Special Event Application

Shire of Murray

Applicant Details

Name Required

Phone number Required

Email Required

Organisation

If applicable

Position

Is your group/organisation incorporated? (Select 1 option)

Not-for-profit organisations, registered charities and community groups that have a valid Certificate of Incorporation may be eligible for reduced fees and charges in relation to this application.

◯ Yes

◯ No

Complete this field if you selected 'Yes' in *Applicant Details: Is your group/organisation incorporated?*

Incorporation number

Does you or your group/organisation hold current public liability insurance? (Select 1 option) `Required`

○ Yes

○ No

Complete this field if you selected 'Yes' in *Applicant Details: Does you or your group/organisation hold current public liability insurance?*

Date of expiry

Complete this field if you selected 'Yes' in *Applicant Details: Does you or your group/organisation hold current public liability insurance?*

Upload Certificate of Currency for Public Liability

📎 Please attach all files to the end of this form before submitting it.

Event Details

Event name `Required`

Event date/s `Required`

Event start time `Required`

Event end time Required

Event description Required

E.g. community, commercial, sporting

Entertainment details Required

E.g. number of stalls, bands, amplified music, animals, activities, rides

Will there be amusement attractions/rides? (Select 1 option) Required

E.g. Bouncy castle

◯ Yes

◯ No

The information in the field below applies if you selected 'Yes' in *Event Details: Will there be amusement attractions/rides?*

All amusement rides must comply with AS 3533.

Worksafe Plant Registration Certificate or Class 1 Certificate and a current Annual Inspection Certificate must be supplied.

Complete this field if you selected 'Yes' in *Event Details: Will there be amusement attractions/rides?*

Upload certificate/s

📎 Please attach all files to the end of this form before submitting it.

Overall expected attendance `Required`

If you're expecting over 500 attendees, you must notify Police.

Total number of attendees at any given time `Required`

Is there disability access at your event? (Select 1 option) `Required`

You must ensure all arrangements you make, including emergency procedures, meet the needs of people with disabilities. Refer to the Department of Communities for guidelines on creating accessible events.

○ Yes

○ No

Venue Details

Proposed venue `Required`

Name of reserve, building or open space. If a Shire owned facilty, we will check the availablity.

Hosting your event on private property/land? Has permission been granted from the owner? (Select 1 option)

○ Yes

○ No

○ Does not apply

Alcohol

Will there be alcohol at your event? (Select 1 option) `Required`

○ Yes

○ No

Complete this field if you selected 'Yes' in *Alcohol: Will there be alcohol at your event?*

Method of distribution (Select 1 or more options) Required

☐ Supply

☐ Sale

☐ BYO

The information in the field below applies if you made a selection that includes 'Sale' in *Alcohol: Method of distribution*

As you're intending to sell alcohol at your event, you are required to obtain an Occasional Liquor Licence or variation of an existing licence from the Department of Local Government, Sport and Cultural Industries.

Complete this field if you selected 'Yes' in *Alcohol: Will there be alcohol at your event?*

Available drinks (Select 1 or more options) Required

☐ Non-alcoholic

☐ Wine

☐ Beer

☐ Spirits

Complete this field if you selected 'Yes' in *Alcohol: Will there be alcohol at your event?*

What type of food will be available? Required

Complete this field if you selected 'Yes' in *Alcohol: Will there be alcohol at your event?*

At what time will food be available? Required

Crowd Control

What security measures will be undertaken to protect both Council/private property and members of the public?

Will there be licenced security staff at your event? (Select 1 option) Required

○ Yes

○ No

○ Does not apply

Complete this field if you selected 'Yes' in *Crowd Control: Will there be licenced security staff at your event?*

How many? Required

Restriction of alcohol to underage persons (Select 1 option) Required

○ Yes

○ No

Animals

Will animals be involved in the event? (Select 1 option) Required

○ Yes

○ No

Complete this field if you selected 'Yes' in *Animals: Will animals be involved in the event?*

Detail involvement Required

Camping

Will camping be permitted at the event? (Select 1 option) Required

○ Yes

○ No

Complete this field if you selected 'Yes' in *Camping: Will camping be permitted at the event?*

Number of campsites? Required

Ensure these are detailed on the site plan.

Complete this field if you selected 'Yes' in *Camping: Will camping be permitted at the event?*

Number of showers? Required

Ensure these are detailed on the site plan.

First Aid

First aid is to be available at all events. Refer to the Special Events Guidelines for the level of first aid required.

Who will supply first aid? Required

E.g. Licenced volunteer - St John or similar

Number of first aid attendants? Required

Electrical/Lighting

Detail any electrical work that will be undertaken for the event Required

Include information regarding generators, speakers, PA systems.

Will areas for the public be illuminated at night? (Select 1 option) Required

Illumination at ground level should be 5-10 lux

○ Yes

○ No

○ Does not apply

> Complete this field if you selected 'Yes' in *Electrical/Lighting: Will areas for the public be illuminated at night?*

Will all egress paths be be illuminated to 40 lux? (Select 1 option) Required

○ Yes

○ No

Will enclosed venues have emergency lighting that will operate if the main electrical source fails? (Select 1 option) Required

○ Yes

○ No

○ Does not apply

Fireworks, Pyrotechnics and Lasers

Do you intend to hold a pyrotechnic display? (Select 1 option) Required

○ Yes

○ No

> The information in the field below applies if you selected 'Yes' in *Fireworks, Pyrotechnics and Lasers : Do you intend to hold a pyrotechnic display?*

An application must be approved by self-certified operators. Contact the [Department of Mines, Industry Regulation and Safety](#) for the relevant application and approvals.

Do you intend to use lasers? (Select 1 option) Required

○ Yes

○ No

> The information in the field below applies if you selected 'Yes' in *Fireworks, Pyrotechnics and Lasers : Do you intend to use lasers?*

Any laser, regardless of the application, is subject to the requirements of the Radiation Safety (General) Regulations under the *Radiation Safety Act*.

> Complete this field if you selected 'Yes' in *Fireworks, Pyrotechnics and Lasers : Do you intend to use lasers?*

Laser operator details Required

E.g. registered user

Complete this field if you selected 'Yes' in *Fireworks, Pyrotechnics and Lasers : Do you intend to use lasers?*

Laser details Required

E.g. class, power in watts or milliwatts

Food and Drink Stalls

For food stalls at events held within the Shire of Murray, a food stall permit is not required if the event has received 'special event approval'.

Will food or drinks be sold at the event? (Select 1 option) Required

- ◯ Yes
- ◯ No

Complete this field if you selected 'Yes' in *Food and Drink Stalls: Will food or drinks be sold at the event?*

Upload list of temporary food vendors

📎 Please attach all files to the end of this form before submitting it.

Temporary Structures

Event organisers are to provide the relevant documentation for all public building structures such as tents, marquees and stages - no later than two weeks prior to the event.

Will a fenced off area or enclosure be utilised at the event? (Select 1 option) Required

- ◯ Yes
- ◯ No

Will marquees, stages and/or tents be utilised at the event? (Select 1 option) Required

- ◯ Yes
- ◯ No

Complete this field if you selected 'Yes' in *Temporary Structures: Will marquees, stages and/or tents be utilised at the event?*

How many and what size? Required

Toilets

Even organisers are responsible for toilet provision. Please refer to the Special Event Guidelines for the number of toilet facilities that must be provided.

Detail the number of permenant toilets available on-site:

Male toilets Required

Male urinals Required

Male hand basins Required

Female toilets Required

Female hand basins Required

Universal accessible toilets (UAT) Required

Universal accessible hand basins Required

Will additional toilet facilities be provided? (Select 1 option) Required

◯ Yes

◯ No

Complete this field if you selected 'Yes' in *Toilets: Will additional toilet facilities be provided?*

How many? `Required`

[   ]

Traffic Management and Parking

Detail what contingencies are in place for patrons to access the event? `Required`

E.g. Availability of taxis, buses, parking.

[   ]

Will the event require a full or partial road closure? (Select 1 option) `Required`

○ Yes

○ No

Complete this field if you selected 'Yes' in *Traffic Management and Parking: Will the event require a full or partial road closure?*

Detail road closure requirements `Required`

[   ]

Complete this field if you selected 'Yes' in *Traffic Management and Parking: Will the event require a full or partial road closure?*

Upload a traffic management plan

📎 Please attach all files to the end of this form before submitting it.

Will parking impact nearby residents? (Select 1 option) `Required`

○ Yes

○ No

Complete this field if you selected 'Yes' in *Traffic Management and Parking: Will parking impact nearby residents?*

Detail how the impact will be managed Required

Waste and Rubbish Disposal

Detail what waste facilities will be provided Required

Detail how rubbish will be managed during the event Required

Detail how rubbish will be disposed of following the event Required

Do you wish to hire additional Shire of Murray bins (Select 1 option) Required

○ Yes

○ No

The information in the field below applies if you selected 'Yes' in *Waste and Rubbish Disposal: Do you wish to hire additional Shire of Murray bins*

We will provide the hire cost prior to confirmation.

Complete this field if you selected 'Yes' in *Waste and Rubbish Disposal: Do you wish to hire additional Shire of Murray bins*

Delivery property address Required

Complete this field if you selected 'Yes' in *Waste and Rubbish Disposal: Do you wish to hire additional Shire of Murray bins*

Bin type (Select at least 1 option) Required

- [ ] 240ltr waste bin (wheelie)
- [ ] 3.0m3 general waste skip bin
- [ ] 4.5m3 general waste skip bin

Complete this field if you selected 'Yes' in *Waste and Rubbish Disposal: Do you wish to hire additional Shire of Murray bins*

How many? Required

Complete this field if you selected 'Yes' in *Waste and Rubbish Disposal: Do you wish to hire additional Shire of Murray bins*

Delivery date Required

| D | D | M | M | Y | Y | Y | Y |

Complete this field if you selected 'Yes' in *Waste and Rubbish Disposal: Do you wish to hire additional Shire of Murray bins*

Collection date Required

| D | D | M | M | Y | Y | Y | Y |

Noise Control

All events must comply with the Environmental Protection (Noise) Regulations 1997. The regulations specify permitted noise emissions depending on the type of surrounding land use.

Is the event a non-conforming event? (Select 1 option) Required

Non-conforming means if the event does not comply with the *Environmental Protection (Noise) Regulations 1997*.

- ( ) Yes
- ( ) No

Complete this field if you selected 'Yes' in *Noise Control: Is the event a non-conforming event?*

Provide a brief reason why a noise exemption is required Required

Detail main noise sources

Complete this field if you selected 'Yes' in *Noise Control: Is the event a non-conforming event?*

Predicted noise levels Required

Complete this field if you selected 'Yes' in *Noise Control: Is the event a non-conforming event?*

Noise control measures to be implemented Required

Complete this field if you selected 'Yes' in *Noise Control: Is the event a non-conforming event?*

Noise monitoring procedures or activities to be undertaken Required

Complete this field if you selected 'Yes' in *Noise Control: Is the event a non-conforming event?*

Details of complaint response procedure Required

Complete this field if you selected 'Yes' in *Noise Control: Is the event a non-conforming event?*

Method of providing notification to surrounding properties Required

Complete this field if you selected 'Yes' in *Noise Control: Is the event a non-conforming event?*

Sound check start time Required

Complete this field if you selected 'Yes' in *Noise Control: Is the event a non-conforming event?*

Sound check end time Required

Water Supply

Is scheme water available? (Select 1 option) Required

○ Yes

○ No

Complete this field if you selected 'No' in *Water Supply: Is scheme water available?*

What potable water supply will be used? Required

Site Plan

Required prior to event approval, where applicable please include:

• Stage or other entertainment attraction/s (bouncy castle)

• Emergency exits

• Food stalls

• Lighting

• Electrical cables

• Vehicle access points

• Parking areas

• Location of marquee/s, tent/s (include measurements area m2)

• Site signage

• Location and number of additional toilet facilities

• Seating

• Fenced off areas

• First aid post/s

• Additional facilities or significant infrastructure relevant to your event

Upload site plan

📎   Please attach all files to the end of this form before submitting it.

Risk Management Plan
Applicable to events estimated to attract over 5,000 attendees.

Event organisers have a responsibility to ensure a safe event and as such a risk assessment for all proposed activities must be undertaken.

Upload Risk Management Plan

📎   Please attach all files to the end of this form before submitting it.

Emergency Management Plan
Applicable to events estimated to attract over 5,000 attendees.

Event organisers have a responsibility to ensure a safe event and as such an Emergency Management Plan is required.

Upload Emergency Management Plan

📎   Please attach all files to the end of this form before submitting it.

COVID Event Plan

Is your event expected to attract more than 500 atteendees? (Select 1 option)   Required

◯ Yes

◯ No

The information in the field below applies if you selected 'Yes' in *COVID Event Plan: Is your event expected to attract more than 500 atteendees?*

All public and private events with more than 500 attendees, must be registered with the Department of Health in order to proceed.

Currently all events with more than 500 patrons are required to have an approved COVID Event Plan.

Complete this field if you selected 'Yes' in *COVID Event Plan: Is your event expected to attract more than 500 atteendees?*

Upload your COVID Event Plan

📎 Please attach all files to the end of this form before submitting it.

Application Declaration

I accept responsibility for ensuring compliance with local laws and conditions relevant to the event.

As the event organiser, I seek approval to host this event and acknowledge that all the information provided in this application is true and correct.

I understand that failure to adhere to the conditions of any approval will result in the approval not being valid.

Name Required

Signature Required

Date Required

| D | D | M | M | Y | Y | Y | Y |

End of form

Don't forget to attach all files before submitting this form