SHIRE OF HARVEY

Event Application Form



harvey.wa.gov.au

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Event application form

Please only complete sections of this application that are relevant to your event.
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. It is relevant to all event types.

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. Please only complete sections if they are relevant to your event.
For more information on health services, please contact 9729 0300.

2.1 Alcohol

Are you consuming alcohol at this event? Yes ☐ No ☐

Document Checklist

☐ If yes, please obtain a Permit to Consume Alcohol on Shire Property.

Is alcohol to be sold on the premises? Yes ☐ No ☐

☐ If yes, please obtain an Occasional Liquor Licence from the Office of Racing, Gaming and Liquor.

Permit number

Date of issue

Period issued for

2.2 Food

Are you selling food at this event? Yes ☐ No ☐

☐ 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 seperately in a word document or spreadsheet.

2024–2025 Schedule of fees and charges

☐ 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)

Any other information

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 yes, please show their location on your site plan in section 4.0.

- ☐ 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

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.

Yes ☐

No ☐

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 ☐ No ☐

If yes

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
Do you have Public Liability Insurance?	Yes ☐	No ☐	☐ If yes, Certificate of Currency
Will your event attract more than 1000 persons?	Yes ☐	No ☐	☐ If yes, we may request completion of a Risk Management Plan
Will there be any electrical equipment installed (i.e. generator, power supply?)	Yes ☐	No ☐	☐ If yes, please submit a Form 5 Electrical Compliance on the day.

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. This is relevant to all event types.

4.1 Venue details

Where is the event proposed to take place?
Please list all proposed areas (e.g., streets, car parks, reserves)

☐ Please head to www.harvey.wa.gov.au/facilities/facilities-and-venues-for-hire to find out more about booking 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. Please only complete if these items are relevant to your event.

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

Document Checklist

Do you require road closures? Yes ☐ No ☐ ☐ If yes, please provide a traffic management plan by an accredited traffic management consultant.

Will your event require temporary car parking? Yes ☐ No ☐

If yes, please outline the location of temporary car parking, and who will control the parking.

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

Have you provided clear signage for accessible parking — Yes ☐ No ☐

Have you provided clear signage for accessible toilets? — Yes ☐ No ☐

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 ☐ No ☐

Business name of Security Contractor _____

7.2 Emergency services

Please advise which emergency services have been notified of this event

- ☐ Police
- ☐ Ambulance
- ☐ Fire service

Document Checklist

☐ Please note we may request completion of an Emergency Management Plan

Will there be any fireworks or pyrotechnics? Yes ☐ No ☐

☐ If yes, please obtain and attach an Application for fireworks event permit.

Does your event have enclosed spaces or fenced off areas? Yes ☐ No ☐

☐ Please supply your emergency evacuation plan.

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 _____