



SHIRE OF  
**HARVEY**

# Event Application Form



[harvey.wa.gov.au](http://harvey.wa.gov.au)



# EVENT APPLICATION FORM

1. CONTACT DETAILS				
Contact Person:				
Organisation:				
Address:				
Mobile Number:				
Email Address:				
ABN:		GST Registered:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your organisation a Not for Profit entity?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Website:				
2. EVENT DETAILS				
Event Name:				
Event Dates:	Start:		Finish:	
Event Times:	Start:		Finish:	
Bump In:	From:			
Bump Out:	From:			
Event Location:				
Estimated Attendance:		Estimated Attendance at any one time:		
Brief Description of Activities Planned:				
Is it a free event?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Ticket Price:

### 3. HEALTH SERVICE REQUIREMENTS – For more information on Health Services, please contact 9729 0300

#### 3.1 Food & Alcohol

Are you selling food at this event? Note: each vendor will need to fill in a Temporary Food Permit (fees apply).	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are you selling or consuming alcohol at this event?  If your event is on <u>Shire property</u> , you must obtain a <i>Permit to Consume Liquor on Shire Property</i> . Please <a href="#">click here</a> to download the form.  If you will be <u>selling alcohol</u> , you must obtain an <i>Occasional Liquor Licence</i> from the Office of Racing, Gaming and Liquor. Please <a href="#">click here</a> for further information about how to apply.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

#### 3.2 Building and Structures

Please indicate if any of the following structures are being erected and show location on the site plan.

Small (3x3) marquees/tents	Large marquees/tents/shade structures – large than 55m <sup>2</sup> in area <sup>1</sup>	Stage if more than 12m <sup>2</sup> in area or more than 300mm above the ground <sup>1</sup>
Spectator Stand <sup>1</sup>	Climbing Wall <sup>1</sup>	Cinema Screen <sup>1</sup>
Bouncy Castle <sup>2</sup>	Amusement Devices/rides <sup>2</sup>	Other

<sup>1</sup> Please provide the hirers public liability insurance certificate and structural engineers certificate.

<sup>2</sup> Please provide the hirers public liability insurance certificate, annual inspection certificate, and a copy of the WorkSafe plant registration (or Class 1 certification or letter from a competent person).

#### 3.3 Toilet Facilities

If using transportable toilets, I acknowledge that I am responsible for the booking, cost and removal of the required number of toilets per head.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
How many toilets exist on the site?		
How many temporary toilets will be brought in for the event (not including permanent facilities)?		
What arrangements have been made for the servicing of the toilets? (please explain):		
If the event is to occur at night, have adequate arrangements been made for lighting the toilets? (please explain):		

#### 3.4 Noise

Will there be any noise creating devices such as speakers, live bands, loud machinery etc.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Will nearby properties be notified of the event? Please provide copy of the notice.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

<p>Please provide details on anticipated sound level emission impact on the surrounding properties, and how you will notify these properties.</p> <p>Note: you may need to submit a noise management plan at a later date.</p>		
<h3>3.5 Insurance and Risk Management</h3>		
Do you have Public Liability Insurance?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Do you have a Certificate of Currency?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Do you have a Risk Management Plan (over 1000 persons)? Please attach a copy.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<p>All concerts and events approved by the Shire are to be 'smoke-free events' and must not endorse advertising from tobacco companies. The applicant/promoter must ensure that crowd controllers and event staff enforce a strict 'no smoking' policy within the boundaries of both indoor and outdoor concerts and events.</p>		
Acknowledged and understood:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<p>Will there be any electrical equipment installed i.e. generator, power supply?</p> <p>Note: you will need to submit a Form 5 electrical compliance on the day.</p>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<h3>4. VENUE DETAILS</h3>		
<p>Where is the event proposed to take place?</p> <p>Please list all proposed areas e.g.: street, car park, reserves that you wish to book:</p>		
<h3>5. SITE PLAN</h3>		
<p><b>Your site plan is an essential document and must be attached with this application to allow for adequate assessment of your event.</b></p> <p>A marked up Google Maps image is preferred instead of hand drawn or graphic designed site plans.</p> <p>As a minimum, your site plan must show the following the items:</p> <ul style="list-style-type: none"> <li>Entry and exit points</li> <li>Emergency exits</li> <li>Emergency evacuation muster points</li> <li>Fire safety equipment</li> <li>Parking areas</li> <li>Water station/s</li> <li>Toilets</li> <li>Rubbish / recycling bins / skips</li> <li>First aid services</li> <li>Fencing – temporary and / or permanent</li> </ul>		
Have you made an online tentative booking for all areas?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

## 6. PARKS OPERATIONS

Will your event require holes or trenches to be dug and/ or tent pegs driven into the ground?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Do you require lighting for this event?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Will you require heavy vehicle, trailer or truck access to the park?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are you planning to erect any signage relevant to the event?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

## 7. TRAFFIC OPERATIONS

Do you require road closures? Any road closure will require a traffic management plan by an accredited traffic management consultant.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Will your event require temporary car parking? If 'Yes' please supply plan indicating location of temporary car parking and who will control parking.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Will your event require car park closures?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If 'Yes' supply details:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

**8. RUBBISH REMOVAL** – It's the responsibility of the Event Organiser to ensure all rubbish is removed from the site immediately after the event. An additional charge may be incurred should the Shire be required to clean the site.

Will your event generate rubbish?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Will your event promote recycling?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<input type="checkbox"/> No, I will remove all of the rubbish using private arrangements. <i>And/Or</i> <input type="checkbox"/> Yes, I would like the Shire to supply additional bins for this event and I understand there is a fee for this service.		
If yes:		
Contact number on the day		
Bin delivery address		

Special delivery instructions	
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**9. ACCESSIBILITY REQUIREMENTS** – For more information on creating accessible events, please contact Community Development on 9729 0300

Designated accessible parking close by for people with disabilities, with clear signage?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Accessible public transport close by?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Provision of accessible public toilets?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

**10. EMERGENCY SERVICES AND SECURITY** – For major Events, the Shire may seek advice from Emergency Service providers when assessing your application.

Please advise which Emergency Services have been notified of this Event:

Police <input type="checkbox"/>	Ambulance <input type="checkbox"/>	Fire Service <input type="checkbox"/>	
Will any Crowd Control be required?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	

Please Note: it is the responsibility of the Event Organiser to arrange security / crowd control, first aid requirements and notifying local police.

Will there be fireworks / pyrotechnics? <a href="#">You will need this permit if you intend to put on a fireworks display.</a>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Do you have Emergency Evacuation Procedures in place? An emergency evacuation plan is required for events with enclosed spaces or fenced off areas. Please attach a copy.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

**APPLICATION DECLARATION**

I accept responsibility for ensuring compliance with local laws and conditions relevant to the event.

As the event organiser, I seek approval to host this event and acknowledge that all the information provided in this application is true and correct.

I understand that failure to adhere to the conditions of any approval will result in the approval not being valid.

Name

Signature

Date