

Special Event Application



Applicant Details

Name*

Phone Number*

Email*

Organisation (if applicable)

Position

Is your group/organisation incorporate?

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. PLEASE CHOOSE OR HIGHLIGHT ONE.

☐ Yes

☐ No

If yes, please provide your incorporation number

If yes, please submit a copy of this document, with your event application.

Does your group/organisation hold current public liability insurance?

PLEASE CHOOSE OR HIGHLIGHT ONE.

☐ Yes

☐ No

If yes, please provide date of expiry.

If yes, please submit a copy of this document, with your event application.

Event Details

Event Name*

Event Date/s*

Event Start Time*

Event End Time*

Event Description*

E.g. community, commercial, sporting

Entertainment Details*

If you wish to request a Shire Representative attend your event, please submit a copy of your Shire Representative Engagement Form, with your event application.

Overall expected attendance*

If you are expecting over 500 attendees, you must notify Police.

--

Total number of attendees at any given time*

--

Venue Details

Proposed Venue*

--

Are you hosting your event on private property/land? Has permission been granted from the owner*

--

If you are using Shire owned land, have you read, understood and acknowledged the Terms and Conditions associated with hiring a venue/facility/reserve in the Shire of Murray*

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

Bump-in Date

Bump-in Time

Bump-out Date

Bump-out Time

Amusement Attractions/Rides

Will there be amusement attraction/rides at your event?

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
☐ No

If yes, please submit a copy of the WorkSafe Plant Registration Certificate or Class 1 Certificate for any amusements involved, with your event application.

For any amusement rides, other than Class 1's, please submit a copy of the Annual Inspection Certificate, with your event application.

Disability Access

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.

Is the disability access at your event? *

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
☐ No

Alcohol

If you are 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 Creative Industries, Tourism and Sport.

Will there be alcohol at your event?*

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

Method of Distribution

PLEASE CHOOSE OR HIGHLIGHT ALL RELEVANT OPTIONS.

- ☐ Sale
- ☐ Supply
- ☐ BYO
- ☐ N/A

What drinks will be available at your event?

PLEASE CHOOSE OR HIGHLIGHT ALL RELEVANT OPTIONS.

- ☐ Non-alcoholic
- ☐ Wine
- ☐ Beer
- ☐ Spirits

Restriction of alcohol to underage persons? *

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

Any consumption of alcohol on Shire of Murray property requires an approved alcohol permit. If you wish to have alcohol at your event, please submit a copy of your Permit to Consume Alcohol Form, with your event application

Crowd Control

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

Will there be licensed security staff at your event? * PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No
- ☐ Does not apply

If yes, how many?

Animals

Will animals be involved at your event? *

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

If yes, detail the involvement

Camping

Will camping be permitted at your event? *

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

Number of campsites? (Please ensure these are detailed on the site plan)

Number of showers? (Please 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?*

Number of first aid attendants?*

Electrical/Lighting

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

Include any information regarding generators, speakers, PA systems, etc.

Will areas for the public be illuminated at night? (Illumination at ground level should be 5-10 lux)*

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No
- ☐ Does not apply

If yes, will all egress paths be illuminated to 40 lux?

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

Will enclosed venues have emergency lightning that will operate if the main electrical source fails?
PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No
- ☐ Does not apply

Fireworks, Pyrotechnics and Lasers

An application must be approved by self-certified operators. Contact the Department of Local Government, Industry Regulation and Safety for the relevant application and approvals.

Do you intend to hold a pyrotechnic display? *

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

Do you intend to use lasers?

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

If yes, please provide the laser operator details below.

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

Laser details (if applicable)

Eg. Class, power in watts/milliwatts, etc.

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?*

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

If yes, please submit a list of food vendors attending your event, with your event application.

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?*

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

Will marquees, stages and/or tents be utilised at the event?*

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

If yes, how many and what size?

Toilets

Event organisers are responsible for toilet provision. Please refer to the Special Event Guidelines for the number of toilet facilities that must be provided. Please detail the number of permanent toilets available on-site below.

Male Toilets

Male Urinals

Male Hand Basins

Female Toilets

Female Hand Basins

Universal Accessible Toilets (UAT)

Universal Accessible Hand Basins

Will any additional toilet facilities be provided? If yes, how many?

Traffic Management and Parking

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

Eg. Availability of taxis, buses, parking

Will the event require a full or partial road closure?*

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

If yes, detail road closure requirements

Please submit a traffic management plan with your event application, if applicable.

Will parking impact nearby residents?*

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

If yes, detail how the impact will be managed.

Waste and Rubbish Disposal

Detail what waste facilities will be provided*

Detail how rubbish will be managed during the event*

Detail how rubbish will be disposed of following the event*

Do you wish to hire additional Shire of Murray bins? For a quote, please fill in the details below*
PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

Please provide the property address for delivery and collection

Choose each desired bin type

PLEASE CHOOSE OR HIGHLIGHT ALL RELEVANT OPTIONS.

- ☐ 240Ltr Waste Bin (wheelie)
- ☐ 3.0m³ General Waste Skip Bin
- ☐ 4.5m³ General Waste Skip Bin

How many of each?**Delivery Date****Collection Date**

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

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

If yes, please upload a copy of your Noise Exemption Application Form, with your event application.

Water Supply

Is scheme water available?*

PLEASE CHOOSE OR HIGHLIGHT ONE.

- ☐ Yes
- ☐ No

If no, what potable water supply will be used?

Site Plan

Required to begin processing event application.*

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*

Please upload a copy of your site plan, with your event application.

Event Risk Management

All event organisers should submit an Event Risk Register for their event, which shows that hazards have been acknowledged and they action that will be taken to reduce this risk.

Any event that is estimated to have over 1000 people in attendance, or 500 people with food, are required to submit a Risk Management Plan as well as a detailed Event Risk Register.

If you require assistance regarding this, please contact the Shire of Murray Events Team.

Please upload a copy of your risk management plan, with your event application.

Emergency Management Plan

You will be contacted by the Shire of Murray Events Team if an Emergency Management Plan is required for your event.

Please upload a copy of your emergency management plan, with your event application.

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*

Signature*

Date*



**Shire of
Murray**

Administration Office
1915 Pinjarra Road, Pinjarra WA 6208
PO Box 21 Pinjarra WA 6208

T: (08) 9531 7777
E: mailbag@murray.wa.gov.au
[f](#) [@](#) [in](#) @ShireofMurray

murray.wa.gov.au