

High risk event application form

Based on your own assessment, your event is a high risk event.

Risk Rating	Score	Likelihood	Monitoring
High risk	50-100	Serious incident likely	Inspection and monitoring of event

Note that:

- Applications must be lodged to the Shire at least 60 days prior to the event.

Tips

We strongly suggest that you contact the Shire's Community Development team to discuss your situation and for support on 9526 1111 or via email at info@sjshire.wa.gov.au before undertaking completing this form.

Application Form Steps

1. COMPLETE IT

- Complete the **Public Event – Application Form – High Risk** (this form)
- Prepare a **Public Event – Risk Management Plan** (see Appendix 1 for definition)

2. COMPILE IT

- Your entire **Public Event Application Form** consists of the following documents:
 - Public Event – Application Form – Medium Risk
 - Public Event – Risk Assessment
 - **Public Event – Risk Management Plan:**
 - Public Event – Communication Plan
 - Public event – Emergency Exit Map
 - Public Event – Site Map

All documents listed above are required for your event to be considered for approval.

Contact Us

Enquiries

Call: (08) 9526 1111
Fax: (08) 9525 5441
Email: info@sjshire.wa.gov.au

In Person

Shire of Serpentine Jarrahdale
6 Paterson Street, Mundijong WA 6123
Open Monday to Friday 8.30am-5pm (closed public holidays)



www.sjshire.wa.gov.au



3. SUBMIT IT

Submit your Public Event Application Form to:

- **Via email:** info@sjshire.wa.gov.au
 - Set subject line to: “Public Event Application Form - [Event Name]”
 - By mail:
Chief Executive Officer
Serpentine Jarrahdale Shire
6 Paterson Street
Mundijong WA 6123
- **By Fax:** (08) 9525 5441

4. RECEIVE EVENT PERMIT

You will receive your event approval in writing once Shire Officers are satisfied with all information provided.

Bookings are not confirmed until you have received an Event Approval Letter and fees (if applicable) have been paid.

Applications and approvals for an event are not transferable. Therefore, as the event organiser, you cannot transfer Council's approval:

- To another event organiser
- If the venue, date or time for the named event have been changed.

APPENDIX 1

- (1) **Public Event – Site Map:** the document highlights the following locations: first aid post, emergency access, emergency services, stallholders (including food stalls), temporary structures (including marquees and stage), generators (including lighting), public and staff parking, toilets, portable water outlet.
- (2) **Public Event – Communication Plan:** for medium risk events, the document provide details about the procedure to communicate with staff and the public on the day of the event about any emergency issues and for the purpose of safely evacuating patrons.
- (3) **Public Event – Emergency Exit Map:** based on the Site Map, the document indicates exclusively evacuation points and muster points, as well as evacuation signage placed on the site of the event.
- (4) **Public Event – Risk Management Plan:** for high risk events, the document provides a comprehensive set of information, including a **Public Event – Site Map**, a **Public Event – Communication Plan** and an **Public Event – Emergency Exit Map**.



Public Event – Application Form – High Risk

Event Organiser Details				OFFICE USE ONLY
Event name				
Event organiser				
Company/organisation				
Are you incorporated?	Yes		No	
ABN				
Contact person				
Address				
Phone				
Email				

Event Details				OFFICE USE ONLY
Start date & time		Finish date & time		
Set up date & time		Clean up date & time		
Venue	I booked a Shire's venue		I will use a private venue	
Public Liability	I am covered		I am not covered	
	Public Liability Insurance to a value of \$10 million is required.			



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	Please attach certificate.				
Accessibility	Parking bays for people with disability will be reserved		No special arrangements will be made for people with disability		
	A checklist is available here: https://goo.gl/tPbHDs				
Neighbours	I have informed residents and nearby businesses about my event		I haven't talked to anybody about my event		
Amusements	I won't have any amusement		I will have amusements		
	Note that it is your responsibility to request all work safe documentation from your contractor/s to ensure that they are compliant.				
Food	For more than 5 food vendors, you are required to complete an Application for a Collective Food Vendors Approval – Events form: https://goo.gl/NVG9cL				
Music and Noise	For noisy activities, you may be required to complete a Non-Complying Event form in accordance with the Environmental Protection (Noise) Regulations: https://goo.gl/UaZvnY				
Alcohol	If alcohol is consumed at a Shire's venue, you will be required to complete an Application – Permit to Consume Alcohol on Shire Property : https://goo.gl/KnmV2q				
	If alcohol is consumed at your event, you will be required to obtain a Liquor License from the Department of Racing, Game and Liquor .				
	I have notified Police about my event		I haven't yet notify Police		
Security	I have arrange for security and crowd controllers		I don't think I need security for my event		
Electrical	I will have 1 or more generator		There will be no generator		
	I will have electrical leads		I won't have any electrical lead		



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	<p>All leads and electrical devices must be checked by a licensed electrician and tagged within 12 month of being used.</p> <p>Step 1: Refer to the Electrical Leads and Appliances at Public Events Information Note to determine if a maintenance and servicing document is required: https://goo.gl/9n7Mgu</p> <p>Step 2: If confirm, complete a Confirmation of Electrical Maintenance and Servicing form: https://goo.gl/PdQpG9</p>				
Parking	Parking arrangements details are highlighted on my Site Map		I haven't made any parking arrangements		
Advertising	I will advertise my event		I won't advertise		
	Please provide any advertising details about your event as an attachment.				
Fire Safety	I took measures to limit fire risks		I haven't read the Shire's Firebreak and Fuel Hazard Reduction Notice 2018-2019		
	I intend to have fireworks				
	Contact the Department of Mines and Petroleum to obtain the relevant approval: http://dmp.wa.gov.au				
Road Closure	I require road to be closed		My event won't need road closure		
	Full closure (all traffic lanes)		Half closure (one direction open only)		
	Temporary suspension (E.g. for cycling event)				
	An Application for Road Closure or Temporary Suspension of Road Traffic Act may be required, available from WA Police website: www.police.wa.gov.au				
	A Traffic Management Plan is required, and must be prepared by an accredited person. Visit Main Road website for more information: www.mainroads.wa.gov.au				
Structures	Provide details as an attachment about all temporary structures you will have, including type, numbers, size and person/company responsible for erecting them.				



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Emergency Services	Include information as part of your Public Event – Communication Plan Refer to the Shire's website for more information.
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Contact the Shire's Community Development team for support about the above on 9526 1111 or via email at info@sjshire.wa.gov.au