
| Will there be a generator at the event?  | Yes / No        |
| If yes, please identify the source of noise and the potential noise level dB(A) at the nearest residence.  |                 |
|  |                 |
| If the noise from the event potentially exceed the assigned noise levels as stated in the <i>Environmental Protection (Noise) Regulations 1997</i> , you are required to complete an application for a <b>Regulation 18 Approval</b> (Appendix 2). |                 |

| Structures  |        |      |                                       | Health 97651200                              |    |
|---|--------|------|---------------------------------------|--|----|
| Will you be using any <b>temporary structures</b> ?<br>(eg marquees, stages, tents, amusement rides, bouncy castles etc.) |        |      |                                       | Yes / No                                     |    |
| If yes, please indicate the type of structure below: - see appendix 3   |        |      |                                       |  |    |
|   | Number | Size | Company or person erecting structures | Will tent pegs be used to secure structures? |    |
| Marquees  |        |      |                                       | Yes  | No |
| Tents   |        |      |                                       | Yes  | No |
| Stages  |        |      |                                       | Yes  | No |
| Other (list):   |        |      |                                       | Yes  | No |

| Electrical Installations   |  |  | Health 97651200 |    |
|--|--|--|-----------------|----|
| Will there be electrical leads at your event?  |  |  | Yes             | No |
| Will there be lighting installed for your event? eg lighting towers  |  |  | Yes             | No |
| Will there be other electrical equipment at your event?: please list   |  |  | Yes             | No |
| Please identify the power supply for your event:   |  |  |                 |    |
| <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>All leads and electrical devices must be tagged within the last 6 months by a licensed electrician.</li> <li>A Form 5 must be completed on the day of the event by a licensed electrician and returned to the Shire within 7 days of your event- appendix 4</li> </ul> |  |  |                 |    |

| Toilets  |          | Health 97651200     |          |                     |             |                     |
|--|----------|---------------------|----------|---------------------|-------------|---------------------|
| What toilet facilities will be provided <b>for staff, volunteers and patrons</b> at the event?   |          |                     |          |                     |             |                     |
|  | Toilets  |                     | Urinals  |                     | Hand basins |                     |
|  | Existing | Additional supplied | Existing | Additional supplied | Existing    | Additional supplied |
| Male   |          |                     |          |                     |             |                     |
| Female   |          |                     |          |                     |             |                     |
| Accessible/disability friendly   |          |                     |          |                     |             |                     |
| Parenting Room   |          |                     |          |                     |             |                     |
| What arrangements have been made for servicing/cleaning the toilet facilities? (It is the responsibility of the event organiser to ensure all toilets (existing and additional) are serviced and cleaned for the duration of the event.) |          |                     |          |                     |             |                     |
| What arrangements have been made for lighting toilets and surrounds (interior and exterior)  |          |                     |          |                     |             |                     |

| Stallholders  |  | Health 97651200 |    |
|---|--|-----------------|----|
| Will any food be provided or sold at your event?  |  | Yes             | No |
| If yes, a Food Notification form (appendix 5) needs to be completed for each stall selling or providing food. A site plan of the food stall/marquee may be required. You should obtain a copy of the stallholder's public liability insurance. Food notifications are assessed by the Environmental Health Officer. |  |                 |    |
| Will any non-edible products be sold at your event?   |  | Yes             | No |
| Will there be any amusements or activities at your event?<br>(eg bouncy castles etc.) An application form at appendix 6 may be required.  |  | Yes             | No |

| Alcohol                               |  | Health 97651200 |    |
|---------------------------------------|--|-----------------|----|
| Will there be alcohol at this event?  |  | Yes             | No |
| If yes, a liquor licence is required. |  |                 |    |
| First Aid                             |  |                 |    |

Please describe what first aid arrangements have been made for the event, including names of designated first aid officers, qualifications, and if they are from an accredited agency (eg. St John).

| Name | Qualifications | Agency |
|------|----------------|--------|
| 1.   |                |        |
| 2.   |                |        |

**Fire Safety**

What fire safety arrangements have been made for the event?  
Please describe the quantity, location and type of fire extinguishers or location of fire unit provided.

|    | Type | Quantity | Location on site plan |
|----|------|----------|-----------------------|
| 1. |      |          |                       |
| 2. |      |          |                       |
| 3. |      |          |                       |

**Security**

What security / event liaison arrangements are planned for the event. Please provide details:

|                             | Provider | Number of staff | Rostered Hours |        |
|-----------------------------|----------|-----------------|----------------|--------|
|                             |          |                 | Start          | Finish |
| Licensed Security Personnel |          |                 |                |        |
| Event liaison (unlicensed)  |          |                 |                |        |
| Volunteer Event Staff       |          |                 |                |        |

**Pyrotechnics (fireworks)**

Are pyrotechnics (fireworks) planned for the event? Yes  No

If yes, please contact the shire at least **60 days prior to your event** to obtain assistance with your fireworks approval.

**Waste Management** Waste Management 97651200

What arrangements have been made to managing waste at the event?

Will you require the hire of additional Shire of Boyup Brook bins? Yes  No

|                   | Number Required |
|-------------------|-----------------|
| 240L Waste bins   |                 |
| 240L Recycle bins |                 |
| 660L Skip bins    |                 |
| Other             |                 |

**Council Reserves** Manager of Works 97651200

Will the event require any of the following: If yes, please provide details and mark location on site plan and indicate if any items will be left on site overnight?

|  |     |    | Description, access times, quantity |
|--|-----|----|-------------------------------------|
|  | Yes | No |                                     |
| Holes or trenches dug into turf                    |     |    |                                     |
| Use of tent pegs                                   |     |    |                                     |
| Lines marked on grassed areas                      |     |    |                                     |
| Access for cars                                    |     |    |                                     |
| Access for light trucks                            |     |    |                                     |
| Access for heavy vehicles (weight)                 |     |    |                                     |
| Access for machinery / amusements on trailers etc. |     |    |                                     |
| Other: please describe                             |     |    |                                     |

| Parking and Traffic Management  |          |                              |
|---|----------|------------------------------|
| What parking arrangements are in place for your event?  |          |                              |
|   | Existing | Additional - please describe |
| Standard vehicle bays   |          |                              |
| Accessible Parking  |          |                              |
| Oversized vehicles eg. bus  |          |                              |
|   |          |                              |
| Will a road closure any variation to existing traffic arrangements, including crossing roads be required?                                       |          | Yes No                       |
| If Yes, a traffic management plan is required. There may be significant issues with traffic management that impact on your event. – Appendix 7. |          |                              |

| Event Promotional Signage  |  |        |
|--|--|--------|
| Are you applying for permission to advertise your event on public or private land?   |  | Yes No |
| If yes, please apply to <b>Building Officer</b> in writing advising details of the <b>date, size and location</b> of proposed signs <b>60 days prior to your event</b> . |  |        |

| Access and Inclusion   |     |    |
|--|-----|----|
|  | Yes | No |
| Is your event accessible for people with disabilities and diverse cultural backgrounds?  |     |    |
| Are your signs and promotional materials in large print or alternative languages   |     |    |
| Have you used a plain font (12 point type) on your promotional materials, with an absence of background pictures/patterns to assist vision impaired people read your promotional material? |     |    |
| Does your event promotional material state if the site is accessible?  |     |    |
| Water bowls and rest areas for companion animals   |     |    |
| Are there paths and ramps to assist individuals with mobility impairment   |     |    |
| Is there clear, directional signage to the venue and toilets?  |     |    |
| Is there ample space for wheelchairs in seated areas?  |     |    |
| If you are having food at your event, is there a range of healthy and/or culturally sensitive items to choose from?  |     |    |
| If your event covers a large area, are there shaded places to sit?   |     |    |
| Do the steps to your stage have handrails?   |     |    |
| Other, please describe:  |     |    |
|  |     |    |

## C H E C K L I S T – Appendix 1

|   |   |
|---|---|
| Documents <b>REQUIRED</b> to be included with your application – <b>NB</b> without these your application will be incomplete and unable to be assessed. | ✓ |
| • Event Management Plan   |   |
| • Site plan of your event   |   |
| • Copy of current public liability insurance  |   |
| • Risk Management Plan  |   |
| • Fire and Evacuation Plan  |   |

|  |   |
|--|---|
| Additional documents that may be required  | ✓ |
| Appendix 2 - Noise (non-complying) event information and application -   |   |
| Appendix 3 – Application for a Certificate of Approval (all marquees or stages > 6 x 6)  |   |
| Appendix 4 - Certificate of Electrical Compliance  |   |
| Appendix 5 – Food Notification and checklist   |   |
| Appendix 6 – Form 1 – Application to construct or alter a public building  |   |
| Appendix 6a – Application for a certificate of approval  |   |
| Appendix 6b – Application for an Amusement Structure (on council reserve) on of a structure  |   |
| Appendix 6c – Certification of a structure   |   |
| Appendix 7 – Traffic Management Plan Checklist   |   |
| Appendix 8: Hold Harmless Form – must be completed for <b>all</b> events on Council owned or managed reserves.   |   |
| Appendix 9 - Notification to emergency service of event – example of letter informing Police, hospital, Ambulance and DFES (Dept. of Fire & Emergency Services) of your event. |   |
|  |   |
|  |   |

|   |   |
|---|---|
| Other documents attached to application (please list) | ✓ |
|   |   |
|   |   |

| DECLARATION  |  |
|--|--|
| I, the undersigned, certify that I have authority on behalf of the organisation, group or club to submit this application and that the information contained herein or in the attachments is, to the best of my knowledge, true and correct. |  |
| I declare that I have read and understood my obligations as defined within the Shire of Boyup Brook's Events Policy.   |  |
| Name of Event Organiser  |  |
| Organisation   |  |
| Position within the organisation   |  |
| Signature  |  |
| Date   |  |

Please **tick** the box if you **do not consent** to your contact details being given out to members of the Public in relation to your event.

The application form may be submitted in person to the Shire of Boyup Brook administration building, emailed to [shire@boyupbrook.wa.gov.au](mailto:shire@boyupbrook.wa.gov.au), or via post to:-

Chief Executive Officer  
**Attention: Environmental Health Officer**  
 Shire of Boyup Brook,  
 PO Box 2  
 Boyup Brook WA 6244