

WAROONA PUBLIC EVENT APPLICATION FORM



Applicant: _____

Event: _____

Date: _____

[Email form to warshire@waroona.wa.gov.au](mailto:warshire@waroona.wa.gov.au)

Public Event Application Form

CONTENTS	PAGE
Organiser Details	1
Event Details	1
Signage and Banners	2
Incident Management.....	2
Public Liability.....	3
Venue.....	4
Attendees	5
Waste Services	5
Traffic Management	6
Catering	7
Electrical	8
Noise	9
Structures	10
On Site Living	11
Site Plan.....	11
Fireworks	12
Amusement Rides	13
Aircraft	13
Entry/Exits	14
Event Risk Management.....	15
Event Application Process	15
Checklist	16
Acknowledgement.....	16

**The application form is electronic, remember to save the document to avoid losing progress!!*

PUBLIC EVENT APPLICATION

ORGANISER DETAILS

Name of Event:

Organisation Name:

Contact 1

Name:

Address:

Telephone (hm):(wk).....(mb).....

Email:

Contact 2

Name:

Address:

Telephone (hm):(wk).....(mb).....

Email:

EVENT DETAILS*

Date:

Start Time *(including set up)*:

Finish Time *(including clean up)*:

Event Description:

Do you wish to have your event **promoted** on the **Shire of Waroona** website or **Sea to Scarp: Your Community Facebook page**? YES NO

(Please attach promotional material to application)

Primary Purpose of Event *(E.g. Community fundraiser etc)* :

Participant Cost:

(Are you charging people to attend or be part of the event such as stallholders? If so, please state fees and what the funds are used for)

SIGNAGE AND BANNERS

Are you erecting signage or banners for your event?

YES

NO

Type of signage or banners **and location**:

- **For signs** on a main road, applicant must seek approval from Main Roads of WA
- Should you decide at a later stage of planning to erect banners or signage, you are required to contact the Shire of Waroona

INCIDENT MANAGEMENT

Have event organisers considered detailed First Aid arrangements for on-site emergencies should an incident occur?

YES

NO

How many event first aid officers?

Will an Ambulance be in attendance?

INCIDENT MANAGEMENT

- It is the event organisers responsibility to ensure there is adequate access to first aid available at their event.
- A risk assessment carried out by event organisers will determine the level of first aid or ambulance attendance required.
- Consider having an Incident Report form to capture incidents and accidents at your event.

OFFICE USE ONLY - Attachment 1

PUBLIC LIABILITY

Have you investigated Public Liability and Duty of Care issues and obtained appropriate insurance?*

YES – copy of Certificate of Currency is attached with this application

NO

* All events should carry a minimum of \$10,000,000 of Public Liability Insurance – obtain advice from your insurance company to effectively address your needs

INSURANCE REQUIREMENTS

Public Liability

- As the Applicant you must investigate and arrange Public Liability Insurance to cover your event. Insurance companies can be found in the yellow or white pages of the telephone directory **or through a simple google search.**
- Your Certificate of Currency must be provided to the **Shire of Waroona** with your application prior to the event. A cover note will not be sufficient.

Other Insurance

- As the Applicant the Organiser must investigate and arrange any other appropriate insurance to cover the event. Examples of other insurances that may need to be provided are:
 - Workers Compensation Insurance.
 - Volunteers' Insurance.
 - Motor Vehicle Insurance.
 - Public Liability Insurance of any sub-contractor.

OFFICE USE ONLY

VENUE

Proposed Venue Details (E.g. name of venue, reserve or road):

Have you booked this venue **or reserve**?

YES

NO

(Contact the Shire of Waroona Administration Officer on 9733 7800 to arrange venue/reserve booking)

Will you require vehicle access onto a reserve?

YES

NO

If yes, please **provide details on purpose and** vehicle type:

Is there adequate provision of water?

(Adequate water supply must be available for patron consumption and is the responsibility of the event organiser)

YES

NO

Details:.....

Is there adequate provision of toilets?

(Event organisers are responsible for the provision of adequate ablution facilities for all participants – approx. 1 toilet per 200 persons for events without alcohol and 1 toilet per 100 persons for an event with alcohol)

YES

NO

Details:.....

(The Shire of Waroona has one trailer mounted portable toilet available for community hire - hire charge \$200, cleaning and pump up charge - \$80)

Do you require change rooms?

YES

NO

SHOWERS

HOT WATER

OFFICE USE ONLY - Attachment 2

ATTENDEES

Expected daily attendance numbers:

Expected attendance at any one time:

PUBLIC SAFETY

Do you require Security or Crowd Control at your event?

Yes

No

Provide details:

SECURITY & CROWD CONTROL

- Choosing appropriate security is essential to the success of an event and the safety of the public. The event organising committee needs to examine the risks involved with the event by asking for example. "What could happen?" or "What if?". The answers will determine whether police, private uniformed security or peer security is required.

WASTE SERVICES

Are there provisions in place for additional litter bins?

YES

NO

Number of bins to be provided:.....

WASTE

- All premises used for events, reserves and halls, are to be left completely free of rubbish and debris.
- It is the organiser's responsibility to ensure there are sufficient waste receptacles provided to ensure all waste generated by the event is disposed of thoughtfully.
- Contact Cleanaway on **1800 213 753** to arrange additional bins for your event.

OFFICE USE ONLY

TRAFFIC MANAGEMENT

Road Closure

Will you require a road closure?

YES

NO

Extent of Road to be closed:

Full carriageway

Half carriageway

Reason for Road Closure:

Roads to be closed:

Time and date of closure:

Parking

Are special parking provisions required to accommodate the anticipated crowd?

YES

NO

Provide details of parking provisions:

TRAFFIC MANAGEMENT

- Should there be a possibility that the usual flow of traffic will be affected by the event, the **Shire of Waroona** and/or Main Roads requires a Traffic Management Plan to be submitted.
- Police department, Local Government and/or Main Roads WA must receive applications 6 – 12 weeks prior to the event to ensure approval.
- The Traffic Management Plan must conform to Australian Standard AS1742.3 and to the Traffic Management For Work On Roads Code of Practice and must be prepared by a suitably qualified person.
- Inadequate plans have liability implications for the Local Government and your organisation. Further information can be obtained from the Main Roads WA website at <https://www.mainroads.wa.gov.au/>
- A Parking Management Plan may need to be included, incorporating how the plan will be implemented and managed. Disabled access must be provided and public transport should be encouraged.

OFFICE USE ONLY

CATERING

Is there any sale or serving of food or drink items?

YES

NO

Provide details if not a commercial food vendor:

Is there any sale or serving of alcohol?

YES

NO

Provide details of permit/permission obtained:

FOOD STALLS

- All commercial food vendors are to comply with the Food Act 2008 and the Food Standards Code and must provide a copy of their Local Government Certificate of Registration of a food business.
- **Event organisers are required to capture Food Business Registration and Insurance details for each food stall/van and submit a list of approved vendors to the Shire of Waroona one week prior to the event taking place.**

(Provide a list of Food Vendors and Amusement Rides attending your event at least one week prior to event taking place)

LIQUOR CONSUMPTION - SALE OF ALCOHOL

- A permit to sell, serve or supply alcohol is required from the Department of Racing Gaming and Liquor.
- Applications must be submitted at least 14 days prior to the event. Please contact the Department for further information on 1800 634 541 or <https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor>
- Permission for consumption of alcohol should also be obtained from relevant organisations/ individuals such as:

Local Government Authority

Clerk of Courts

Police

Owner of the premises

OFFICE USE ONLY

ELECTRICAL

Electrical Power

Have you considered access to power for your event?

YES

NO

Generator

3 Phase

(The applicant should establish if the existing power facilities are suitable for the event. Please consider the use of a generator for all of your power requirements)

Lighting

(Night events must adequately illuminate all areas accessible to the public and provide an emergency lighting system in the event of a main source failure)

Are you providing lighting at your event?

YES

NO

Will the main lighting be dimmed or extinguished during the event *(e.g. stage show, movie etc.)*

YES

NO

ELECTRICITY

The event organiser is responsible for arranging the supply and installation of electricity for the event. Power access and power requirements should be discussed with the property manager of the venue

- All generators, electrical cabling, switches, fuses and the like should be kept clear of patrons and be properly and safely secured.
- Electrical cables should be laid UNDERGROUND or OVERHEAD in compliance with all necessary legislation.
- NO cables are to lie on the ground, unless adequately protected to the satisfaction of the local government as they can present a serious hazard.
- All electrical equipment must be appropriately tagged and comply with all legislative requirements.
- A licensed electrical contractor is required to certify any electrical installations (i.e. outlets) and complete the Certificate of Electrical Compliance and Certificate of Testing for Portable Electrical Equipment.
- A licensed electrical contractor also is required to certify any flexible cords, extension sets, portable outlet devices and residual current devices to ensure that they have been tested and tagged within six months of the installation at the event.

LIGHTING

- Stairs, ramps and exit paths in areas where lighting will be dim or extinguished must have safety lighting on a separate circuit to the main and emergency lighting.

OFFICE USE ONLY

NOISE

Will you be using amplification? YES NO

(A Regulation 18 Noise Exemption Form may be requested where significant sound elevation is expected).

Type of Music:

PRE RECORDED

CONCERT

PA

OTHER

LIVE MUSIC/BAND

ACOUSTIC

Start time:

Finish time:

Have adjoining property owners been notified of potential noise disruption?

YES

NO

NOISE

- Amplified equipment such as stereos and musical instruments and any other activities which are likely to cause noise above the assigned levels of the Environmental Protection (Noise) Regulations 1997 may be required to apply for a Noise Exemption from the **Shire of Waroona** 60 days prior to the event. The organiser will be advised if this is required.
- Community activities that are exempt under Regulation 16 of the Environmental Protection (Noise) Regulations 1997 do not need to apply; these include agricultural shows, fairs, fetes, exhibitions and specific church events.
- It may be required that events involving noise such as amplified music notify surrounding residents 7 days prior to the event by way of a mail drop. This should include a contact number of the event organiser. Consideration should be given to the location of speakers and other equipment to minimise the disturbance to surrounding residents. The organiser will be advised if this is required.
- The Shire of Waroona pays an annual One Music License for Shire owned facilities and reserves. Refer to <https://onemusic.com.au/media/Information-Sheets/Councils.pdf> to determine if an additional APRA/PPCA license is required for music copyright at your event.

OFFICE USE ONLY

STRUCTURES

Tents/Marquees

Will you be erecting tents or marquees? YES NO

Is your Structure over 54m² YES NO

Number of marquees:

Type of marquee: Freestanding Secured

How will the structures be secured?

Will you be erecting stages, lighting bars or speaker stands?

Area of stage/s (m²)

Spectator Stands

Will you be erecting any spectator stands? YES NO

Number of seats:

Number of Tiers:

Comments:

TENTS, MARQUEES AND STAGES

- Tents, Marquees and stages are classified as public building structures and require approval for construction.
- If the event organiser is leasing this equipment from a supplier, it is recommended that structural certification is obtained from the supplier, prior to the goods being booked, to avoid complications. If the supplier is unable to provide this report they are required to provide a Certificate of Structural Integrity for a Temporary Structure/Marquee.
- For structures over 54m² a Certification of a Structural Engineer is required and should accompany the Certificate of Structural Integrity for a Temporary Structure.
- A completed Application to Construct, Extend or Alter a Public Building is required for the construction of the structure.

SPECTATOR STANDS

- Where it is proposed to install seating stands full structural detail and plans will be required and accompanied with certification from a practicing structural engineer. All seating stands must comply with the Health (Public Buildings) Regulations 1992.

GROUND MARKINGS & PLACING STAKES /PICKETS INTO THE GROUND

- Pegs and posts have the potential to damage the underground reticulation system and cause serious damage.
- Please note if you are responsible for damaging the reticulation system you will be liable for the cost of repairing the damage. In some cases a bond may be charged prior to the event.

OFFICE USE ONLY

ON SITE LIVING

Do you require on site living (camping) during your event?

YES

NO

ON-SITE LIVING

Approval is required from the **Shire of Waroona**. The following details are required:

- **Estimated** number of campers, tents, caravans **expected**.
- **Arrangements** made for waste water, toilets, showers, disposal of rubbish, potable water access, in accordance with **Shire of Waroona** requirements.
- Duration of Stay.
- Provide details in writing to warshire@waroona.wa.gov.au one week prior to event

SITE PLAN

A site plan is a map of the event and is essential for event planning and management. All key stakeholders can use it as part of the planning process, with consultation as to its final layout. The site plan can be distributed for setting up the event and is also invaluable in an emergency.

Have you attached a site plan to your application?

YES

NO

OFFICE USE ONLY

FIREWORKS

Are you planning a fire works display?

YES

NO

Provide details:

FIREWORKS

- If you intend to conduct fireworks at your event, you must obtain a relevant application form from the Department of **Mines, Industry Regulation and Safety** on **9222 3333** or download a copy from the website at www.dmp.wa.gov.au/Dangerous-Goods/Applying-for-a-fireworks-event-5447.aspx
- The application form requires the signature of approval from the local Police services, Fire and Emergency Services and the **Shire of Waroona**.
- Approval by the **Shire of Waroona** may be subject to an application fee.
- Please submit copies of approval documents from Dept of Industry & Resources to the **Shire of Waroona** prior to the event.

EMERGENCY SERVICES

Have you notified local authorities of your pending event?

YES

NO

Provide details:

LOCAL AUTHORITIES

- It is the event organisers responsibility to notify local authorities of the pending event. This includes Police Services and Fire and Emergency Services.
- - Waroona Police Station: TEL (08) 9733 7400
EMAIL waroona.police.station@police.wa.gov.au
 - Waroona Volunteer Fire and Emergency Services: TEL (08) 9733 1124

OFFICE USE ONLY

AMUSEMENT RIDES

Are you planning Amusement Rides for your event?

YES

NO

(Event organisers are required to provide a list of Food Vendors and Amusement Rides attending the event to the Shire of Waroona at least one week prior).

AMUSEMENT RIDES

- Amusement Rides must comply with Australian Standard 3553 and be inspected and maintained by a competent person.
- Yearly inspections of structures, and regular maintenance, should be recorded in a logbook.
- The applicant should ensure each operator has an up to date logbook.
- Amusement rides must be registered with Worksafe in the current owner's name.
- Event organisers should ensure that operators have their rides registered with Worksafe.
- Operators should also have an installation checklist that is completed after each installation.

AIRCRAFT

Are you planning on an aerial display or landing

YES

NO

Will you be flying a drone at the event?

YES

NO

Provide details:

AIRCRAFT

- The use of Airspace and helicopter landings must be approved by the Civil Aviation Authority on 131757. More information can be accessed at www.casa.gov.au

OFFICE USE ONLY

ENTRY / EXIT

Will entry to the event be controlled via fencing, gates or being indoors?

YES

NO

Provide details:

ENTRY/EXIT

- For indoor events exit requirements are as determined by the Building Code of Australia. For outdoor events each fenced or separated area must have at least two exits (gates or doors).
- Ensure that Emergency Services can access the event site in the case of an emergency

OFFICE USE ONLY

EVENT RISK MANAGEMENT

Have you considered event risk management for your event?

YES

NO

(The Shire of Waroona can provide a small events Risk Management template if required)

EVENT RISK MANAGEMENT

A risk can mean many things. For events held on public reserves consider anything that could:

- Cause harm to another person
- Cause damage to equipment, infrastructure or the event site itself, or
- harm the future of the event organising committee and the event itself

Please attach a copy of your Event Risk Management Plan to your Event Application

EVENT APPLICATION PROCESS

- Event organisers are required to submit the Shire of Waroona Public Event Application Form a minimum of 6 weeks prior to the event taking place.
- The Shire aims to process applications and approvals within three weeks of submission being received.
- The Public Event Application processing fee is set at **\$50** as outlined in the Shire of Waroona 2020-2021 Fees and Charges.
- Additional charges may apply in relation to Venue Hire, Key Bonds, Traffic Management etc.
- If you require assistance completing the Public Event Application Form or have other queries regarding your event, please contact the Shires Place and Community Development team on 08 9733 7800.

OFFICE USE ONLY

CHECKLIST

Please attach any relevant forms or documents to your event application:

Documents

- Public Liability Insurance
- Traffic Management Plan
- Event Risk Management Plan
- Food Vendor/Amusement Ride list
- Site Plan
- Approvals and Permits

Forms/Flyers

- Venue Booking Form
- VMS Trailer Booking Form
- Noise Exemption Form
- Equipment Hire Form
- Event Flyer
- Covid-19 Event Plan

Public Event information and forms can be found of the Shire of Waroona website:

<https://www.waroona.wa.gov.au/events/>

ACKNOWLEDGEMENT

I/We.....as the event organiser, seeking approval to host an event

within the **Shire of Waroona** acknowledge that the information and completed action in my application are true and correct. I accept full responsibility for any damages incurred to the premises, land under the care and control of the local government or reserves including reticulation and sprinklers, water mains, electricity, toilets and change rooms, fences and fixtures as a result of our activities during the specified hire period and will ensure compliance with the **Shire of Waroona's** conditions of hire and local laws.

I will indemnify the **Shire of Waroona** 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 wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted. I understand that this Event Application 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:

Please return this application to

Shire of Waroona

52 Hesse St
WAROONA WA 6215
warshire@waroona.wa.gov.au

OFFICE USE ONLY