**Enter your answers into the text box beside each question.**

**Section 1: EVENT DETAILS**

|  |  |
| --- | --- |
| **1.1 - Event Name** |  |
| **1.2 - Date/s** |  |
| **1.3 - Start / Finish Times** |  |
| **1.4 – Set Up Date/s** **Date Pack Up Completed** |  |
| **1.5 - Event Venue / Address** |  |
| **1.6 – Event Description**Briefly describe the objectives, activities and of format your event. |  |
| **1.7 – Target Audience** |  |
| **1.8 – Expected Attendance**Including attendees, staff, volunteers and contractors. |  |
| **1.9 - COVID Requirements** | *Read the attached Guidelines for further info and link to templates.* |
| **Contact Register** ***Required for all events.***What contact register system will you use?  | [ ]  SafeWA App [ ]  Paper based register  |
| **COVID Event Checklist:** *For events involving 500 – 2,500 patrons. If less than 500, go to question 1.10.* |
| I have attached a COVID Event Checklist. | [ ]  Yes[ ]  No – *Your event cannot be approved until we have received your Checklist.*  |
| **COVID Event Plan:** *For events involving 2,500 + patrons.* |
| I have attached a COVID Event Plan | [ ]  Yes[ ]  No – *Your event cannot be approved until we have received your Plan.*  |
| **Department of Health Registration***For events involving 500 + people. If less than 500, go to question 1.10.* | [Click here to register your event](https://ww2.health.wa.gov.au/Articles/A_E/Events-registration) Have you registered your event with the Department of Health?[ ]  Yes [ ]  No  |
| **1.10 – Risk Management***Read the attached Guidelines for further details.* | I have attached:[ ]  Risk Register – less than 1,000 patrons[ ]  Risk Management Plan – required for all events with expected attendance of 1,000+ patrons. |

**Section 2: EVENT ORGANISER DETAILS**

|  |  |
| --- | --- |
| **2.1 - Name and Role** |  |
| **2.2 - Contact Details** | **Phone:** **Email:** **Website:** |
| **2.3 - Organisation Name** |  |
| **2.4 - Organisation Type** | [ ]  Government [ ]  Not for Profit [ ] Business [ ]  Community Group [ ]  School / P&C [ ]  Incorporated Association[ ]  Other – please describe: |
| **2.5 – Previous Experience**What previous experience do you or your organisation have running this type of event? |  |
| **2.6 – Public Liability Insurance***Must be valid for the event date.* | [ ]  Certificate of Currency is attached.[ ]  I do not have Public Liability Insurance - *Your event cannot be approved until you supply your certificate.* |

**Section 3: EVENT ACTIVITIES and SERVICES**

|  |  |
| --- | --- |
| **3.1 – Food and Beverages**Will food and / or beverages be served or sold at the event? | No [ ]  - *Go to question 3.2.*Yes [ ]  - *Read the attached Guidelines and answer the questions below.* |
| **Total number of food and beverage vendors***Including coffee / ice cream vans.* |  |
| **For 6 or more vendors only** Application for Collective Food Vendors Approval is attached. | Yes [ ]  No [ ]  |
| I have attached these documents for each vendor: | * Certificate of Registration as a Food Business; **and**
* Public Liability Insurance Certificate (must be valid for the event date/s)

Yes [ ]  No [ ]  - *Your application cannot be approved until you submit these documents.* |
| **3.2 – Alcohol**Will alcohol be served, sold or will attendees be allowed to BYO? | No [ ]  - *Go to question 3.3.*Yes [ ]  - *Read the attached Guidelines and answer the question below.*  |
| **If you answered YES**, have you arranged security / crowd control services? | Yes [ ]  - Please confirm number of staff and hours on duty: No [ ]  - *Please explain why:*  |
| **3.3 – Drinking Water**How will you be supplying drinking water to attendees? | [ ]  Taps / dispensers on site. [ ]  Bottled water will be available free of charge or for sale. |
| **3.4 – Noise**Will there be any music, live performances or portable PA systems used? | No [ ]  - *Go to question 3.5.*Yes [ ]   |
| **If you answered YES**, read the attached Guidelines and provide further details. |  |
| **3.5 – Children’s Activities**Will there be any children’s rides or amusements? (eg bouncy castle, inflatable slide, petting zoo, sideshow rides). | No [ ]  - *Go to question 3.6.*Yes [ ]  - *Read the attached Guidelines and answer the questions below.* |
| **If you answered YES**, list each ride / amusement. |  |
| These documents from the supplier are attached for each ride / amusement. | * WorkSafe evidence of plant registration
* Certificate of annual inspection
* Public Liability Insurance Certificate of Currency – must be valid for the event date/s.

Yes [ ]  No [ ]  - *Your application cannot be approved until you submit these documents.* |
| **3.6 - Inclusion and Accessibility**People with a disability may experience difficulty hearing, seeing small print, climbing steps, understanding signage, or using facilities at a venue. Public events need to be planned to ensure they are accessible to all members of the community.  | [***Click here***](http://www.disability.wa.gov.au/Global/Publications/Understanding%20disability/Built%20environment/Accessible%20events%20checklist.pdf) *to download the Accessible Events Checklist from the Disability Services Commission.*Have you attached an Accessible Events Checklist?[ ]  Yes [ ]  No – *Please answer the question below.*How does your event address inclusion and accessibility? |
| **3.7 - First Aid Services**How will you be providing first aid services? | [ ]  A first aid supplier has been booked to attend. * Name of supplier:

[ ]  Qualified first aider/s will be on site for the duration of the event.  |
| **3.8 – Camping**Will there be overnight camping allowed? | Yes [ ]  No [ ]  - *Go to Section 4.* |
| **If you answered YES**, how many campers will there be each night? |  |
| What facilities will be provided for campers? Eg, toilets, showers, kitchen, waste bins etc |  |

**Section 4 – EVENT INFRASTRUCTURE**

|  |  |
| --- | --- |
| **4.1 – Generators and Electrical Equipment**Will there be any generators, electrical equipment, extension cords, power boards etc used? | No [ ]  - *Go to question 4.2.*Yes [ ]   |
| **If you answered YES**, *read the attached Guidelines and provide further details.* |  |
| **4.2 – Toilets**How many toilets will be provided?  | Permanent on site* Male:
* Female:
* Accessible:

Portable* Male:
* Female:
* Accessible:
 |
| What arrangements have you made for cleaning of these facilities throughout the event? |  |
| **4.3 - Waste Disposal**How many bins are you providing? | * General waste:
* Recycling:
* Skips:
 |
| What other steps are you taking to reduce waste, eg no bottled water, plastic straws, disposable coffee cups etc? |  |
| **4.4 - Temporary Structures**Will there be any market gazebos, marquees, tents, staging, shade domes, spectator seating, temporary fencing or other temporary structures? | No [ ]  - *Go to question 4.5.* Yes [ ]  - *List the type, number and size of each structure below. Read the attached Guidelines for further information.* |
| Structures to be used  |  |
| **4.5 – Parking and Traffic Management**I have attached a parking plan showing where attendees, suppliers, staff, volunteers etc can park. | Yes [ ]  No [ ]  - *Please explain why:* |
| **Some events require a formal traffic management plan to be submitted and approved.** To help us determine if this will be needed, please answer the following questions. |
| Approximately how many parking spaces will be available? |  |
| How many parking marshals will be on duty? |  |
| Will any part of your event be on a road? | No [ ]  Yes [ ]  - *Read the attached Guidelines and provide details below.* |
| **If you answered YES**, please provide details. |  |

**Section 5 – SITE PLAN**

|  |
| --- |
| **Your site plan is an essential document and must be attached with this application to allow for adequate assessment of your event.**A marked up Google Maps image is preferred instead of hand drawn or graphic designed site plans which are often difficult to read and interpret.As a minimum, your site plan must show the following the items:* Entry and exit points
* Emergency exits
* Emergency evacuation muster points
* Fire safety equipment
* Parking areas
* Water station/s
* Toilets
* Rubbish / recycling bins / skips
* First aid services
* Fencing – temporary and / or permanent

Please also add the following items that are relevant to your event:* Market stalls / gazebos
* Marquees / tents
* Food vans / stalls
* Licensed areas for the sale or consumption of alcohol
* Shade domes / covered areas for patrons
* Staging
* Lighting towers
* Seating areas
* Children’s rides / amusements
* Displays / exhibits, eg machinery, cars, animals
* Camping zone
* Event site office
 |
| I have attached a site plan | Yes [ ]  - *Read the attached Guidelines.*No [ ]  - *Please explain why:* |

**Attachments Checklist**

|  |  |
| --- | --- |
| [ ]  | 1.9 – COVID Event Plan |
| [ ]  | 1.10 – Risk Management Plan |
| [ ]  | 2.6 – Public Liability Insurance Certificate of Currency |
| [ ]  | 3.1 – Documentation for each food and beverage vendor  |
| [ ]  | 3.1 – Application for Collective Food Vendors Approval |
| [ ]  | 3.5 – Documentation for each ride / amusement |
| [ ]  | 3.6 – Accessible Events Checklist |
| [ ]  | 4.5 – Parking Plan |
| [ ]  | 4.5 – Traffic Management Plan |
| [ ]  | 4.5 – Application for Temporary Suspension of the Road Traffic Act / Regulations |
| [ ]  | 4.5 – Order for a Road Closure  |
| [ ]  | 5 – Site Plan |

**EVENT APPLICATION GUIDELINES**

**1.9 – COVID Requirements**

The WA Government has issued Directions for COVID related requirements for events involving more than 500 persons. These include mandatory requirements for organisers to submit either a COVID Event Checklist (500 - 2,500 patrons) or a COVID Event Plan (2,500+ patrons).

These documents must be submitted as part of your Event Application. For some events the COVID Event Plan may also need to be forwarded to the Department of Health for further review and approval. The Department of Health has strict submission timeframes for COVID Event Plans.

It is therefore essential that you submit your Public Event Application and COVID documents together a **minimum of 8 weeks prior to your event date** to allow sufficient processing time.

The latest Government advice, templates, FAQs and Guidelines can be downloaded from the link below.

<https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-events>

**1.10 - Risk Management**

Identifying and managing the risks associated with your event is an essential part of your event planning and delivery.

Low Risk events will require a Risk Register to be submitted.

All High Risk events and most Medium Risk events require an Event Risk Management Plan (Event RMP) to be submitted.

[**Click here**](https://www.sjshire.wa.gov.au/our-shire/whats-on/planning-an-event-in-the-shire.aspx) to download our Event Risk Management Guidelines and template.

**3.1 - Food and Beverages**

* You need to supply the following documents for each vendor:
	+ Copy of their Certificate of Registration as a Food Business.
	+ Copy of their Public Liability Insurance Certificate of Currency – must be valid for the event date/s.
* Groups operating a sausage sizzle are exempt from the requirement to have a Certificate of Registration as a Food Business but you still need to provide their Public Liability Insurance Certificate of Currency.
* Groups operating a cake stall are also exempt from the requirement to have a Certificate of Registration as a Food Business, providing that none of the goods contain cream, custard or other elements that would require refrigeration. You still need to provide their Public Liability Insurance Certificate of Currency.
* If you have six (6) or more food / beverage vendors, you will need to submit an *Application for a Collective Food Vendors Approval*. Application fees may apply. Refer to the attached Fees and Charges Schedule for details.
	+ [**Click here**](https://www.sjshire.wa.gov.au/our-shire/whats-on/planning-an-event-in-the-shire.aspx) to download the application form.

**3.2 - Alcohol**

* If event is on Shire property, you must obtain a *Permit to Consume Liquor on Shire Property*.
	+ [**Click here**](https://www.sjshire.wa.gov.au/Profiles/sj/Assets/ClientData/Documents/Page-Centre/Community/Application-for-a-Permit-to-Consume-Liquor-on-Shire-Property2.pdf) to download the form.
* If you will be selling alcohol, you must obtain an *Occasional Liquor Licence* from the Office of Racing, Gaming and Liquor.
	+ [**Click here**](https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor/liquor/liquor-applications/online-lodgement-guide/online-lodgement-guides/occasional-liquor-licence-lodgement-guide) for further information about how to apply.

**3.4 - Noise**

* Please provide details of any music, live performances or PA systems (eg, event announcements, band on stage, roving entertainers etc) and include timing, frequency and the type of amplification that will be used (eg portable PA, in house sound system, acoustic musicians etc).

**3.5 - Children’s Activities**

* For each supplier that is providing and installing any children’s activities such as a bouncy castle, inflatable slide, petting zoo, mechanical ride etc, you must provide:
	+ Copy of the supplier’s Public Liability Insurance Certificate of Currency – must be valid for the event date/s.
	+ WorkSafe evidence of plant registration
	+ Certificate / letter of annual inspection for each amusement or ride
* As the event organiser, it is also recommended that you should ask any suppliers who are operating amusements and rides, or providing children’s entertainment or services, to supply you with a valid copy of a Working With Children Check for each of their staff attending the event. (Note: You do not need to supply copies of these with your application).

**4.4 - Temporary Structures**

* Please provide details including the number and size of each type of structure, details of who will be installing the structures, and how they will be secured to the ground.

**4.5 – Parking and Traffic Management**

* If any part of your event is on a road, you will need to apply for an *Order for a Road Closure* or a *Temporary Suspension of the* *Road Traffic Act / Regulations.*
* Applications require approval from the Shire’s Director of Infrastructure, the local Police, and / or the Commissioner of Main Roads.
* Allow eight (8) weeks processing time for the application outcome.
* [**Click here**](https://www.police.wa.gov.au/Traffic/Events-on-Roads/Events-and-road-closures)for further information about how to apply.

**Advertising Your Event**

If you would like your event considered for inclusion on the Shire’s “What’s On” website listing, please lodge your request via the online form.

* [**Click here**](https://www.sjshire.wa.gov.au/events/submitevent.aspx) to complete the online form.

**Application Fees and Charges**

The Environmental Health Officer who assesses your application will determine the Risk Rating for your event and whether or not you will be charged any fees. Please read the attached Schedule for further details.

**Grants and Funding from the Shire**

The Shire has a range of grants and funding opportunities available that you may be eligible to apply for.

* [**Click here**](https://www.sjshire.wa.gov.au/community/your-community/grants-and-funding) to view further details on the Shire website.

**FEES AND CHARGES SCHEDULE**

A fee exemption applies to "Community Associations" which are 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 pursing 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.”

**Public Buildings and Events Applications and Risk Assessments**

| **Fee Name** |   | 2021/2022Fee *(excl. GST)* | 2021/2022GST | 2021/2022Fee *(incl. GST)* |
| --- | --- | --- | --- | --- |
| Higher Risk (Maximum Fee)All information required to issue an approval must be submitted to the Shire at least **14 days prior to the event date** for the Community Association fee exemption to apply. |   | $300.00 | $0.00 | $300.00 |
| Medium Risk (Maximum Fee)All information required to issue an approval must be submitted to the Shire at least **10 days prior to the event date** for the Community Association fee exemption to apply. |   | $150.00 | $0.00 | $150.00 |
| Low Risk (Maximum Fee)All information required to issue an approval must be submitted to the Shire at least **7 days prior to the event date** for the Community Association fee exemption to apply. |   | $50.00 | $0.00 | $50.00 |
| Application for Assessment of Non-complying Event - Reg 18 Noise Regulations. |   | $1,000.00 | $0.00 | $1,000.00 |
| Additional risk assessment / inspection fee when non-compliance identified. |   | $96.50 | $0.00 | $96.50 |
| Maximum fees for assessing application is up to $832.00.Minimum admin fee $50.00.  |
| Noise monitoring fee per hour with equipment |   | $167.00 | $0.00 | $167.00 |

**Event Food Stall Registration and Food Safety Assessment Fees**

| **Fee Name** |   | 2021/2022Fee *(excl. GST)* | 2021/2022GST | 2021/2022Fee *(incl. GST)* |
| --- | --- | --- | --- | --- |
| Collective food vendors application for events with between 6 - 15 food stalls |   | $155.14 | $0.00 | $155.14 |
| Collective food vendors application for more than 15 food stalls |   | $310.29 | $0.00 | $310.29 |