

## EVENT APPLICATION FORM

Submit your completed application and all supporting attachments (including an event site plan) to the Shire of Plantagenet Administration office at least 4 weeks prior to your event.

The application fee is to be paid upon submission of application.

For more information on each section please refer to the Event Information Pack at [www.sop.wa.gov.au](http://www.sop.wa.gov.au) and refer to the WA Department of Health Guideline for Concerts and Events for all event requirements

1. CONTACT DETAILS				
Contact Person				
Name of Organisation				
Organisation Address				
Contact Number (mobile number)				
Email Address				
ABN:		Are you registered for GST?	Yes	No
Is your Organisation a Not for Profit Entity?	Yes		No	

2. EVENT DETAILS				
Event Name				
Event Dates	Start:		Finish:	
Event Times	Start:		Finish:	
Bump In	Time starts:			
Bump Out	Time concludes:			
Event location				
Estimated total attendance:		Estimated attendance at any one time:		
Brief description of event and activities planned (food, bands, performers, rides etc)				

### 3. ENVIRONMENTAL HEALTH REQUIREMENTS

Is the event to be held on Council managed or owned land? <i>If yes, please contact the Administration office on 9892 1111 to secure the venue booking and pay any applicable bond.</i>	Yes	No
Will food be sold at this event? <i>Please provide a list of food vendors, including a Food Act 2008 food business registration certificate for all food vendors</i>	Yes	No
Will alcohol be sold or consumed at this event? <i>If yes, you will need to provide a copy of your approved Liquor License and plan with your application.</i>	Yes	No
Will there be any temporary structures erected as a part of the event (ie fencing marquees, stages, bouncy castle)? <i>Depending on the size of the structure a structural certification may be required.</i>	Yes	No
If yes, please provide a description of the marquees, including size		
Will there be amplified noise (ie speakers, live bands, generators)?	Yes	No
If yes, please describe the type of equipment.		
Will there be fireworks /pyrotechnics?	Yes	No
Please attach a copy of your neighbour notification letter		
How many public toilets exist on site permanently?	Male	Female
How many temporary toilets will you be supplying for the duration of the event?	Male	Female

### 4. PARKS AND GARDENS REQUIREMENTS

Do you require additional bins? <i>Additional bins will be charged as per the Council Fees and Charges</i>	Yes	How many?	No
Will your event require pegs to be driven into the ground? <i>If yes, please indicate this on the event site plan.</i>	Yes	No	
Do you require connection to the Shire's water supply?	Yes	No	
Do you require connection to the Shire's electrical power?	Yes	No	
Will you be providing your own power/generators? <i>If yes, please provide details on the event site plan.</i>	Yes	No	
If yes, please describe the electrical equipment.			

## 5. EMERGENCY SERVICE REQUIREMENTS

Have the following emergency services been notified of this event?

Police (Mount Barker station 9851 5200)	Yes	No
Fire Brigade (Mount Barker station 9851 1774)	Yes	No
Hospital (Mount Barker 9892 1222)	Yes	No
St John Ambulance	Yes	No
Will your event have crowd control?	Yes	No
Does your event have Emergency Evacuation Procedures in Place? <i>If yes, a copy of the procedure must be submitted with the application</i>	Yes	No
Who will communicate and coordinate any emergency service response?		
Name:		
Mobile number:		
Will First Aid be provided at your event? <i>Please provide the names and accreditation of your first aid providers. It is recommended that your first aiders have only that role</i>	Yes	No

## 6. TRAFFIC MANAGEMENT

Does your event require road closures? <i>If yes, an accredited traffic management plan must be submitted with your application after consultation with the Shire's Executive Manager of Works and Services</i>	Yes	No
Does your event require temporary car parking? <i>If yes, please indicate area of temporary car parking on the site plan.</i>	Yes	No

As the event organiser, I acknowledge that the information in this application is true and correct. I accept that the Shire of Plantagenet has fees for events which are payable at the time of lodging the application.

Applicant Name:		
Signature:		Date: