

Medium risk event application form

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

Risk Rating	Score	Likelihood	Monitoring
Medium risk	11-50	Serious incident possible	Inspection of set-up

Note that:

- The Shire reserves the right to inspect medium 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 60 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 – Medium Risk** (this form)
- Prepare a **Public Event – Communication Plan** (see Appendix 1 for definition)
- 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 – Medium Risk
 - Public Event – Risk Assessment
 - Public Event – Communication Plan
 - Public Event – Site Map

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



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

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 – Communication Plan:** for medium risk event, 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.
- (2) **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 – Medium 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 Medium Risk

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/UaZvY				
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		
	All leads and electrical devices must be checked by a licensed electrician and tagged within 12 month of being used. 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 Step 2: If confirm, complete a Confirmation of Electrical Maintenance and Servicing form: https://goo.gl/PdQpG9				
Parking	Parking arrangements details are highlighted on my Site Map		I haven't made any parking arrangements		



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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		
Structures	Provide details as an attachment about all temporary structures you will have, including type, numbers, size and person/company responsible for erecting them.				
Emergency Services	Include information as part of your Public Event – Communication Plan Refer to the Shire's website for more information.				

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