

## EVENT APPLICATION FORM

1. Submit your completed application and all supporting attachments, see the last page for a list of required attachments, to the Shire of Plantagenet Administration office at least 4 weeks prior to your event either in person or as a scanned document to [info@sop.wa.gov.au](mailto:info@sop.wa.gov.au)
2. The application fee is to be paid upon submission of application.
  - a. Fees not payable by organisations attaching evidence of their not-for-profit status
3. For more information on each section of this form and the site plan requirements, please refer to the Shire's [Event Application Guidelines](#).
4. For information relating to the Public Health & Safety Requirements for events, please visit the WA Department of Health [Guideline for Concerts, Events and Organised Gatherings](#)
5. If you have any questions, or would like clarification, please contact the Shire's Environmental Health team at [info@sop.wa.gov.au](mailto:info@sop.wa.gov.au) or by calling 9892 1111
6. If you have not organised an event before, or are not sure if your activity is an event, please contact the Shire's Environmental Health team, or complete and submit the Shire's [Event Query / Expression of Interest form](#) found on the Shire's Event Information web page.

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		
*Evidence of status is to be attached to this form				
2. EVENT DETAILS				
Event Title:				
Event Dates:	Starts:		Finishes:	
Event Times:	Starts:		Finishes:	
Bump In:	Start date:		Start time:	
			No activity before this time	
Bump Out:	Finish date:		Finish time:	
			No activity after this time	
Event location:				
Estimated total attendance:		Estimated attendance at any one time:		

<b>Will there be overnight camping?</b> If yes, please briefly describe reasoning for offering camping at your event	Yes	No
<b>Brief description of activities planned:</b> Food vendors, bands, entertainment, inflatable devices, rides, overnight camping		
<b>Has the applicant organised an event of this nature and scale before?</b> If yes, please provide brief details of the last event of this nature and scale, including the date.	Yes	No
<b>3. EVENT DETAILS</b>		
<b>Is the event to be held on Council managed or owned land?</b> If yes, please contact the Administration office on 9892 1111 to secure the venue booking and pay any applicable bond.	Yes	No
<b>Will food be sold at this event? (Includes food provided as part of ticket sales)</b> Please provide a list of food vendors, including a *Food Act 2008 food business registration certificate and Public Liability Insurance Certificate of Currency for all food vendors *This does not apply to food demonstrations	Yes	No
<b>Will alcohol be sold or consumed at this event?</b> If yes, you will need to provide a copy of your approved Liquor License and plan with your application. *Please refer to the Racing, Gaming & Liquor ' <a href="#">Licence Types</a> ' information page where you will find a list of licence types and their criteria. * Please refer to the Racing, Gaming & Liquor ' <a href="#">Exemptions to the Liquor Control Act 1988</a> ' information page where you will find a list of exempted activities and their criteria.	Yes	No
<b>Will there be any temporary structures erected as a part of the event (i.e. fencing marquees, stages, inflatable devices)?</b> An information sheet relating the requirements for inflatable devices can be found at the WorkSafe WA ' <a href="#">Inflatable amusement devices</a> ' information page.	Yes	No
If yes, please provide a description of the marquees, the number of structures and the size of each.		
<b>Will there be amplified / increased noise (i.e. speakers, live bands, generators)?</b>	Yes	No
If yes, please describe the type of equipment and how noise levels will be monitored for the duration of the event, including sound checks if live music is proposed.		

<b>Will there be fireworks /pyrotechnics, either indoors or outdoors?</b> If yes, they are regulated by the Department of Mines, Industry Regulation and Safety under the <i>Dangerous Goods Safety (Explosives) Regulations 2007</i> . Please refer to the 'Pyrotechnics' section of the WA Health Department <a href="#">Guidelines for concerts, events and organised gatherings</a> for more information	Yes	No
<b>Is the event space is in close proximity to residential properties, or businesses that will be open for the duration of your event/</b> If yes, please attach a copy of your Neighbour Notification. This can be a simple flyer delivered as a letter box drop and will include: <ul style="list-style-type: none"> <li>• The dates &amp; times of the event</li> <li>• A description of the event and</li> <li>• The name and mobile phone number of a person contactable for the duration of the event who can be contacted in case the event creates a negative impact on the neighbouring property e.g. by way of noise, smoke or dust</li> </ul>	Yes	No
<b>How many public toilets exist on site permanently?</b>	Male	Female
<b>How many temporary toilets will you be supplying for the duration of the event?</b>	Male	Female
<b>4. PARKS AND GARDENS REQUIREMENTS</b>		
<b>Do you require additional bins from the Shire?</b> Additional bins will be charged as per the Council Fees and Charges	Yes	How many? No
<b>Will your event require pegs to be driven into the ground?</b> If yes, please indicate this on the event site plan.	Yes	No
<b>Do you require connection to the Shire's water supply?</b> If yes, please describe the reasons for requesting connection.	Yes	No
<b>Do you require connection to the Shire's electrical power?</b> If yes, please describe the reasons for requesting connection.	Yes	No
<b>Will you be providing your own power/generators?</b> If yes, please provide locations of generators on the event site plan. *1 x 4.5kg B(E) dry chemical powder extinguisher must be located adjacent to any electrical generator or switchboard	Yes	No
If yes, please describe the electrical equipment and what equipment will be supplying electricity.		

<b>5. EMERGENCY SERVICE REQUIREMENTS</b>		
<b>Have the following emergency services been notified of this event?</b>		
*If not, notification is required at least 7 days prior to the 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? If yes, please describe the type of crowd control being provided, and the name of the security company if one is being engaged.	Yes	No
<b>Does your event have Emergency Evacuation Procedures in Place?</b>	Yes	No
<b>Who will communicate and coordinate any emergency service response?</b>		
Name:		
Mobile number:		
<b>Will First Aid be provided at your event?</b> First Aid service provider e.g. St Johns Ambulance are generally not required for low-risk events smaller than 500 patrons held near central ambulance / hospital services. As part of the organiser's duty of care, it is prudent to have an accredited first aider on site. This can be a member of the event organising committee.	Yes	No
<b>6. TRAFFIC MANAGEMENT</b>		
<b>Does your event require road closures?</b> If yes, an accredited traffic management plan must be submitted with your application after consultation with the Shire's Infrastructure & Assets team <a href="mailto:info@sop.wa.gov.au">info@sop.wa.gov.au</a> or 9892 1111	Yes	No
<b>Does your event require temporary parking?</b> If yes, please indicate area of temporary parking on the site plan and describe in this space how it will be managed to ensure a safe and orderly exit in case of emergency.	Yes	No

### Event Organiser Acknowledgement

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

I understand that the assessment of my event application will be delayed if information provided is lacking in detail or attachments are not provided, and this may delay the approval process.

### Attached are:

- ☐ Event organisers Public Liability Insurance Certificate of Currency
- ☐ List of all vendors including their name, trading name, phone number and their wares  
Examples may include:
  - Food, bric-a-brac, new clothing, secondhand clothing
- ☐ List of all Amusement Devices and their providers, including each devices safety inspection report conducted in the last 12 months
- ☐ *Food Act 2008* Food Business Registration or Notification certificate and Public Liability Insurance Certificate of Currency for each food vendor
- ☐ Detailed site plan showing location of all event activities; including vehicle parking and overnight camping if this is planned
- ☐ Accreditation for all first aiders available onsite for the duration of the event as part of the organiser's duty of care requirements
  - First Aid service provider e.g. St Johns Ambulance – generally not required for low-risk events smaller than 500 patrons held near central ambulance / hospital services.
- ☐ Emergency Management Plan/Evacuation plan for events with >1000 patrons, or smaller though medium-high risk events.

Applicant Name:		
Signature:		Date: