

Special Events Application Form

Do I need to fill in a Special Event application form?

If you answer yes to any of the following questions, you are required to submit this form.

- Is your event being held on Shire of Murray land or in a Shire owned venue?
If a private event by invitation only, venue hire form needs to be completed, not Special Events form.
- Is your event open to the public?
- Do you expect an attendance of over 100 people?
(Invitation only parties, i.e. birthdays on private land exempt – you must have permission from the land owner)
- Will you have food available for purchase?
- Will you have large amusements at your event? (Bouncing castles on private land exempt)
- Will you have animals at your event? i.e. Petting Zoo
- Will there be camping at your event?
- Will there be amplified music at your event?
- Will there be generators at your event?
- Will there be alcohol at your event? Sale or BYO

If none of the above apply, enjoy your Party!

Don't forget to register your event at <https://www.police.wa.gov.au/Police-Direct/Register-a-Party>

Any questions or if you are not sure please do not hesitate to contact the Events Officer on 08 9531 7724 or by email, mailbag@murray.wa.gov.au

Please work through and complete all sections relevant to your event and feel free to ask questions. Keep in mind that there may be additional requirements, which are not included in this form, which you will need to address before you gain approval to conduct your event.

Outstanding permissions or licences required before you commence your event, (for example Liquor Licensing) should be supplied to the Shire **no later than two weeks** prior to your event.

Application and approval for an event are not transferrable; that is - the organiser cannot transfer Council approval for an event to an alternative venue, date or time without the Shire's consent.

Once the application is complete you may be contacted in order to discuss various aspects of your event if further details are required. Once your application and Risk Management Plan (if applicable) is assessed, you will be issued with an event approval and booking confirmation. This approval will contain specific conditions relevant to your event, which will need to be adhered to at all times.

Failure to adhere to the conditions of the approval will result in the approval not being valid. Please note specific conditions of hire are applicable to Council venues and bookings are not confirmed until approved and payment has been received.

We trust that you find this information useful and we look forward to receiving your application and helping you plan your event!

Key Dates

No later than twelve (12) weeks prior to event (large events)

No later than eight (8) weeks prior to event (small – medium events)

- Application for special event submitted

No later than four (4) weeks prior to event (if applicable)

- Risk Management Plan submitted
- Traffic Management Plan submitted

No later than two (2) weeks prior to event (if applicable)

- Permit to Consume Alcohol application submitted
- Outstanding permissions or licences supplied
- No later than seven (7) days prior to event (if applicable) List of Temporary Food Stalls attending

A copy of the Department of Health's Guidelines for concerts, events and organised gatherings can be found at:

<http://ww2.health.wa.gov.au/~media/Files/Corporate/general%20documents/Environmental%20health/Concerts%20and%20Mass%20Gathering%20Guidelines.pdf>

Special Events Application Form

Applicant Details

Name

Organisation, if applicable

Postal Address

Email Address

Telephone

Alternate

Contact Person if different from above

Email Address

Event Details

Title of Event

Date (s)

Event Start Time

Event Finish Time

Event Description

i.e. Entertainment, commercial sporting

Purpose of Event i.e. Fundraiser

Entertainment – Brief Details

(number of stalls, entertainment, bands, amplified music, animals, activities, rides)

Target Audience

Venue Details (if applicable)

Proposed Venue Details

i.e. Name of reserve, building or open space

Venue Booking Start Time

Venue Booking Finish Time

Has permission been granted from private land owner?

Yes

No

Event Category

- Casual event (no food or alcohol) less than 100 people
- Casual event (no food or alcohol) more than 100 people
- Special Event (public event) less than 100 people
- Special Event (public event) 101-500 people
- Special Event (public event) 501-1000 people
- Special Event (public event) 1001 – 5000 people
- Special Event (public event) non-Council venue less than 100 people
- Special Event (public event) non-Council venue 101 – 1000 people
- Special Event (public event) non-Council venue 1000+ people
- Special Event (public event) extension of core organisational activities
- Estimated attendance over the entire event
- Estimated number of persons at any one time

Access and Inclusion

Is there disability access at your event? Yes No

You must ensure that all arrangement you make, including emergency procedures, meet the needs of people with disabilities. See, The Department of Disability Services guidelines “Creating Accessible Events”
http://www.disability.wa.gov.au/understanding-disability1/understanding-disability/accessibility/services_events/

Alcohol

Do you wish to consume alcohol at your event? Yes No

If yes, submit an application for a Permit to Consume Alcohol no later than two (2) weeks prior to event
<http://www.murray.wa.gov.au/single-download/alcohol-permit-form/>

Permit to Consume Alcohol attached Yes No

Do you wish to sell alcohol at your event? Yes No

If yes, then a liquor licence, or variation to an existing licence, approved by the Director of Liquor Licensing must be obtained from the Department of Racing, Gaming and Liquor.
 The DRGL website <http://www.rgl.wa.gov.au/> provides information on the types of licences available and how to apply for them. For advice on liquor licences, contact the Department of Racing, Gaming and Liquor on (08) 6551 4888 or email rgl@rgl.wa.gov.au

Liquor Licence/ Variation attached? Yes No

Security and Crowd Control

Will you be providing licensed crowd controllers at your event? Yes No

If yes, how many?
(The first 100 patrons require two crowd controllers and one additional crowd controller per 100 patrons)

Animals

Will animals be involved in the event? Yes No

If yes, provide details

Camping

Refer to the Special Event Guidelines for the requirements should you wish to provide camping for patrons at your event.

Will camping be provided at the event? Yes No

Number of campsites?

Number of showers?

Camping to be marked on side plan

Certificate of Incorporation

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.
The Registration Number of a copy of the Certificate must be included for assessment purposes.

Certificate of Incorporation Registration Number

Certificate of Incorporation attached Yes No

First Aid

First Aid is to be provided for all events. Please refer to the Special Event Guidelines for the level of first aid required.

Who will supply First Aid?

Number of First Aid attendants?

Food and Drink Stalls

Will food or drinks be sold at the event? Yes No

If yes, after receiving food business registrations and public liability insurance certificates submit a list of accepted food stalls to the Shire

List of Temporary Food Stalls attached? Yes No

Insurance

All insurances are the responsibility of the event organiser. As the event organiser you must arrange for Public Liability Insurance to the value of at least \$10 million. This is to protect the interests of both organisers and patrons.

Name of Insurer

Policy Number

Expiry 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. I.e. Residential or commercial and also the time of day etc.

Please provide details of any noise sources expected from the event e.g. Music, PA systems etc.

Is the event a non-conforming event? Yes No

If yes, submit an application for Noise Regulation 18 approval - <http://www.murray.wa.gov.au/services/health/noise/>

Application in writing to Chief Executive Officer attached? Yes No
Note: an application fee of \$500 is applicable and will be invoiced

Police Department Notification

Event organisers are to notify and obtain comments from the Police for events with more than 500 people

Will the event attract more than 500 people? Yes No

If yes, a completed Police Notification form should be completed and sent to Pinjarra Police Station.

Water Supply Details

Is scheme water available? Yes No

If no, what potable water supply will be used?

Temporary Structures

Event organisers are to provide the relevant documentation for all public building structures such as tents, marquees and stages to later than two (2) weeks prior to the event

Will a fenced off area or enclosure be utilised at the event?	Yes	No
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Will any marquees, stages or tents be utilised at the event?	Yes	No
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If yes, how many and what sizes?

An Application for a Certificate of Approval Form 2 and structural certificates may be required, for example for marquees over 55m². Contact the Shire's Environmental Health Department for the relevant forms and approval

Copies of Certificates of Structural Certification attached?	Yes	No
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Structures included on the site plan?	Yes	No
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Toilets

The provision of toilets is your responsibility as the event organiser. Please refer to the Special Event Guidelines for the number of toilet facilities that must be provided.

Please provide details of permanent toilets that will be available on site.

Number of male toilets	Toilets	Urinals	Hand basins
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Number of female toilets	Toilets		Hand basins
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Number of accessible facilities	Toilets		Hand basins
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Do you intend on providing any additional toilet facilities?	Yes	No
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Number of male facilities	Toilets	Urinals	Hand basins
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Number of female facilities	Toilets		Hand basins
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Number of accessible facilities	Toilets		Hand basins
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Toilet facilities are to be marked on the site plan.

Traffic Management and Parking

What contingencies are in place for patrons to access the event?
E.g. Availability of taxis, buses, parking

Will your event require a full or partial road closure?	Yes	No
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If yes, provide details including the submission of a traffic management plan in accordance with the Main Road Traffic Management for Events Code of Practice. See the Main Roads website
<https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Pages/TrafficManagement.aspx>

Will parking disrupt nearby residents?	Yes	No
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If yes, provide details about how you will manage this impact

Provide further details about how you intend to provide adequate parking on-site.

Waste and Rubbish Disposal

Please provide details of the amount of refuse facilities provided and how the rubbish during and after the event will be managed

Note: for events on Shire properties requiring additional bins please contact the Shire's Coordinator Fleet and Waste on 9531 7777.

Site Plan

A detailed layout of the event is to be included with your application form. Please provide as much information on the site map as possible. Larger site plans may be required for larger events and should be provided by the applicant.

Please ensure the following is indicated on the plan, if applicable;

- Stage
- Food Stalls
- Electricity cables
- Parking areas
- Site signage
- Generators
- PA's
- Seating
- First Aid Post (s)
- Emergency Exits
- Fenced off areas
- Command Post
- Speakers
- Vehicle Access Points
- Location of marquees, tents
- Sale or consumption of alcohol area(s)
- Camping Area
- Access and Emergency paths

Site Plan must also include a Parking Management Plan

Applicable to events with over 5000 expected attendance

Risk Management Plans – As an event organiser, you have a responsibility to ensure that your event is safe. A risk assessment for all of your proposed activities must be undertaken for events with an expected attendance of 5000 or greater.

Please keep in mind that the Shire will need to assess the plan prior to the commencement of your event and that a fee of \$355.00 will be included on your invoice

Has a Risk management Plan been provided with this application?	Yes	No
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Applicable to all Events – General Information

Shire of Murray approvals

During the planning of your event you may need to contact other various sections within Council to gain further information, advice or approvals. Please do not hesitate to contact the following departments on Phone: 9531 7777 if you have any queries:

- Recreation and Community Development - for advice on hiring Shire venues, parks, reserves or advice on events on Shire property.
- Environmental Health Services - for advice on events on private property and all health matters.
- Ranger and Emergency Services - for advice on dog and parking issues.
- Technical Services - for advice on road closures and traffic management
- Planning and Sustainability - for advice and applications for road signage and advertising

Other agency approvals

- Police and Emergency Services - event organisers must advise relevant services of the event
- Racing, Gaming and Liquor - for liquor licenses
- Department of Mines and Petroleum - for fireworks approvals
- Main Roads WA - for road closures

Hire Fees and Bonds

For fees and bond charges please refer to the Schedule of Fees and Charges available on the Shire's website. Final hire fees and bond payments are required 14 days prior to the booking date, with bookings not confirmed until full payment is received. Payments are to be made at the Shire's Administration Building located at 1915 Pinjarra Road, Pinjarra between 8:30-4:30pm weekdays.

Checklist – items to be completed prior to submission

Items required for all events

No later than twelve (12) weeks prior to large events

No later than eight (8) weeks prior to small – medium events

Completed 'Special Events Application Form' including site plan

Public liability insurance policy details of 'Certificate of Currency' supplied

If applicable

Valid Certificate of Incorporation, registration number or certificate supplied

Completed 'Public Building Application Form' – Form 1

Completed 'Police Notification Form'

No later than four (4) weeks prior to event if applicable

Risk Management Plan submitted

Evacuation plan submitted

No later than two (2) weeks prior to event if applicable

Permit to Consume alcohol on shire Property submitted

Liquor Licence obtained for event and copy provided

Traffic Management Plan submitted

Applied and/or obtained approval for Noise (non-complying event – under Regulation 18)

Certificates of Structural Certification for all large marquees and tents that will be used on the day provided to the Shire of Murray.

Copy of letter to police and emergency serviced provided to Shire

Copy of letter and scope of mail drop to affected residents provided to Shire.

Copy of a 'Certificate of Electrical Compliance' – Form 5, completed by a qualified electrician as soon as all electrical works have been completed, and provided to Shire.

No later than seven (7) days prior to event if applicable

Copies of all food business registration certificates and certificates of insurance have been obtained from all food stalls, and a list of accepted food businesses is forwarded to the Shire.

Declaration

I understand that the Special Event Guidelines and Application Form are a guide only. There could be other requirements, terms and conditions outside the package. 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

Signature of Applicant

Name

Position

Date
