

EVENT QUERY / EXPRESSION OF INTEREST FORM

This form is for use by customers who are considering holding an event in the Shire of Plantagenet who may have not previously organised a public event, or are not sure if the activity they're planning meets the definition of a public event.

If you are aware that your proposal meets the definition of a public event, please refer to the Shire's [Events Information Page](#) where you'll find the shire's Event Approval Guidelines, Event Application form and a link to the WA Department of Health Guideline for Concerts Events and Organised Gatherings.

Event definition: A gathering of people brought together for a common purpose by some prearrangement and include music festivals, sporting events, concerts, community markets.

1. CONTACT DETAILS		
Contact Person:		
Name of organisation:		
Organisation address:		
Mobile number:		
Email Address:		
Event Venue / Location:		
Brief description of activities:		
Date/s of activity:		
Bump in time – Bump out time:		
Activity Start time – finish time:		
2. ACTIVITIES		
Will the activity be advertised as being open to the public? This can be either for free or ticketed.	Yes	No
Will the public be excluded from your activity:	Yes	No
Primary purpose of activity: e.g. fundraiser for community group, educational / skills session, community markets, music festival, sporting / motorsport fixture		
Anticipated number of attendees at any one time:		
Is the event to be held on Shire managed or owned land?	Yes	No
Is the event being held inside an approved Public Building? For example: Shire owned and / or managed community hall, or privately owned facility For example: Function centre	Yes	No
Will food be provided at this activity? This is either sold directly to the attendees or provided as part of an entry fee / ticket price	Yes	No
Will alcohol be sold or consumed at this event?	Yes	No
Will there be overnight camping either by the organiser, contractors or patrons?	Yes	No
Does the activity fall under the auspices of a peak body and their rules & regulations? If yes, name of peak body:	Yes	No
Signature:	Date:	

PLEASE SEE OVER FOR THE NEXT STEPS

Please hand your completed form into our Customer Service staff at our Shire offices located at 22-24 Lowood Road, Mt Barker, or email it to info@sop.wa.gov.au. Please note photographs of forms are not able to be accepted.

Once we receive your form a member of the Environmental Health team will assess the information you've provided and contact you to discuss your activity.

If it's determined your activity is a public event, you may be required to complete the Event Application form found on the Shire's [Events Information Page](#).