



Event 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 Event Officer is 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 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: (attached additional info if required)	

Noise	
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				
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				
Type	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		
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						
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		
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		
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		
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			
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, submit information as part of this application advising details of the size and location of proposed signs 60 days prior to your event , for Building Officer approval.		

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