

PUBLIC EVENTS APPLICATION PACKAGE

| Section A - Event Organiser | |
|---|--|
| Name of Event Organiser / Applicant and Contact Person: | |
| Organisation / Business Name: | |
| Phone: | Email: |
| Postal Address: | |
| ABN: | Charity/Non-Profit: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>Declaration: I/We declare that the information provided in this Application is true and accurate. It is understood that providing false or misleading information may result in the cancellation or suspension of the Event permit.</p> | |
| Applicant Signature: | Date: |
| EVENT DETAILS | |
| Name of Event: | |
| Event Location: | |
| Event Start Date/ Time | Event Finish Date / Time |
| Set up starting: | Set up complete: |
| Expected attendance number: | |
| Will your event include any of the following: | |
| <input type="checkbox"/> | Use of Shire infrastructure other than what is available to the general public (i.e. use of power |
| <input type="checkbox"/> | Supply or water supply in excess of a public water tap in a Shire reserve). |
| <input type="checkbox"/> | Erection of any temporary structures, excluding a marquee less than 25 square metres in size, unless the structure is hired from an operator that holds a valid trading licence. |
| <input type="checkbox"/> | Supply or installation of electrical equipment including generators, cabling, extension cords, switches, fuses, AV equipment, etc. |
| <input type="checkbox"/> | Temporary road closure or suspension of ordinary traffic movement |
| <input type="checkbox"/> | Fireworks or the use of laser lights |
| <input type="checkbox"/> | Sale or consumption of alcohol |
| <input type="checkbox"/> | Use of amplified equipment or extraordinary vehicle noise |
| <input type="checkbox"/> | Preparation or sale of food to the public |



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| | |
|--|---|
| | Selling or hiring of goods, wares or merchandise |
| | Large animals (e.g. camels or horses) |
| | Erection of event signage |
| | Additional toilet facilities |
| | Crowd control or other measures to ensure public safety or security |

Section B - Environmental Health Public Building - Health (Public Building) Regulations 1992

Under the Health (Miscellaneous Provisions) Act 1911 all areas where people gather are classified as 'Public Buildings'.

- A public building approval is the only approval required for every event and it is required before an event can go ahead. The public building approval process has three parts: the application, the approval to construct or erect and the final approval.
- If you are holding your event in an existing building, it may already have a Certificate of Approval for its normal type of use. If so, an application for a variation of a Certificate of Approval may need to be made to allow your event to go ahead.
- Once the event is set up, final approval can be given via an Application for a Certificate of Approval.

Attached copy of approval to use the land by the owner.

Is your event held in an existing public building? Yes No

No, please fill out a Form 1- Application to construct, extend or alter a public building (see Appendix 1)

Yes, please fill out a Form 3- Public Buildings Application for Variation of a Certificate of Approval (see Appendix 3).

Insurance

Please attach Public Liability Insurance for the event.

Please attach Event Insurance Certificate. Policy No:

Temporary Structures (Stages, Marquees, Tents, Spectator Stands)

- For structures over 3m x 3m, the manufacturer's details or structural certification is required. Hire companies should provide this information for you.
- Once structures are erected, the person who erects them must provide written confirmation that the structure has been erected in accordance with the manufacturer's details. This is done via a Form 2- Application for Certificate of Approval (see Appendix 2)

Will you have any structures erected? Yes No

If yes please provide details:

*Please provide a copy of structural certifications for any temporary structures and mark structures on site plan
*Please submit completed Form 2- Application for Certificate of Approval (Appendix 2) on the day of the event to the Principal Environmental Health Officer during inspection



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Toilets

Toilets must be required, with the facilities adequate for the number of people who may attend the event. The toilets must be checked and serviced throughout the event. The number will depend on the amount of patrons.

How many toilets, urinals & hand basins will be provided for males?

How many toilets, urinals & hand basins will be provided for females?

Have you provided a disabled toilet?

Yes No

Have the necessary arrangements been made for servicing the toilets?

Yes No

If the event is to occur at night, is there lighting in the toilets?

Yes No

Electrical

If your event contains electrical installations such as lighting, electrical equipment etc. you must arrange for a licenced electrician to check all installations on the day of your event and complete an Electrical Certification Form 5 (see Appendix 4).

Will electricity supply be used at the Event?

Yes No

If yes, how will this be provided: (e.g. generator, accessing Shire electricity supply)

Will you have any electrical leads at the event?

Yes No

If yes have these leads been tagged by a licenced electrician in the last 6 months?

Yes No

Will there be any electrical installations such as lighting?

Yes No

Has a licenced electrician been organised to check installations on the day of the event

Yes No

Note: Please submit completed Electrical Certification Form 5 (Appendix 4) on the day of the event to the Principal Environmental Health Officer during inspection

Emergency Exits

- There must be emergency exists and if there are more than 50 people, there needs to be at least two exists.
- Aggregate exit width is; at least 1 metre for 0-50 people, 2 metres for 50-200 people. If there is more than 200 people please contact the Shire for requirements

How many emergency exists have you provided?

Noise Management - Environmental Protection (Noises) Regulations 1997

Will there be amplified noise? (i.e. live music, PA system or generators)

Yes No

If yes please provide details

Is the noise close to residential houses?

Yes No

Have you notified residents of the noise to occur?

Yes No

If noise from your Event exceeds certain levels you will need an approval from the Shire's CEO. If you are using amplified equipment, please contact the Shire's Principal Environmental Health team to discuss whether this approval is required. If this approval is required, you will need to prepare a noise management plan.



Section C - Emergency Management and other relevant plans

- Irrespective of the size of your event, you must have an Emergency Evacuation Plan prepared for the emergency evacuation of persons at your event
- If the number of persons expected at your event is > 1000 you must incorporate a Risk Management Plan that complies with A/ZS 4360:2004
- Depending on the number of people and time of the year, the Shire may request the development of other plans such as a Fire Safety Plan and/or a Cyclone Plan. You will be contacted if this is the case.

Attached Emergency Evacuation Plan prepared?

Attached Risk Management Plan Prepared?

Have you notified the local police? **(Attached Email/Letter of response).**

Have you notified the local Fire and Emergency Services? **(Attached Email/Letter of response).**

Fire Safety

- One 4.5kg B (E) dry chemical powder fire extinguisher must be located adjacent to:
 - Any electrical generator or switchboard
 - Any flammable liquid or gas containers
 - Any food preparation/cooking area
- Pressured water type extinguishers or 4.5kg AB (E) dry chemical extinguishers must be provided:
 - Within 10 metres of each exit 1 (one)
 - Backstage-2 (two)

Have you considered fire safety arrangements?

Yes No

First Aid

Depending on the type of event, a first aid post and staff may be required
For an event up to 500 patrons there needs to be 12 first aiders and 1 first aid post

Do you have sufficient first aid for the size of your event?

Yes No

Security/ Crowd Control

It is recommended that at least 2 controllers are available. Where alcohol is consumed at least 1 crowd controller/100 patrons. For low risk events, 1 crowd controller/200 patrons.

What security arrangements have you got in place? Please provide details:

Traffic Management

At events, traffic management should be in accordance with the Main Roads WA Code of Practice. There should be adequate parking and traffic control measures in place for all phases of the event- load in, event and load-out. The Shire will contact you if they believe a Traffic Management Plan prepared by persons with current accreditation is required.



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|--|--|
| What parking arrangements are in place for the event | |
| Do you require road closure(s)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Attached copy of traffic management plan? | |

Section D – Food Act 2008 Food (Must provide Stallholders Application)

Will food be provided at the event Yes No

If yes please provide details, of all food operator including if the food will be provided by a Registered Food Business: (Use a separate sheet if required. If the food business is from outside the Shire of Chittering, please provide a copy of its Certificate of Food Business registration)

Traders – Shire of Chittering Local Laws (Must provide Traders application)

Will there be traders (i.e. merchandise, jewellery, crafts etc.) other than food stalls Yes No

If yes please provide list of traders

Note: Each food operator will need to complete a separate traders/stallholder application (see Appendix 5) to be issued with a permit to trade at the event. The organisers should sign all food stallholder / trader applications and it is the food operators responsibility to hand in the application into the Shires administration office.

Alcohol - State Liquor Control Act 1988/Local government Act 1995

Have the Police been notified for this event?

Will alcohol be involved at the event Yes No

Is this event advertised as BYO Yes No

Is alcohol been provided or sold at the event Yes No

If alcohol is being provided or sold, please contact the Department of Racing, Gaming and Liquor to determine if a liquor licence is required.

Please provide evidence that you have lodged an application with the Department of Racing, Gaming and Liquor for a liquor licence: _____ (Client Reference Number)





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| | |
|--|--|
| Or Provide confirmation from the Department of Racing, Gaming and Liquor that a liquor licence is not required. If a liquor licence is required, it will be a condition of your event permit that you provide a copy of the licence to the Shire a minimum of 48 hours prior to your Event | |
| What a type of non-alcoholic drinks will be served | |
| Any public event involving alcohol and with over 20 attendees or lasting over 2 hours will require a person to be on-site who holds a Responsible Service of Alcohol (RSA) Certificate. If this applies to your Event, please provide the details of RSA or Approved Managers Licence holder below and attach a copy of the relevant certificate. | |
| Name: | |
| Address: | |
| Phone number: | |

| Waste Management |
|---|
| Please outline how waste from the Event will be managed: (e.g. how many bins will be provided, types of bins, how often bins will be emptied) |
| |

Amusement Rides – Act 1996 A53533

| | |
|--------------------------|--|
| <input type="checkbox"/> | Yes – Please provide copy of Amusement rides public liability. |
| <input type="checkbox"/> | No |

Amusement operates must provide logbook with current inspection on day of event.

SUPPORTING DOCUMENTATION CHECKLIST

Ensure the following are attached to the application in order for your application to be processed. Please be advised that applications that are incomplete or necessary documents are not attached the application will not be processed.

| | |
|--------------------------|--|
| <input type="checkbox"/> | Site Plan |
| <input type="checkbox"/> | Public Building Application |
| <input type="checkbox"/> | Public Liability Insurance Certificate |
| <input type="checkbox"/> | Emergency Evacuation Plan |



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| | |
|--|--|
| | Any other relevant plans (i.e. Risk Management, Food Permit, Public Liability) |
| | Structural Certifications for Temporary Structures |
| | Liquor Licence |

Amusement Rides Check list.

| | |
|--|---|
| | Logbook with Current inspection. |
| | Licence to stated amusement rides are registered with work safe |
| | Amusement Rides Public Liability |

ACKNOWLEDGMENT

I, _____ 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 activated to be conducted.

I understand that the Event Application Package is a guide and has been complied 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 |
|-----------|------|

Please be advised that once received, your application will be discussed with the necessary Departments. Your application will be assessed in accordance with the Government of Western Australia Health Department Guidelines for concerts, events and organised gatherings 2009. Correspondence will be forwarded to you as soon as possible with a possible request for additional information if needed.

Final approval will be given upon inspection of the vent by the Shire Principal Environmental Health Officer who will issue a Form 4- Certificate of Approval under the Health (Public Buildings) Regulations 1992.





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Appendix 1

HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911 - HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

I being the owner / agent hereby apply under Section 176 of the Health (Miscellaneous Provisions) Act 1911 to construct, alter or extend a Public Building.

PREMISES DETAILS:

| | |
|---|--|
| Name of Event Organiser / Applicant and Contact Person: | |
| Street Number | |
| Town/Suburb | |
| Nearest Cross Street | |
| Intentions for use | |

In support of this application I hereby submit plans and detail as required together with the prescribed fee.

ANY OF THE FOLLOWING MAY SIGN THIS NOTICE:

The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built, created or converted thereto.

| | |
|-------------------|--|
| Owner of Building | |
| Address | |
| Contact Number | |
| Email | |
| Secondary Contact | |

| | | |
|---------------------|-------------------------|-------|
| Signature of Owner: | Signature of Applicant: | Date: |
|---------------------|-------------------------|-------|





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Appendix 2

HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911 - HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

I being the owner / agent, hereby apply for a Certificate of Approval in respect of:-

PREMISES DETAILS:

| | |
|----------------------|--|
| Name of Building | |
| Street Number | |
| Town/Suburb | |
| Nearest Cross Street | |

Construction/extension / alteration of which was completed on:

| |
|--|
| |
| |

In accord with your approval given on:

| |
|--|
| |
| |

ANY OF THE FOLLOWING MAY SIGN THIS NOTICE:

The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built, created or converted thereto.

| | |
|-------------------|--|
| Owner of Building | |
| Address | |
| Contact Number | |
| Email | |
| Secondary Contact | |

| | | |
|---------------------|-------------------------|-------|
| Signature of Owner: | Signature of Applicant: | Date: |
|---------------------|-------------------------|-------|





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Appendix 3

HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911 - HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

I being the owner / agent, hereby apply for a Certificate of Approval in respect of:-

PREMISES DETAILS:

| | |
|----------------------|--|
| Name of Building | |
| Street Number | |
| Town/Suburb | |
| Nearest Cross Street | |

Reason for this variation from the existing certificate of approval is:

| |
|--|
| |
| |

In support of the application, I tender the following details as required:-

| |
|--|
| |
| |

ANY OF THE FOLLOWING MAY SIGN THIS NOTICE:

The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built, created or converted thereto.

| | |
|-------------------|--|
| Owner of Building | |
| Address | |
| Contact Number | |
| Email | |
| Secondary Contact | |

| | | |
|---------------------|-------------------------|-------|
| Signature of Owner: | Signature of Applicant: | Date: |
|---------------------|-------------------------|-------|





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Appendix 5

HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911 - HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

To: Shire of Chittering

Date:

I hereby certify that the electric light and/or power – installation, alteration, addition – at the undermentioned premises has been carried out in accordance with the Health (Public Buildings) Regulations 1992.

| | |
|--------------------------------|--|
| Name and Initial of Applicant: | |
| Name of Building: | |
| Street Number | |
| Town/Suburb | |
| Particulars Of Installation | |

Is there any electrical work for which you are not responsible in these premises?

| |
|--|
| |
| |

Details of Electrical Company:

| | |
|-------------------------------------|--|
| Electrical Installer's Company Name | |
| Registration/ABN Number | |
| Address | |
| Contact Number | |
| Email | |
| Secondary Contact | |

Signature of licensed electrical worker authorised to sign on behalf of the electrical contractor.

| | | |
|---------------------|--------------------------|-------|
| Signature of Owner: | Signature of Contractor: | Date: |
|---------------------|--------------------------|-------|

