

Event Application Form



Event application form

If you have any questions or need assistance, please call (08) 9729 0300.

1.0 - Contact and event details

This section asks about your contact and event details.

1.1 Contact details

Contact person

Organisation

Address

Mobile number

Email address

ABN

Are you registered for GST? Yes No

Is your organisation a Not For Profit entity? Yes No

Website

1.2 Event Details

Event name

Event dates Start Finish

Event times Start Finish

Bump in Bump out

Event location

Estimated attendance overall Estimated attendance at any one time

Brief description of activities planned

Is this event free? Yes No Ticket Price

2.0 - Health service requirements

This section is about food and alcohol at your event, what kinds of structures will be in place, and noise levels.

For more information on health services, please contact 9729 0300.

2.1 Alcohol

Are you consuming alcohol at this event?

Yes	Please obtain a Permit to Consume Alcohol on Shire Property .
No	Please go to Section 2.2

Is alcohol to be sold on the premises?

Yes	Please obtain an Occasional Liquor Licence from the Office of Racing, Gaming and Liquor.	Permit number
		Date of issue
		Period issued for
No	Please go to Section 2.2	

2.2 Food

Are you selling food at this event?

Yes	Please check the relevant option below.
No	Please go to Section 2.3

If yes, and you are the **only** food vendor, please complete [Application for temporary food stall permit](#).

If yes, and there are **multiple** food vendors, please complete Section 2.2.1: *Collective food vendor application* on behalf of all vendors.

2.2.1 Collective Food Vendor Application

I wish to apply for a collective food vendor application, on behalf of two or more food vendors at this event.

How many food vendors will be present at your event?

Document checklist

Please supply or attach the following:

Include all food vendor locations in Section 4.2: Site Plan

Certificate of food business registration for all traders who are not registered within the Shire of Harvey

Copy of each food vendor's current public liability insurance in the sum not less than \$20 million

Add details of all food vendors on the next page. If you need more space, you can print extra copies of this page and attach with your application; or submit separately in a word document or spreadsheet.

2024–2025 Schedule of fees and charges

Please check the relevant option

Collective food vendors application for events with up to 5 stalls (\$28.50 each)

Collective food vendor application for events 6-10 stalls (\$170)

Collective food vendor application for events 11 or more stalls (\$310)

List of Traders

No.	Food business name	Vendor Type (e.g. van, stall)	Vehicle rego (if applicable)	Food Act Cert.	PL
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

Please reprint this sheet if required for additional traders

2.3 Building and structures

Please indicate if any of the following structures are being erected. If no structures are being erected, please go to Section 2.4.

Small (3x3) marquees/tents

Marquees/tents/shade structures –

larger than 55m² in area

Stage if more than 12m² in area or more than

300mm above the ground

Spectator stand

Climbing wall

Cinema screen

Document checklist

Hirers public liability insurance certificate.

Hirers structural engineers certificate.

Bouncy castle

Amusement devices/rides

Hirers public liability insurance certificate

Hirers annual inspection certificate

Copy of the WorkSafe plant registration OR

Class 1 certification OR letter from a competent person.

Other

Note: Please show all structures marked here on your site plan in section 4.0.

2.4 Toilet facilities

Please note:

The Event Organiser is responsible for the provision of adequate toilet facilities for the duration of the event, including:

- Submitting the number and location of portable toilets to the Shire for approval.
- Ensuring adequate water supply and the availability of a plumber should issues arise.
- Ensuring toilets are regularly checked for cleanliness, as well as availability of toilet paper, soap, and hand towels, and the emptying of any bins.
- Ensuring all sanitary facilities are adequately lit at night.
- Ensure a unisex disabled toilet is provided for patrons. The Shire requires at least one accessible toilet to be provided at every event.

If using transportable toilets, I acknowledge that I am responsible for the booking, cost and removal of the required number of toilets per head.

How many toilets (permanent facilities) exist on the site?

How many temporary toilets will be brought in for the event?

How many accessible toilets will be provided?

Outline what arrangements have been made for servicing the toilets.

If the event is to occur at night, outline what arrangements have been made for lighting the toilets.

2.5 Noise

Will there be any noise creating devices such as speakers, live bands, loud machinery etc? Yes Please complete all sections on this page

No Please go to section 3.0

Outline the anticipated sound level emission impact on surrounding properties.

Outline your plan for notifying these properties.

Document Checklist

A copy of your notice to nearby properties notifying them of the event. (Click here for a sample [letterbox notification](#) you can use.)

I acknowledge I may be requested to submit a noise management plan at a later date.

3.0 - Insurance and risk management

This section asks about insurance and risk management. All events are required to provide proof of public liability insurance at a minimum.

Document Checklist

Please attach your Public Liability Insurance Certificate of currency with your application

Will your event attract more than 1000 persons?	Yes	Please note we may request completion of a Risk Management Plan
	No	Please proceed to the next question
Will there be any electrical equipment installed (i.e. generator, power supply?)	Yes	Please submit a Form 5 Electrical Compliance on the day.
	No	Please proceed to the next question

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.

Acknowledged and understood

4.0 - Venue details and site plan

This section asks about the location and set up of your event.

4.1 Venue details

Where is the event proposed to take place?

Please list all proposed areas (e.g., streets, car parks, reserves)

Please complete [Application for hire of local government property](#) to book any shire premises

4.2 Site plan

Your site plan is an essential document. It helps us to make an adequate assessment of your event. Please supply your site plan as an attachment, or on the next page.

As a minimum, please include the following items in your site plan

- Entry and exit points
- Emergency exits
- Emergency evacuation muster points
- Fire safety equipment
- Parking areas (including accessible parking)
- Water station/s
- Toilets (including accessible toilets)
- Rubbish / recycling bins / skips
- First aid services
- Fencing – temporary and / or permanent

If relevant:

All food vendors as specified in Section 2.2.1 - *Collective food vendors application*

All buildings and structures as specified in Section 2.3 - *Buildings and Structures*

Is there any other relevant information about your venue or site plan you would like to provide?

Supplying your site plan

Please supply your site plan as an attachment, or on this page. You can choose from the following options:

A marked up Google Maps image (preferred). [Find help with creating this here.](#)

If you have printed this form, draw or photocopy your plan here

Paste an image into this box.

5.0 - Operations

This section asks about parks, traffic and rubbish removal.

5.1 Parks operations

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

5.2 Traffic operations

Do you require road closures?

Yes Please provide a traffic management plan by an accredited traffic management consultant.

No

Will your event require temporary car parking?
If yes, please outline the location of temporary car parking, and who will control the parking.

Yes No

Will your event require car park closures?
If yes, please supply details.

Yes No

Please outline the number and location of accessible parking bays for people with disability.

5.3 Rubbish removal

Will your event generate rubbish? Yes No

Will your event promote recycling? Yes No

I will remove all of the rubbish using private arrangements.

I would like the Shire to supply additional bins for this event and I understand there is a fee for this service.

If yes for additional bins:

Contact number on the day

Bin delivery address

Special delivery instructions

6.0 - Accessibility

Accessibility is the responsibility of the Event Organiser. For more information on creating accessible events, please refer to our [Accessibility Guidelines](#), or contact the Community Development team on 9729 0300.

6.1 Accessibility requirements

Please ensure, at a minimum, that you provide the following:

Clear signage for accessible parking

Clear signage for accessible toilets

7.0 - Emergency services and security

Please note: It is the responsibility of the Event Organiser to arrange security/crowd control, meet first aid requirements, and notify local police.

7.1 Crowd control

Will any crowd control be required?	Yes	Business name of Security Contractor
	No	

7.2 Emergency services

Which emergency services have been notified of this event?	Police Ambulance Fire service	I acknowledge that I may be required to complete an Emergency Management Plan
--	-------------------------------------	---

Will there be any fireworks or pyrotechnics?	Yes	Please obtain and attach an Application for fireworks event permit .
	No	

Does your event have enclosed spaces or fenced off areas?	Yes	Please attach your emergency evacuation plan to this application
	No	

8.0 - 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.

I 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