

Name of Event							
Event Description eg sporting, community							
Date of Event				Event Type (see matrix)			
Contact Details							
Name of Event Organiser							
Name of Organisation							
Contact Phone Number		Primary contact					
Email Address							
Postal Address							
Not-for-Profit organisation?		☐ Yes ☐ No		ABN			
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	
Expected number of patrons at any one time during the event							
Expected number of patrons for the duration of the event							
Power	☐ Existing ☐ Generators ☐ Electrical leads ☐ Lighting ☐ N/A						
Water	☐ Scheme ☐ Tank ☐ N/A						
Event Logistics							
Will there be amplified music or noise at the event?							☐ Yes ☐ No
Will you be using any temporary structures? (eg marquees, stages, tents, amusement rides, bouncy castles etc.)							☐ Yes ☐ No
Will there be lighting installed for your event? eg lighting towers							☐ Yes ☐ 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?							☐ Yes ☐ No
Will any non-edible products be sold at your event?							☐ Yes ☐ No
Will there be alcohol at this event?							☐ Yes ☐ No
First Aid	☐ First Aid Post or ☐ Ambulance AND ☐ First Aiders or ☐ Ambulance Officers						
Road Closure Details (attach TMP)		☐ Full Road Closure			☐ Temporary Traffic Suspension		
		☐ Half Road Closure			☐ N/A		
Temporary Camping		☐ Yes – Number of nights ☐ No					
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.							
Drone Operations		Do you intend to use an aircraft or drone? ☐ Yes (provide details) ☐ No					
Name and Model				Weight			

Serial Number		CASA reg #	
Licensed 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 ☐ Yes ☐ No			
☐ 240L Waste bins – Number		☐ 240L Recycle bins – Number	
☐ 660L Skip bins - Number		☐ 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? ☐ Yes ☐ 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.	
---	--

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:

Shire of Boyup Brook,
PO Box 2
Boyup Brook WA 6244

Collection Notice

The Shire of Boyup Brook collects your personal information to manage event registrations, communicate event details, and ensure safety and planning requirements are met. Your information may be shared with event partners, emergency services, or contractors assisting with event delivery.

Providing this information is voluntary; however, if you do not provide it, you may be unable to register or participate in the event.

For information about access or correction of your personal information, contact:

Shire of Boyup Brook
Phone: 9765 1200
Email: privacy@boyupbrook.wa.gov.au

Activity	Tick	Supporting Information Required
Event type		Matrix to determine your event type event-activity-impact-matrix
Personal Hygiene Practices	☐ Y ☐ N/A	Refer to https://www.healthdirect.gov.au/personal-hygiene
Department of Health Notification	☐ Y ☐ N/A	Register your event on the Department of Health Website https://www.health.wa.gov.au/Articles/A_E/Events-registration
Electrical Safety	☐ Y ☐ N/A	All leads and electrical devices tagged within the last 12 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	☐ Y ☐ 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	☐ Y ☐ N/A	Email event details to shire@boyupbrook.wa.gov.au
Event Notification to neighbouring residents and/or businesses	☐ Y ☐ 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	☐ Y ☐ 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	☐ Y ☐ N/A	Provide details of first aid provision (where applicable)
Hire of Shire Reserve or Venue	☐ Y ☐ N/A	Complete Facility Hire Form facility-hire-form
Hospital Notification	☐ Y ☐ N/A	Hospital Notification – Event organiser to contact hospital
Shire Requests: Power, Bins, Gates	☐ Y ☐ N/A	Scope of Works
Marquees / Tents	☐ Y ☐ N/A	• Certificate of Temporary Structure form (for structures larger than 5mx5m) • Structural certification (for structures larger than 9mx6m)
Noise (excessive)	☐ Y ☐ N/A	Regulation 18 (Noise) Application - submit at least 60 days prior to event (statutory requirement).
Parking	☐ Y ☐ N/A	Parking Management Plan (where applicable)
Police Notification	☐ Y ☐ N/A	Police Notification – Event organiser to contact police
Public Liability Insurance	☐ Y ☐ N/A	Certificate of Currency to a minimum of \$10 million and if requested, \$20 million (current for your event date/s)
Risk Management	☐ Y ☐ N/A	Risk Management Plan is encouraged for all events, and mandatory for events attracting more than 1000 persons - submit 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	☐ Y ☐ N/A	• Copy of Liquor Licence • If on Shire owned or managed land, complete request-to-consume-alcohol-on-shire-property
Sale of Food	☐ Y ☐ N/A	Complete Food Notification form verification-of-notification-of-a-food-business-(october-2025)
Security	☐ Y ☐ N/A	Provide details of security (where applicable)
Site Plan	☐ Y ☐ N/A	Include all structures, fenced areas, power and exits
Temporary Camping	☐ Y ☐ 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	☐ Y ☐ N/A	For signs on Main Roads managed roads, applicants must seek approval from Main Roads WA
Traffic Management	☐ Y ☐ N/A	Traffic Management Plan is required where roads are closed, partially closed or traffic is suspended – submit 4 weeks prior to event