

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

1. CONTACT DETAILS				
Contact Person				
Name of Organisation				
Organisation Address				
Contact Number (mobile preferred)				
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	From:			
Bump Out	From			
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 contact details for all food vendors attending the event as a part of your application.</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 equipment.		
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
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:		
Does the event have Public Liability Insurance? <i>A minimum of \$10 million will be required and a certificate of currency must be submitted with the application</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: