

EVENT APPLICATION



Name of Event							
Event Description eg sporting, community							
Date of Event							
Contact Details							
Name of Event Organiser							
Name of Organisation							
Contact Number							
ABN							
Email Address							
Postal Address							
Not-for-Profit organisation?							
Event Details							
Location of Event							
Street Address							
Is your event on a council reserve?							<input type="checkbox"/> Yes <input type="checkbox"/> 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		
Expected number of patrons at any one time during the event							
Expected number of patrons for the duration of the event							
Power	<input type="checkbox"/> Existing <input type="checkbox"/> Generators <input type="checkbox"/> Electrical leads <input type="checkbox"/> Lighting <input type="checkbox"/> N/A						
Water	<input type="checkbox"/> Scheme <input type="checkbox"/> Tank <input type="checkbox"/> N/A						
Event Logistics							
Will there be amplified music or noise at the event?							<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be using any temporary structures? (eg marquees, stages, tents, amusement rides, bouncy castles etc.)							<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be lighting installed for your event? eg lighting towers							<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of toilets (existing & temporary)	Male Urinals		Female WC		Disabled WC		
	Male WC		Hand wash basins				
Will any food be provided or sold at your event?							<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any non-edible products be sold at your event?							<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be alcohol at this event?							<input type="checkbox"/> Yes <input type="checkbox"/> No
First Aid	<input type="checkbox"/> First Aid Post or <input type="checkbox"/> Ambulance AND <input type="checkbox"/> First Aiders or <input type="checkbox"/> Ambulance Officers						
Road Closure Details (attach TMP)	<input type="checkbox"/> Full Road Closure <input type="checkbox"/> Half Road Closure		<input type="checkbox"/> Temporary Traffic Suspension <input type="checkbox"/> N/A				

Temporary Camping	<input type="checkbox"/> Yes – Number of nights		<input type="checkbox"/> No	
Are pyrotechnics (fireworks) planned for the event?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please contact the shire at least 60 days prior to your event to obtain assistance with your fireworks approval.				
Drone Operations	Do you intend to use an aircraft or drone? <input type="checkbox"/> Yes (provide details) <input type="checkbox"/> No			
	Name and Model		Weight	
	Serial Number		CASA reg #	
	Licenced Operator Name			
	Phone Number		Email	
	Operation Dates		Operation Times	
	Launch / landing location/s			
Waste Management				
What are your waste management plans for the event? Existing bins in place <input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> 240L Waste bins – Number		<input type="checkbox"/> 240L Recycle bins – Number		
<input type="checkbox"/> 660L Skip bins - Number		<input type="checkbox"/> Other		
Complaints Procedures				
Please provide a copy or details of your complaint's procedure (including procedures for noise complaints).				
Have you received complaints regarding events of this nature previously? <input type="checkbox"/> Yes <input type="checkbox"/> No				

It is an offence to operate an event without a valid approval and both Local Government and Police are empowered to close public events which are considered unsafe or unsuitable

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.	
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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: Community Development Officer
 Shire of Boyup Brook,
 PO Box 2
 Boyup Brook WA 6244

Activity	Tick	Supporting Information Required
COVID-19	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Refer to www.wa.gov.au for the current COVID Public Health Measures
Department of Health Notification	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Register your event on the Department of Health Website https://www.health.wa.gov.au/Articles/A_E/Events-registration
Electrical Safety	<input type="checkbox"/> Y <input type="checkbox"/> N/A	All leads and electrical devices 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
Emergency Management	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Emergency Evacuation Plan required depending on location for all high-risk events - submit 4 weeks prior to event (eg outdoor adventure race events, large gatherings etc). Refer Guidelines for Concerts, Events and Organised Gatherings at https://www.health.wa.gov.au/Articles/F_I/Guideline-for-concerts-events-and-organised-gatherings
Emergency Notification	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Email event details to shire@boyupbrook.wa.gov.au
Event Notification to neighbouring residents and/or businesses	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Please provide a copy of correspondence to persons impacted by your event (eg due to noise or road closures etc)
Disability Access and Inclusion	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Reference AS1428, BCA and section 4 Guideline-for-concerts-events-and-organised-gatherings https://checkup.org.au/wp-content/uploads/2024/01/AfA-Accessibility-Checklist.pdf
First Aid	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Provide details of first aid provision (where applicable)
Hire of Shire Reserve or Venue	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Contract of Hire / Covering Letter to CEO
Hospital Notification	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Hospital Notification – Event organiser to contact hospital
Shire Requests: Power, Bins, Gates	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Scope of Works
Marquees / Tents	<input type="checkbox"/> Y <input type="checkbox"/> N/A	<ul style="list-style-type: none"> • Certificate of Temporary Structure form (for structures larger than 5mx5m) • Structural certification (for structures larger than 9mx6m)
Noise (excessive)	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Regulation 18 (Noise) Application - submit at least 60 days prior to event (statutory requirement).
Parking	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Parking Management Plan (where applicable)
Police Notification	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Police Notification – Event organiser to contact police
Public Liability Insurance	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Certificate of Currency to a minimum of \$10 million and if requested, \$20 million (current for your event date/s)
Risk Management	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Risk Management Plan is encouraged for all events, and mandatory for events attracting more than 1000 persons - submit four (4) weeks prior to event (refer to Guidelines for Concerts, Events and Organised Gatherings at https://www.health.wa.gov.au/Articles/F_I/Guideline-for-concerts-events-and-organised-gatherings)
Sale of Alcohol	<input type="checkbox"/> Y <input type="checkbox"/> N/A	<ul style="list-style-type: none"> • Copy of Liquor Licence • If on Shire owned or managed land, a letter to the CEO requesting permission to sell alcohol
Sale of Food	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Food Notification form to be lodged (supplied by Shire)
Security	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Provide details of security (where applicable)
Site Plan	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Include all structures, fenced areas, power and exits
Temporary Camping	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Application for Approval to Camp will be requested if required – submit a minimum of 4 weeks prior to the event
Temporary Roadside Signage	<input type="checkbox"/> Y <input type="checkbox"/> N/A	<ul style="list-style-type: none"> • For signs on Main Roads managed roads, applicants must seek approval from Main Roads WA
Traffic Management	<input type="checkbox"/> Y <input type="checkbox"/> N/A	Traffic Management Plan is required where roads are closed, partially closed or traffic is suspended – submit four (4) weeks prior to event