

Under the *Health (Miscellaneous Provisions) Act 1911* the Shire of Serpentine Jarrahdale are required to issue an **'Approval to conduct an event'** whenever there is a prearranged gathering of people. This is to address public health and safety issues regardless of whether there is any other approval in place.

**(!) Applicants are instructed to thoroughly read the following document **before submitting this form**:**

1. [Department of Health Guidelines for Concerts, Events and Organised Gatherings](#)

If you require any assistance with your application, please visit: [Planning an Event in the Shire](#) or phone (08) 9526 1111

## Section 1: EVENT DETAILS

<b>Event Name</b>			
<b>Proposed Date/s</b>			
<b>Number of overall attendees expected</b>			
<b>Number of attendees at any one time</b>			
<b>Event Start Time</b>		<b>Event Finish Time</b>	
<b>Set Up Time</b>		<b>Pack Up Time</b>	
<b>Venue / Address</b>			
<b>Is this venue a Shire facility or park?</b>	No	Yes – provide booking confirmation Attach file:	
<b>Description</b>	<p><i>Briefly outline the objectives, activities and format of your event.</i></p>          		
<b>Details</b>	Is your event open to the General Public? Will you be charging a fee for people to attend? Have you run this event before? Are you considering running this event annually?	Yes    No Yes    No Yes    No Yes    No	

## Section 2: APPLICANT DETAILS

<b>Applicant Organisation Name</b>			
<b>Type of Organisation</b>	Government School/P&C	Community Group Not For Profit	Business Sporting Club
<b>ABN</b>			
<b>Organisation Website</b>			
<b>Primary Contact Person</b>			
<b>Position Held in Organisation</b>			
<b>Contact Phone Number</b>			
<b>Primary Contact Email Address</b>			
<b>Organisation Postal Address</b>			

## Section 3: PUBLIC LIABILITY INSURANCE

<b>Public Liability Insurance</b>	Attach file:	
<b>As the Event Organiser, I confirm Certificates of Currency for Public Liability Insurance will be collected/checked to ensure all suppliers operating at the event are sufficiently covered</b>	Yes	No

## Section 4: RISK MANAGEMENT PLAN

<b>Risk Management Plan</b>	Attach file:
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## Section 5: SECURITY, FIRST AID & EMERGENCY MANAGEMENT

<b>Emergency Management Plan</b>	Attach file:	
<b>Which Emergency Services will be notified of the Event?</b>	WA Police Fire Brigade Other:	Ambulance None
<b>How will you be providing First Aid provisions at the event?</b>		
<b>First Aid Certification/s or Confirmation of booking</b>	Attach file:	
<b>Please list details of any Security or Crowd Control booked for the event, including start and finish times</b>		

## Section 6: WASTE AND TOILETS

How many permanent bins are at the venue?	
How many bins are you hiring for the event?	
Will there be any horse or animal manure collection points?	
If yes, please provide more information:	
Waste Management Plan	Attach file:
Number of female only toilets available:	
Number of male only toilets available:	
Number of accessible toilets available:	

## Section 7: LIGHTING AND ELECTRICAL

Is the event taking place during sunset and/or at night?	Yes	No
Will the event include any temporary electrical installations (including generators)?	Yes	No
If yes, please provide more information:		
Please specify the power source/s being used	Large generator with switchboard Small generator                      Onsite power Other:	
Confirmation of Electrical Maintenance Form	Attach file:	

## Section 8: AMUSEMENTS & ENTERTAINMENT

<b>Will any amusements be included at your event?</b> i.e. petting zoo, pony rides, rock climbing, inflatable structures, fireworks, pyrotechnics or laser displays, mechanical rides	Yes	No – Go to Section 9
If yes, please provide information including any methods of anchoring to be used.		
WorkSafe Plant Registration/s (events with mechanical rides or inflatables only)	Attach file:	
Contractor Public Liability Insurance/s	Attach file:	

## Section 9: FOOD & DRINK

**Will stallholders be present at the event?**  
i.e. food, drink, merchandise

Yes No

**If yes, please provide more information:**

**Will there be 6+ food vendors?**

Yes No

**Collective Food Vendor Approval Application**

Attach file:

## Section 10: NOISE MANAGEMENT

**Will the event feature any amplified music or noise?**

Yes No – Go to Section 11

**If yes, please submit a Noise Management Plan**

Attach file:

## Section 11: SIGNAGE

**Are you intending on advertising your event with signage on public land?**

This includes printed posters, banners, corflute and illuminated signage such as Variable Messaging Boards

Yes No – Go to Section 12

**If yes, please outline the signage dimensions, intended locations of installation, timeframes of display and how you will be intending to tether or attach the signage.**

*Please note: this application does not act as a Permit or Licence to erect the signage.*

## Section 12: PARKING & TRAFFIC MANAGEMENT

**Parking Plan**

Attach file:

**Will your event require any road closures?**

Yes No

**Will your event impact or change the traffic flow on surrounding roads?**

Yes No

**Traffic Management Plan**

Attach file:

**Order for a Road Closure**

Attach file:

**Temporary Road Suspension Application**

Attach file:



## Section 13: STRUCTURES

<b>Will your event have any temporary structures (including stage and marquees)</b>	Yes	No – Go to Section 14
<b>If yes, please provide more information:</b>		
<b>Will the structures be attached for another building?</b>	Yes	No
<b>Are they greater than 10sqm in floor area?</b>	Yes	No
<b>Are they greater than 2.4m in height?</b>	Yes	No
<b>Will members of the public use or be permitted to enter/have access to the temporary structure?</b>	Yes	No
<b>Contractor Certificate of Annual Inspection</b>	Attach file:	
<b>WorkSafe Registration</b>	Attach file:	
<b>Contractor Public Liability Insurance</b>	Attach file:	

## Section 14: ALCOHOL

<b>Will alcohol be permitted at the event?</b>	Yes	No – Go to Section 15
<b>How will Alcohol be included?</b>	BYO permitted      Sold at the event Included in entry fee/ticket price Included in raffle ticket prizes Complementary/Tasting where goods are being sold Other:	
<b>Permit to Consume Liquor on Shire Property</b>	Attach file:	
<b>Occasional Liquor License</b>	Attach file:	

## Section 15: ACCESS & INCLUSION

<b>Have you reviewed and implemented measures as outlined in the Disability Services Commission Accessible Events Checklist?</b>	Yes	No – Go to Section 16
<b>Accessible Events Checklist</b>	Attach file:	

## Section 16: DRINKING WATER

<b>How will you be supplying drinking water for attendees:</b>	Potable water taps and/or fountains on site Bottled water available for free or for sale Free drinking water station
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## Section 17: CAMPING

Will the event include overnight camping?

Yes      No – Go to Section 18

If yes, please provide further details including how many campers are expected each night, where they will be sleeping (tents/RV/caravan) and what ablutions & kitchen facilities will be provided:

Do you intend of having campfires or gas-lit stoves?

Yes      No

## Section 18: SITE PLAN

Your site plan must be attached with this Application.

At minimum, your site plan must show the following:

- Entry and exit point/s including the Emergency Exit/s
- Evacuation muster point
- Location of fire safety equipment
- Location of first aid
- Parking locations
- Food vendors
- Bins or waste station/s
- Toilets
- Drinking water station/s

Please also add the following items if they are relevant to your event:

- Camping zone
- Children's activities
- Displays / exhibits, e.g., machinery, cars, animals
- Event site office
- Licensed area for the sale or consumption of alcohol
- Lighting towers
- Market stalls / gazebos / marquees and tents
- Seating areas
- Shade domes / covered areas for patrons
- Staging

Site Plan

Attach file:

## EVENT APPLICATION FEES AND CHARGES SCHEDULE

The Environmental Health Team will determine the Risk Rating for your event and whether you will be charged any fees to host your event. Please refer to the [Fee Schedule](#) for further details.

## FEE EXEMPTIONS

A fee exemption is applicable for some Fees & Charges if the event organiser is a "Community Association", defined as *"Any organisation engaged in a charitable or other community-based activity operating under Australian law and not established for the purpose of making a profit. This includes not-for-profit entities pursuing a range of 'for-profit' commercial activities. It also includes organisations engaged in advocacy or other activities that may not be primarily charitable in nature."*