

# Event Impact Matrix



Prepared by the Place and Events team  
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Event Impact Category	Impact Criteria	Examples of events	Notification Period	Approval Documents required	May be required
No to minimal impact Event	<ul style="list-style-type: none"> <li>No impact to general public</li> <li>Less than 50 attendees</li> <li>Food supply permitted no sales</li> <li>No alcohol</li> <li>No amplified noise</li> <li>No amusements</li> <li>1 -2 marquees no larger than 3x3</li> <li>Portable picnic tables and chairs</li> <li>No changes to traffic conditions</li> </ul>	<ul style="list-style-type: none"> <li>Invitation only events - not open to the public</li> <li>Birthday party</li> <li>Corporate events</li> <li>Family BBQ</li> </ul>	Not required	<ul style="list-style-type: none"> <li>Not required</li> </ul>	
Low Impact Event	<ul style="list-style-type: none"> <li>Low impact to general public</li> <li>51-500 attendees</li> <li> Food sale or supply permitted with approval</li> <li> Alcohol sale or supply permitted with approval</li> <li>No amplified noise</li> <li>No amusements</li> <li> # of marquees that measure up to 50m2, a temporary structure that measures over 55m2 hireable event items such as plastic chairs, trestle tables, etc.</li> <li>No changes to traffic conditions</li> </ul>	<ul style="list-style-type: none"> <li>Markets</li> <li>Small community events</li> <li>Activations</li> <li>Rallies</li> </ul>	10 business days	<ul style="list-style-type: none"> <li>Special Event application</li> <li>Site Plan</li> <li>Public Liability Insurance</li> <li> List of temporary food vendors</li> </ul>	<ul style="list-style-type: none"> <li> Food vendor public liability insurance</li> <li> Food business registration</li> <li> Food safety supervisor qualification</li> <li> Risk management plan</li> <li> Permit to Consume Alcohol</li> <li> Copy of Occasional liquor licence</li> <li> Temporary Structure Form - over 55m2</li> </ul>
Medium Impact Event	<ul style="list-style-type: none"> <li>Medium impact to general public</li> <li>501 - 3000</li> <li> Food sale or supply permitted with approval</li> <li> Alcohol sale or supply permitted with approval</li> <li> Amplified noise</li> <li> Amusement Rides</li> <li> # of marquees that measure up to 50m2, a temporary structure that measures over 55m2 hireable event items such as plastic chairs, trestle tables, etc.</li> <li> Road or parking amendments or closures, or impacts on the normal use of roads</li> </ul>	<ul style="list-style-type: none"> <li>Large community events</li> <li>Festivals</li> <li>Sporting Events</li> <li>Events on road</li> </ul>	20 business days	<ul style="list-style-type: none"> <li>Special Event application</li> <li>Site Plan</li> <li>Public Liability Insurance</li> <li> List of temporary food vendors</li> <li>List of key contacts</li> </ul>	<ul style="list-style-type: none"> <li> Food vendor public liability insurance</li> <li> Food business registration</li> <li> Food safety supervisor qualification</li> <li> Risk management plan and/or register</li> <li> Permit to Consume Alcohol</li> <li> Copy of Occasional liquor licence</li> <li> Temporary Structure Form - over 55m2</li> <li> Worksafe Plant Registration Certificate</li> <li> Class 1 Certificate</li> <li> Annual Inspection Certificate</li> <li> Traffic Management Plan</li> <li> Noise exemption application</li> </ul>
High Impact Event	<ul style="list-style-type: none"> <li>High impact to general public</li> <li>3000+</li> <li> Food sale or supply permitted with approval</li> <li> Alcohol sale or supply permitted with approval</li> <li> Amplified noise</li> <li> Amusement Rides</li> <li> # of marquees that measure up to 50m2, a temporary structure that measures over 55m2 hireable event items such as plastic chairs, trestle tables, etc.</li> <li> Road or parking amendments or closures, or impacts on the normal use of roads</li> </ul>	<ul style="list-style-type: none"> <li>Major festivals</li> <li>Sporting events</li> <li>Music concerts</li> </ul>	60 business days	<ul style="list-style-type: none"> <li>Special Event application</li> <li>Site Plan</li> <li>Public Liability Insurance</li> <li> List of temporary food vendors</li> <li>Emergency Evacuation Plan</li> <li>Event Management Plan</li> <li>List of key contacts</li> </ul>	<ul style="list-style-type: none"> <li> Food vendor public liability insurance</li> <li> Food business registration</li> <li> Food safety supervisor qualification</li> <li> Risk management plan and/or register</li> <li> Permit to Consume Alcohol</li> <li> Copy of Occasional liquor licence</li> <li> Temporary Structure Form - over 55m2</li> <li> Worksafe Plant Registration Certificate</li> <li> Class 1 Certificate</li> <li> Annual Inspection Certificate</li> <li> Traffic Management Plan</li> <li> Noise exemption application and management plan</li> <li>Communications Plan</li> <li>Police Department approvals</li> <li>Other department approvals i.e. <i>Department of Biodiversity, Conservation and Attractions</i></li> </ul>

Note: This is a guide only, the Shire of Murray has discretion to classify events that do not meet the above criteria





### Administration Office

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

T: (08) 9531 7777

E: [mailbag@murray.wa.gov.au](mailto:mailbag@murray.wa.gov.au)

[f](#) [@](#) [in](#) @ShireofMurray

## Shire of Murray