

Low risk event application form

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

Risk Rating	Score	Likelihood	Monitoring
Low risk	0-11	Serious incident unlikely	None

Note that:

- The Shire reserves the right to inspect low risk events for compliance, and without notice.
- The Shire may question your self-risk assessment and require you to minimise or eliminate exposure to some hazards, and submit an application form for a higher-level risk event.
- Applications must be lodged to the Shire at least 30 days prior to the event.

Tips

- If you are running your event for the first time; or
- If you have made significant changes from the previous time you ran the same event; or
- If you haven't checked if the Shire's venue is available,

...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

Application Form Steps

1. COMPLETE IT

- Complete the **Public Event – Application Form – Low Risk** (this form)
- Prepare a **Public Event – Site Map** (see Appendix 1 for definition)

2. COMPILE IT

- Your entire **Public Event Application Form** consists of the following documents:
 - Public Event – Application Form – Low Risk
 - Public Event – Risk Assessment
 - 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

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.



Public Event – Application Form – Low 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. Please attach certificate.			



Public Event – Application Form Low Risk

Accessibility	Accessible Parking bays will be reserved		No special arrangements will be made for people requiring accessible parking		
	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.				
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.				
Electrical	All leads and electrical devices must be checked by a licensed electrician and tagged within 12 month of being used. 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				
Fire Safety	I took measures to limit fire risks		I haven't read the Shire's Firebreak and Fuel Hazard Reduction Notice 2018-2019		

Contact the Shire's Community Development team for support about the above on 9526 1111 or via email at info@sjshire.wa.gov.au