



Event Application Package

**A STEP BY STEP GUIDE TO SUCCESSFUL EVENT PLANNING IN THE
SHIRE OF KONDININ**

Issued to: _____ Date Issued: _____

Issuing Officer: _____

Key Council Contact: Environmental Health Officer

DISCLAIMER

The information contained within this package has been provided as a guide only. Additional information or approvals may be required from other agencies and it shall be the sole responsibility of the Applicant, not the Shire of Kondinin, to ensure all relevant approvals and information are obtained in relation to each particular event.

Application Procedure

STEP 1: Complete Event Application Package (including checklist to identify what permits/approvals you require)

STEP 2: Meet with a Shire representative to discuss your application, and receive a copy of the Event Information for Applicants, relevant to the items ticked on the event approval checklist

STEP 3: Complete the required permits or obtain the relevant approvals that are ticked on the event approval checklist.

STEP 4: Submit the Event Application Package and Completed Permits, together with any appropriate Additional Information to:

Shire of Kondinin

Po Box 7

KONDININ WA

6367

(Your application should be received AT LEAST 12 WEEKS PRIOR to your event)

STEP 5: You may not proceed with your event until written confirmation from the Shire advising that all Shire and Statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event;

PLEASE NOTE: Any special conditions (if applicable to your event) will be outlined in your confirmation letter. It is your responsibility to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are obtained.

STEP 6: Debrief, including Shire, should be held within 7 days post event

Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer council approval for an event to an alternative venue, date or time, without re-negotiating with Council.

PLEASE NOTE: Your event is not approved until the Shire of Kondinin is satisfied with all sections of the checklist and event details. You may not advertise or proceed with the event until the Shire advises all requirements have been met.

Event Application

This form is an application only. You will be notified in writing when your event Application has been processed. Applications must be submitted at least 12 weeks prior to your event.

Organisers Details

Name of event: _____

Applicant/organisation: _____

Contact person (if different from above): _____

Postal Address: _____

Telephone: _____

Email Address: _____

Event Details

Event organisers are to provide an event timeline detailing all information relevant to the event: e.g. set-up and clean-up times, road closure times, erection of marquee times etc. The timeline is to be submitted to the local council three (3) weeks prior to the event.

Actual Set up Date: _____

Actual Event Start Date (if different from above): _____

Actual Event Finish Date: _____

Actual Completion Clean up Date: _____

Commencement Date of Advertising: _____

Proposed Venue Details: _____

Event Description (eg. Sporting, commercial, entertainment):

Primary Purpose of Event (eg. Fundraiser):

Will alcohol be available / consumed on site? Yes No

Will food be available? Yes No

Is Shire Staffing required? If so, give details.

Details of any tents, marquees, stages to be used for the event.

Details of any road closures or use of roads for the event.

Expected Attendance

Maximum number of people expected at any given time: _____

Anticipated Total Number for Entire Event: _____

Target Audience (eg. Youth, adult, family): _____

You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities.

Post event arrangements should be considered to transport patrons from the event. E.g. Availability of buses, taxis etc.

Have you ever conducted this event before and if so where/when was it held?

Event Facilities

Power Supply Details (generators or existing):

Water Supply Details (scheme or rainwater):

Toilets Available:

Male: **Closets** _____
 Urinals, _____
 Hand Wash Basins _____

Female: **Closets** _____
 Hand Wash Basins _____

Event Fees

Refer to the relevant fees and charges to ascertain what fees will be applicable.

***** Please note you may wish to attach any other relevant information to assist with the approval process.

Acknowledgement

I, _____ as the event organiser, applying for approval to host an event in the Shire of Kondinin, acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified hire period and will ensure compliance with the Shire's conditions of hire and local laws. I will indemnify the Shire against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or willful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Event Application Package is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package and that as the event organiser I am responsible.

Signature: _____

Date: _____

Site Plan

A detailed layout of the event must be included with your application. Please ensure the following is indicated on the map (if applicable);

- ▶ Stage
- ▶ Food Stalls
- ▶ Vehicle Access Points, include street names
- ▶ Food Stalls
- ▶ First Aid Posts
- ▶ Locations of marquees, tents
- ▶ Electricity Cables
- ▶ Emergency Exits
- ▶ Sale or consumption of alcohol areas
- ▶ Parking Areas
- ▶ Fenced off Areas
- ▶ Location and number of additional toilets
- ▶ Site Signage
- ▶ Lighting
- ▶ Any other facilities relevant to event

It is suggested that a copy of the finalised site plan be issued to emergency services, security and participants.

Event Approval Checklist

The following checklist briefly identifies the approvals and completed forms that will be required for your event. Please take this completed checklist with you to your meeting with the Shire Key Contact. Some forms may be required just prior to your event.

Column **A** tick the activities that apply to your event. Complete this prior to your first meeting with the Shire Key Contact.

Column **B** identifies the form or approval that is required. Further information will be provided in the Event Information for applicants which will be provided by the Shire Key Contact at your meeting.

Column **C** is for you to tick after completing the form or obtaining approval for the activity. Column **D** is for office use only

A. Activity	Tick or cross the activities that apply to your event	B. Completed Form / Approval required	C. Tick when approval is completed	D. Office use only
1. Covid Event Plan		Gatherings of more than 500 people approval required from WA Department of Health Gatherings of less than 500 people approval from Local Government		
2. Hire of Shire reserve, hall, oval, park		Facility Hire Form to be completed.		
3. Consultation with other venue users, neighboring businesses and private dwellings.		Demonstrate that you've checked with others. Letters of approval from neighboring businesses / private dwellings to be submitted with the Application Package.		
4. Event Fees and Bond Charges		Payment may be required.		
5. Public Liability Insurance		Obtain advice from insurance company for your needs.		
		Obtain certificate of currency for event and submit to the Shire.		
6. Publicity		The Shire may be able to assist groups with information regarding ways of promoting your event. Contact the Shire for details.		
7. Venue access for Shire staff		Relevant Shire representatives will need to monitor the event. Provision of access such as authority cards/passes or other arrangements need to be made.		
8. Sale of any goods, wares, merchandise		Trading In Public Places application form to be completed.		
9. Food Stalls, Food Preparation, Food Vans		Obtain a copy of "Guidelines for Temporary Food Stalls associated with special events".		

A. Activity	Tick or cross the activities that apply to your event	B. Completed Form / Approval required	C. Tick when approval is completed	D. Office use only
10. Toilet Facilities required		Male and Female toilets to be supplied in accordance with requirements.		
11. Ground marking, use of stakes/pickets to erect Tents/Marquees		Contact the Shire before driving posts or pegs into the ground, to avoid damaging underground services.		
12. Noise from vehicles, music, PA systems likely to be created Large scale events creating excessive noise		Neighboring residents consulted 7 days prior to the event (such as via a mail drop), speaker orientation considered.		
		Exemption from Noise Regulations (Regulation 18) required. Application to be submitted 60 days prior to the event.		
13. Generators, Electrical installations required		Has power access been discussed with property manager?		
		Licensed electrical contractor required to certify electrical installations.		
14. Sale, serving or consumption of alcohol likely		<p>Approval obtained from relevant organisations / individuals 14 days prior to the event. This may include:</p> <ul style="list-style-type: none"> • Department of Racing, Gaming & Liquor • Local Government Authority • Clerk of Courts • Police • Owner of the premises 		
15. Risk Management Plan		<p>Encouraged for all events.</p> <p>Required for events that will attract more than 1000 people. To be completed in accordance with AS/NZS ISO 31000:2009 to be completed and submitted to the Shire.</p>		
16. First Aid		First Aid considered in accordance with table in information package.		
17. Water Supply		<p>Adequate potable water supply available for patron consumption.</p> <p>Contact the Shire to determine the nearest connection point.</p>		
18. Crowd Control Safety		Is crowd control needed?		
19. Police Department Notification		Completed Police notification form to be submitted with application form.		
20. Amusement Rides and Structures		<p>Operator's inspection logbook is required to be sighted by applicant / organiser.</p> <p>Worksafe Registration - proof of approval & registration required.</p>		

A. Activity	Tick or cross the activities that apply to your event	B. Completed Form / Approval required	C. Tick when approval is completed	D. Office use only
21. On-site living (camping)		Approval required from the Shire.		
22. Road to be used or part road closure proposed OR Usual flow of traffic disrupted		Application forms must be completed. Shire, Police Department and Main Roads of WA must receive applications 4 - 12 weeks prior to event to ensure approval. Traffic Management Plan to be developed by qualified person.		
23. Parking for event patrons required		Parking Areas established, marshals organised, Shire contacted		
24. Temporary Advertising Signage to be erected		"Temporary Sign Approval" obtained from Shire with sign design, locations, details submitted. For signs on a main road, applications must seek Main Roads of WA approval.		
25. Additional Bins / Rubbish collection arrangements		Additional bins arranged with the Shire/contractor. Collection of rubbish arranged - may incur additional costs.		
26. Fireworks		Approval obtained from Department Mines, Industry Regulation & Safety. Approval required by Police, Fire & Emergency Services and the Shire.		
27. Disability Access and Inclusion Accessible Events		Compliance with Disability Access and Inclusion Plan. Accessible Event requirements, Shire contacted.		
Other Agencies to Contact				
28) Emergency Services notified if applicable.		SES Fire Brigade St John Ambulance WA Police		
29) If events are held in navigable waters beyond the low water mark OR You are using vessels for hire or reward OR providing transport for paying passengers		Approval Required from Department for Planning & Infrastructure		
30) Use of airspace and air-site facilities		Civil Aviation Safety Authority		

Table 1. Summary of the required Approvals and Plans that need to be submitted to the necessary Authorities before the commencement of an Event

CHECKLIST FOR EVENT MANAGERS			
Approvals / Applications	Does it apply to your event?	Authority to submit the application to	Form / Approval complete
<input type="checkbox"/>	Covid Event Plan	WA Department of Health Local Government	
<input type="checkbox"/>	Public Building Approval (Event application)	Local Government	
<input type="checkbox"/>	Planning Approval	Local Government	
<input type="checkbox"/>	Liquor Licence	Department of Racing, Gaming & Liquor	
<input type="checkbox"/>	Noise Regulation 18 Approval	Local Government	
<input type="checkbox"/>	Application for Food (& Drink) Outlets	Local Government	
<input type="checkbox"/>	Approval of Temporary Structures (Marquees and Tents)	Local Government	
Plans Required	Does it apply to your event?	Authority to submit the application to	Form / Approval complete
<input type="checkbox"/>	Risk Management Plan (AS/NZS ISO 31000:2009)	Local Government	
<input type="checkbox"/>	Emergency Plan (AS 3745)	Local Government	
<input type="checkbox"/>	Operational Plan	Not submitted – kept for personal use	
<input type="checkbox"/>	Crowd Control Plan	Local Government	
<input type="checkbox"/>	Medical Plan	Local Government	

References

Health (Miscellaneous Provisions) Act 1911, Government of Western Australia.

Food Act 2008, Government of Western Australia.

Health (Public Buildings) Regulations 1992, Government of Western Australia.

FORM 1

[Reg. 4]

HEALTH ACT 1911

HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

**APPLICATION TO CONSTRUCT, EXTEND OR ALTER
A PUBLIC BUILDING**

I being the owner/agent hereby apply under section 176 of the Health Act to construct alter or extend a public building:

PREMISES DETAILS

NAME OF

LOCATION NO. STREET

TOWN/SUBURB

NEAREST CROSS STREET

INTENTIONS FOR USE

.....

In support of this application I hereby submit plans and detail as required together with the prescribed fee.

ANY OF THE FOLLOWING MAY SIGN THIS NOTICE:

The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built created or converted thereto.

SIGNED:

OWNER/AGENT:

ADDRESS:

TELEPHONE:

FAX:

FORM 2

[Reg. 5]

HEALTH ACT 1911

HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

APPLICATION FOR CERTIFICATE OF APPROVAL

I being the owner/agent hereby apply for a certificate of approval in respect of:

PREMISES DETAILS

NAME OF

LOCATION NO. STREET

TOWN/SUBURB

NEAREST CROSS STREET

Construction/extension/alteration of which was completed on
in accordance with your approval given on

SIGNED:

OWNER/AGENT:

ADDRESS:

TELEPHONE:

FAX:

FORM 3

[Reg. 9]

HEALTH ACT 1911

HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

APPLICATION FOR VARIATION OF CERTIFICATE OF APPROVAL

I being the owner/agent hereby apply for a variation of certificate of approval in respect to:

PREMISES DETAILS

NAME OF

LOCATION NO. STREET

TOWN/SUBURB

NEAREST CROSS STREET

Reason for this variation from the existing certificate of approval is

In support of the application I tender the following details as required.....

SIGNED:

OWNER/AGENT:

ADDRESS:

TELEPHONE:

FAX:

FORM 5

[Reg. 10]

HEALTH ACT 1911

HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

CERTIFICATE OF ELECTRICAL COMPLIANCE

To the City/Town/Shire of:

_____ Date

I hereby certify that the electric light and/or power — installation, alteration, addition — at the undermentioned premises has been carried out in accordance with the *Health (Public Buildings) Regulations 1992*.

NAME & INITIAL OF OCCUPIER _____

DETAILS OF BUILDING:

Name: _____

No _____ Street _____

Suburb/Town _____ P/Code _____

Particulars of Installation

Describe any electrical work for which you are not responsible in these premises.

Signature of licensed electrical contractor or electrical worker authorised to sign on behalf of the electrical contractor/in-house electrical installer.

(Signature)

Contractor's/in-house electrical installer's Business Name: _____

Contractor's/in-house electrical installer's Registration No: _____

Contractor's/in-house electrical installer's Address: _____

Contractor's/in-house electrical installer's Telephone No: _____

This form to be forwarded to the Local Government when work is completed.

[Form 5 amended in Gazette 7 Jun 2002 p. 2731.]

[Schedule 2 amended in Gazette 3 Aug 2001 p. 3965 (disallowed in Gazette 20 Nov 2001 p. 6012); 7 Jun 2002 p. 2731.]