

## EVENT APPLICATION GUIDELINES

The following information is provided to assist event organisers when planning an event and completing the Shire of Plantagenet Event Application Form.

An event is a gathering of people brought together for a common purpose by some prearrangement whether it be civic, social, theatrical, educational, entertainment, sporting, recreational etc

If you answer yes to any of the questions below, you will need to complete an event application for approval.

- Is your event open to the public?
- Will your event be providing food and/or alcohol to the public?
- Will your event have large structures (ie portable toilets, stages, marquees, bouncy castle etc)
- Will your event impact on traffic?

Completed event applications must be submitted to the Shire no later than 4 weeks prior to the event.

The information below will help assist you with filling out your event application form.

### ENVIRONMENTAL HEALTH

#### FOOD

All traders/caterers wishing to sell or serve food at an event must be registered with their Local Government. If the trader is registered with another local government, they must provide a copy of their current Food Business certificate to the event organiser which must be forwarded onto the Shire of Plantagenet Environmental Health Officer. If the trader is a one off for the event, they must complete the application form for a Temporary Food Stallholder and return it to the Shire Environmental Health Officer for assessment.

**Please note food stall holder applications will only be accepted from community groups/ organisations conducting a once-off fundraising food stall eg sausage sizzle or cake stall**

Event organisers must provide a list of food vendors that will be trading at the event. This list must include the food vendors name, types of food being sold and contact details.

#### ALCOHOL

If alcohol is to be sold at the event, additional approval must be obtained from the Department of Racing, Gaming and Liquor. Applications can be lodged via the online portal at [www.dlgsc.wa.gov.au/racing-gaming-and-liquor](http://www.dlgsc.wa.gov.au/racing-gaming-and-liquor). A copy of the approved liquor licence and plan by the Department must be submitted with the event application.

## TEMPORARY STRUCTURES

Temporary structures (including marquees, stages movie screens etc) that are 20m<sup>2</sup> or larger require additional approval. Details about structures of this nature need to be included on the event site plan.

## TOILETS

Event organisers are responsible for providing adequate toilet facilities for the number of patrons expected to attend the event. Toilet facilities must be regularly cleaned and restocked with adequate toilet tissue, soap, and hand paper towels throughout the event. The table below will assist you to work out the required numbers of toilets.

Total Attendance Numbers	Female Toilets	Male Toilets	Male Urinal (metres)	Accessible Toilets
1-500	2	1	2	1
501 - 1000	5	2	3	1
1001 - 2000	10	3	5	1
2001 - 3000	12	4	8	2

\*These numbers are for events without alcohol. If alcohol is being provided, the toilet numbers will need to be doubled.

## PARKS AND GARDENS

### RUBBISH BINS

Event organisers are to ensure adequate arrangements are in place for the collection and removal of rubbish generated at the event. If required additional bins can be arranged through the Shire's Works and Services team and will be charged as per the Council fees and charges.

Note: Whilst the Shire of Plantagenet does not have a policy for rubbish and recycling, we do encourage all event organisers to consider ways to reduce waste and recycle.

## UNDERGROUND SERVICES

Many of the Shire's reserves have underground services running through them. If your event requires anything to be dug or drilled into the ground, it is important to liaise with the Shire's Works and Services team prior to the event so that all underground services can be marked out. Any damage to the underground services will be at the cost to the event organiser.

## **ELECTRICITY**

All power producing equipment (ie generators) must be accompanied by an appropriate fire extinguisher.

A form 5 Certificate of Electrical Compliance is to be signed by a suitably qualified electrician. A copy of this form will be provided as a part of your approval package if it is required.

## **EMERGENCY SERVICES**

Event organisers should provide first aid facilities irrespective of the size of the event or expected attendance numbers. Event organisers must nominate at least one qualified first aid officer who is present and available for the duration of the event.

Event organisers are encouraged to contact local emergency services regarding their event. Depending on the size of the event, it may be necessary to have appropriate vehicles and volunteers on standby should the need arise.

## **INSURANCE**

Events on Shire property must hold public liability (at least \$10,000,000 in respect of any one occurrence and for than number of claims), property insurance for equipment owned by the event organiser that require insurance for damage or theft and personal accident insurance (where required by law).

## **TRAFFIC MANAGEMENT**

If any part of an event is to be held on a road, traffic management and safety issues must be addressed. In most cases a traffic management plan prepared by an accredited person will be required. Further advice can be sought from the Executive Manager of Works and Services on 9892 1139.

## **SITE PLAN**

An event site plan must be submitted with your completed even application form. The site plan must identify the location and layout of all aspects of the event including:

Entry and exit points	Entertainment / Activity zones
Parking	Toilets
First aid stations / emergency service access	Infrastructure including temporary structures
Food / Drink stalls	Waste bins