

PUBLIC EVENTS APPLICATION FORM

Please ensure that you have read the Public Event Guide, and contacted the shire to complete a risk assessment before submitting your 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 **eight (8)** weeks prior to your event.

Note if event is in a registered public building application is not required. Please call the Shire for more information.

Organiser's Details

Name of event:			
Applicant/Organisation:			
Date of event:	/	/	Contact person (if different from above):
Postal address:			
Telephone	(hm):	(wk)	(mb)
Email address:			

Event Details

Event organisers are to provide an event timeline detailing all information relevant to the event: e.g. set-up and clean-up times, road closure times, erection of marquee times etc. The timeline is to be submitted to the local council three (3) weeks prior to the event.

Setup Date	/	/	Set up Time	
Event Start Date	/	/	Event Start Time	
Event Finish Date	/	/	Event Finish Time	
Clean-Up Completion Date	/	/	Clean Up Completion Time	
Proposed Commencement Date of Advertising	/	/		
Proposed Venue Details (e.g. address)				
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 event / community gathering)				
Will liquor be available/consumed on site? If yes, a liquor licence may be required. Permission from Council will also be required.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will food be available? (permits required for all food stalls and mobile food vans)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide details:				
Details of any tents, marquees, stages to be used for the event (including size dimensions)				

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Will there be amplified noise?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes please provide details			
How do you intend to notify neighbours who may be affected by the amplified noise at your event?			
Do you require road closures		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please attach road closure application form and traffic management plan.			
First Aid Responders		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide details: (how many, what type)			

Insurance

Public Liability Insurance – Policy Number (please also attach a copy of your certificate of currency)		Insured Amount	
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Expected Attendance

Maximum number of people expected at any one time:	
Anticipated total number for the entire event:	
What arrangements have been made, to meet the needs of people with disabilities? (access, parking etc)	

Event Facilities

Power Supply details: (generators or existing)			
Water supply details: (scheme, rainwater, other)			
Toilets:	<input type="checkbox"/> Available	Male toilets	Female toilets
	<input type="checkbox"/> Hired	Urinals	Wash basins
How will waste be managed at the event? (bins etc)			

Additional Information

If applicable, please attach: site plan, risk management plan, evacuation plan, traffic management plan and other relevant plans.





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Event Fees

Please see the Shire's fees and charges.

CREDIT CARD PAYMENTS

Name as shown on the card											<input type="checkbox"/> <input type="checkbox"/>											
Card Number					-						-						-					
Expiry Date					/						Card Security Number											
Signature:																						

Declaration

I, [Click or tap here to enter text.](#) _____ as the event organiser, seeking approval to host an event acknowledge that the information and completed actions in my application are true and correct. 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 event organiser I am responsible.

Signature:		Date:	/ /
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