



**SHIRE OF HARVEY**  
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Office Hours: Monday to Friday, 9.00am to 4.00pm

# **Event Application Package**

**A STEP BY STEP GUIDE TO SUCCESSFUL EVENT  
PLANNING IN THE SHIRE OF HARVEY**

**Issued to :** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_

**Issuing Officer:** \_\_\_\_\_

**Key Council Contact: Environmental Health Department**

## **DISCLAIMER**

The information contained within this package has been provided as a guide only. Additional information or approvals may be required from other agencies and it shall be the sole responsibility of the Applicant, not the Shire of Harvey, to ensure all relevant approvals and information are obtained in relation to each particular event.

# Application Procedure

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## STAGE 1

- STEP 1:** **Complete** Event Application Package (including checklist to identify what permits/approvals you require)
- STEP 2:** Meet with a Shire representative to discuss your application, and receive a copy of the Event Information for Applicants, relevant to the items ticked on the event approval checklist
- STEP 3:** **Complete** the required permits or obtain the relevant approvals that are ticked on the event approval checklist.
- STEP 4:** **Submit** the Event Application Package and Completed Permits, together with any appropriate Additional Information to:

**Shire of Harvey  
PO Box 500  
HARVEY WA 6220**

(Your application should be received **AT LEAST 12 WEEKS PRIOR** to your event)

- STEP 5:** You may not proceed with your event until written confirmation from the Shire advising that all Shire and Statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event;

PLEASE NOTE: Any special conditions (if applicable to your event) will be outlined in your confirmation letter. It is your responsibility to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are obtained.

- STEP 6:** Debrief, including Shire, should be held within 7 days post event

Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer council approval for an event to an alternative venue, date or time, without re-negotiating with Council.

**PLEASE NOTE:** Your event is not approved until the Shire of Harvey is satisfied with all sections of the checklist and event details. You may not advertise or proceed with the event until the Shire advises all requirements have been met.

# Event Application

This form is an application only. You will be notified in writing when your event Application has been processed  
Applications must be submitted at least 12 weeks prior to your event.

## Organiser's Details

Name of event: .....

Applicant/organisation: .....

Contact person (if different from above): .....

Postal address: .....

Telephone (hm): ..... (wk) ..... (mb).....

Email address: .....

## Event Details

Date: .....

Actual Set Up Date: .....

Actual Event Start Date.....

Actual Event Finish Date.....

Actual Completion of Clean up Date.....

Proposed Venue Details: E.g. name of reserve, building or public open space .....

Event Description E.g. Sporting, commercial, entertainment.....  
.....  
.....  
.....  
.....  
.....  
.....

Entertainment- Brief details (number of stalls / products/ entertainment- bands, amplified music/ animals/ activities/ farm machinery/rides).....  
.....  
.....  
.....

Primary Purpose of Event. e.g. fundraiser for community group.....  
.....  
.....  
.....

Will alcohol be available/consumed on site?                      Yes                      No

Will food be available?    Yes    No

Details of any tents, marquees, stages to be used for the event .....  
.....  
.....

Details of any road closures or use of roads for the event .....  
.....  
.....

### **Expected Attendance**

Maximum Number of People Expected at any given time:.....

Anticipated Total Number For Entire Event:.....

Target audience e.g. youth, adult, family etc.....  
.....  
.....

You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities.

Post event arrangements should be considered to transport patrons from the event. Eg availability of taxis, buses,etc

Have you ever conducted this event before and if so, when / where was it held?  
.....  
.....

### **Event Facilities**

Power Supply Details: (generators or existing).....  
.....

Water Supply Details: (scheme or rainwater) .....  
.....

Toilets Available:           Male:    Closets .....       Female:    Closets.....  
  Urinals.....  
  Hand Wash Basins.....

**\*\*\*\*\* Please note you may wish to attach any other relevant information to assist with the approval process**

### **Acknowledgement**

I, \_\_\_\_\_ as the event organiser, applying for approval to host an event in the Shire of Harvey, acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified hire period and will ensure compliance with the Shire's conditions of hire and local laws. I will indemnify the Shire against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Event Application Package is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package and that as the even organiser I am responsible.

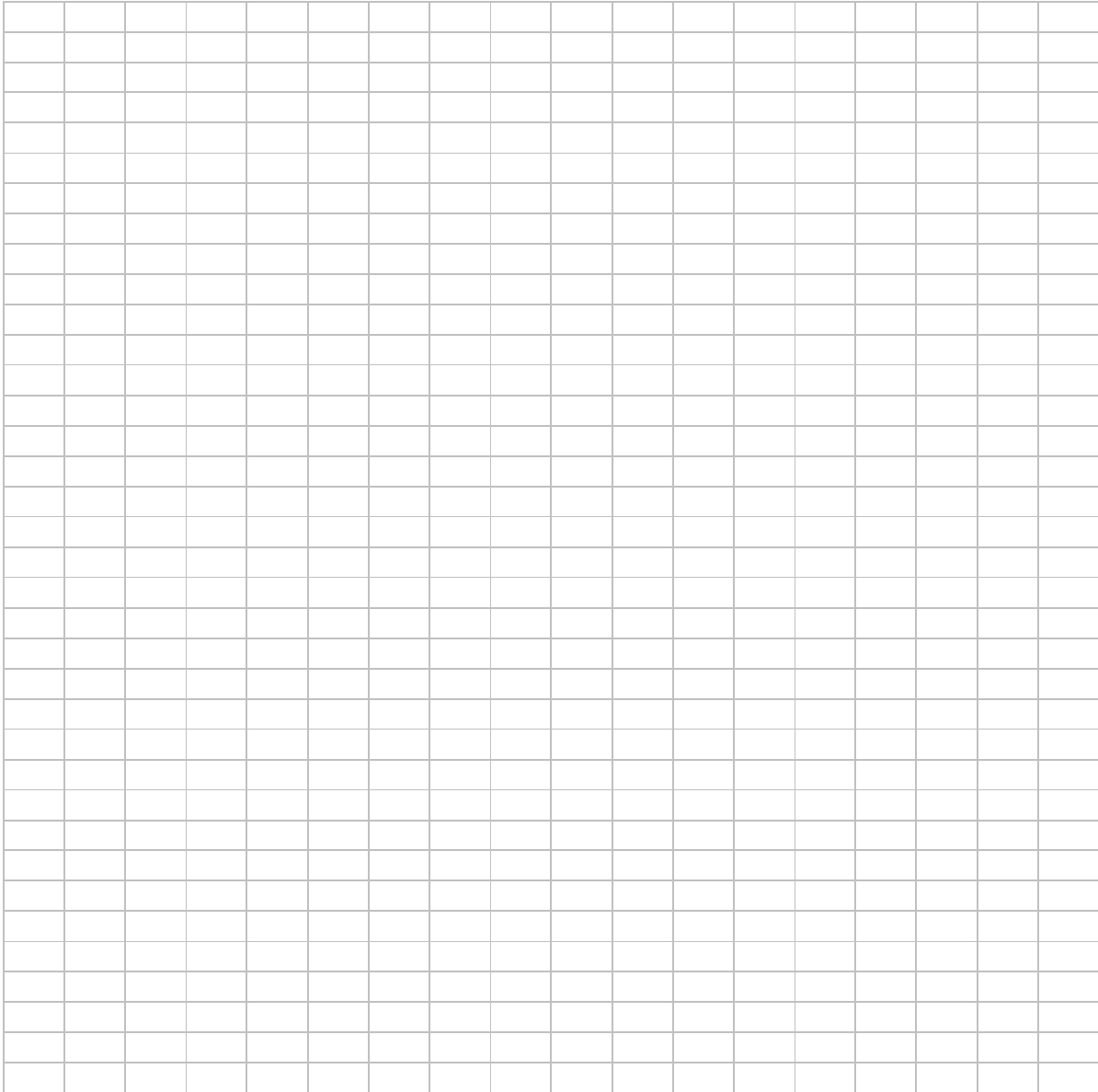
**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Site Plan

A detailed layout of the event is to be included with your application for  
Please ensure the following is indicated on the map (if applicable);

- Stage
- Food Stalls
- Electricity cables
- Parking Areas
- Site Signage
- Seating
- First Aid Post(s)
- Emergency Exits
- Fenced off Areas
- Lighting
- Vehicle Access Points Include Street names
- Location of marquees, tents
- Sale or consumption of alcohol areas
- Location and number of additional toilet facilities
- Any other facilities relevant to your event



It is suggested that a copy of the finalised site plan be issued to police, fire services, SES, and other relevant emergency services, first aid and security personnel, and participants.

# Event Approval Checklist

The following checklist briefly identifies the approvals and completed forms that will be required for your event. Please take this completed checklist with you to your meeting with the Shire Key Contact. Some forms may be required just prior to your event.

Column A- tick the activities that apply to your event. Complete this prior to your first meeting with the Shire Key Contact..

Column B identifies the form or approval that is required. Further information will be provided in the Event Information for applicants which will be provided by the Shire Key Contact at your meeting.

Column C is for you to tick after completing the form or obtaining approval for the activity.

Column D is for office use only

Activity	A Tick or cross the activities that apply to your event	B Completed Form / Approval required	C Tick when Form / Approval is completed	D Office use only
1) Hire of Shire reserve, hall, oval, park,		Facility Hire Form to be completed		
2) Consultation with other venue users, neighbouring businesses and private dwellings.		Demonstrate that you've checked with others. Letters of approval from neighbouring businesses / private dwellings to be submitted with the Application Package		
3) Event Fees and Bond Charges		Payment may be required		
4) Public Liability Insurance		Obtain advice from insurance company for your needs.		
		Obtain certificate of currency for event and submit to the Shire.		
5) Publicity		The Shire may be able to assist groups with information regarding ways of promoting your event. Contact the Shire for details.		
6) Venue access for Shire Staff		Relevant Shire representatives will need to monitor the event. Provision of access such as authority cards/passes or other arrangements need to be made.		
7) Sale of any goods, wares, merchandise		Trading In Public Places application form to be completed		
8) Food Stalls, Food Preparation, Food Vans		Obtain a copy "Guidelines for Temporary Food Stalls associated with special events"		
9) Toilet Facilities required		Male and Female toilets to be supplied in accordance with requirements		

Activity	<b>A</b> Tick or cross the activities that apply to your event	<b>B</b> Completed Form / Approval Required (information will be provided at your 1 <sup>st</sup> meeting with Shire key contact)	<b>C</b> Tick when Form / Approval is completed	<b>D</b> Office Use only
10) Marquees or Tents or Stages used		Marquee Checklist and application to construct, extend or alter a public building obtained and completed for each structure.  Ask the supplier for a structural certificate.		
11) Ground marking, use of stakes/pickets to erect Tents/Marquees		Contact the Shire before driving posts or pegs into the ground, to avoid damaging underground services.		
12) Noise from vehicles, music, PA systems likely to be created  Large scale events creating excessive noise		Neighbouring residents consulted 7 days prior to the event (such as via a mail drop), speaker orientation considered,		
		Exemption from Noise Regulations (Regulation 18) required. Application to be submitted 60 days prior to the event		
13) Generators, Electrical installations required		Has power access been discussed with property manager?		
		Licensed electrical contractor required to certify electrical installations.		
14) Sale ,serving or consumption of alcohol likely		Approval obtained from relevant organisations/individuals > 14 days prior to the event. This may include: <ul style="list-style-type: none"> <li>• Department Racing Gaming Liquor</li> <li>• Local Government Authority</li> <li>• Clerk of Courts</li> <li>• Police.</li> <li>• Owner of the premises.</li> </ul>		
15) Risk Management Plan		Encouraged for all events.  Required for events that will attract more than 5000 people. To be completed in accordance with AS4360 to be completed and submitted to the Shire		
16) First Aid		First Aid considered in accordance with table in information package.		
17) Water Supply		Adequate potable water supply available for patron consumption  Contact the Shire to determine the nearest connection point.		
18) Crowd Control Safety		Is crowd control needed?		
19) Police Department Notification		Completed Police notification form to be submitted with application form		
20) Amusement Rides and Structures		Operator's inspection logbook is required to be sighted by applicant / organiser.  Worksafe Registration – proof of approval & registration required.		

Activity	<b>A</b> Tick or cross the activities that apply to your event	<b>B</b> Completed Form / Approval Required	<b>C</b> Tick when Form / Approval is completed	<b>D</b> Office use only
21) On-site living (camping)		Approval required from the Shire.		
22) Road to be used or part road closure proposed OR Usual flow of traffic disrupted		Application forms must be completed. Shire, Police Department and Main Roads of WA must receive applications 4 - 12 weeks prior to event to ensure approval  Traffic Management Plan to be developed by qualified person		
23) Parking for event patrons required		Parking Areas established, marshals organised, Shire contacted		
24) Temporary Advertising Signage to be erected		"Temporary Sign Approval" obtained from Shire with sign design, locations, details submitted.  For signs on a main road, applications must seek <b>Main Roads of WA</b> approval.		
25) Additional Bins / Rubbish collection arrangements		Additional bins arranged with the Shire/contractor.  Collection of rubbish arranged- may incur additional costs.		
26) Fireworks		Approval obtained from <b>Department of Industry &amp; Resources</b>  Approval required by Police, Fire & Emergency Services and the Shire.		
27) Disability Access and Inclusion Accessible Events Checklist		Disability Access and Inclusion Accessible Events Checklist in package		
<b>Other Agencies to Contact</b>				
28) Emergency Services Notified if applicable.		<b>SES - Fire Brigade</b> <b>St John Ambulance -</b>		
29) If events are held in navigable waters beyond the low water mark OR You are using vessels for hire or reward OR providing transport for paying passengers		Approval Required from <b>Department Planning &amp; Infrastructure</b> <a href="http://www.dpi.wa.gov.au">www.dpi.wa.gov.au</a> Ph 9792 6666		
30) Use of airspace and air-site facilities		<b>Civil Aviation Safety Authority</b> Ph 13 17 57 <a href="http://www.casa.gov.au">www.casa.gov.au</a>		