



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 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 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 Regulation 18 Approval (Appendix 2).	

Structures				Health 97651200	
Will you be using any temporary structures ? (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>Please note:</p> <ul style="list-style-type: none"> All leads and electrical devices must be tagged within the last 6 months by a licensed electrician. 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 				

Toilets		Health 97651200				
What toilet facilities will be provided for staff, volunteers and patrons 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? (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 Building Officer in writing advising details of the date, size and location of proposed signs 60 days prior to your event .		

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 REQUIRED to be included with your application – NB 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 all 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	
<p>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.</p> <p>I declare that I have read and understood my obligations as defined within the Shire of Boyup Brook's Events Policy.</p>	
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, or via post to:-

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