Shire of Chittering
6177 Great Northern Highway
PO Box 70 Bindoon WA 6502
(08) 9576 4600
chatter@chittering.wa.gov.au
www.chittering.wa.gov.au

PUBLIC EVENTS APPLICATION FORM

Applications must be submitted at least eight (8) weeks prior to your event.

This form is not for events held at Community Halls.

SECTION 1 – EVENT DETAILS

Event Name			
Setup Date		Pack up Date	
Start Date		End Date	
Start Time		Finish Time	
Event/Venue Address			
Event Description			
Expected Number of Attendees			
Event Size (Tick one)	☐ Small Event – Less than 100 patrons	☐ Medium Event – 100–1000 patrons	
	☐ Large Event – 1000-5000 patrons	☐ Major Event – 5000+ patrons	
Medium, Large and Major Events must be registered with the Department of Health – Have you registered your event?		☐ Yes	☐ No
Risk Management – I have attached the following to my application	☐ Risk Register – Less than 1000 patrons		
	☐ Risk Management Plan – 1000+ patrons		

SECTION 2 – EVENT ORGANISER

Full Name				
Home Phone		Mobile		
Email Address				
Organisation Name				
Organisation Type	☐ Government	☐ Business	☐ Community Group	☐ School / P&C
	☐ Not for Profit	☐ Incorporated Association	☐ Other – please describe:	
Public Liability Insurance – Have you attached your Certificate of Currency? Your certificate must be valid for the event dates.	☐ Yes	☐ No		
	NOTE: Events cannot be approved without a valid certificate			
Certificate of Incorporation attached? (if applicable)	☐ Yes	☐ No		

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SECTION 3 – EVENT ACTIVITIES & SERVICES

3.1 – FOOD & BEVERAGES

Will food and / or beverages be served or sold at the event?	☐ No – Go to 3.2	
	☐ Yes – All vendors to submit a Temporary Food Application to the Shire. Please refer to the Guidelines on Pages 8 & 9	
Have all food vendors been informed to submit a Temporary Food Application?	☐ Yes	☐ No

3.2 – ALCOHOL

Will alcohol be served, sold or BYO permitted?	☐ No – Go to 3.3
	☐ Yes – Please answer the following question and refer to the Guidelines on Pages 8 & 9
Have you arranged security / crowd control services?	☐ No – Please provide reason(s) why:
	☐ Yes – Please confirm number of staff and hours on duty:

3.3 – DRINKING WATER

How will you be supplying drinking water to patrons?	☐ Taps / dispensers on site.
	☐ Bottled water will be available free of charge or for sale.

3.4 – NOISE

Will there be any music, live performances or PA announcements?	☐ No – Go to 3.5
	☐ Yes – Please answer the following question and refer to the Guidelines on Pages 8 & 9
Please list each activity that may cause excessive noise.	

3.5 – CHILDREN'S ACTIVITIES

Will there be any children's activities? (e.g. bouncy castle, inflatable slide, petting zoo, sideshow rides etc).	☐ No – Go to 3.6
	☐ Yes – Please answer the following question and refer to the Guidelines on Pages 8 & 9

Section continued on the following page

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3.5 – CHILDREN'S ACTIVITIES (continued)	
If you are hosting children's activities, please list what they are.	
Please attach the listed documents for each bouncy castle, inflatable slide, sideshow ride, amusement (etc.) • **WorkSafe evidence of plant registration.** • **Certificate of annual inspection.** • **Public Liability Insurance Certificate of Currency (must be valid for the event date/s)**	☐ I have attached the listed documents for each amusement. **NOTE: Events cannot be approved without the listed documents being provided.**
3.6 – FIRST AID SERVICES	
How will you be providing First Aid services?	☐ A First Aid Supplier has been booked to attend. • Name of supplier:
	☐ Qualified first aiders will be on site for the duration of the event.
3.7 – CAMPING	
Will there be overnight camping allowed?	☐ No – Go to 3.7
	☐ Yes – Please answer the following question.
How many campers will there be each night?	
What facilities will be provided for campers? **E.g. toilets, showers, kitchen, waste bins etc.**	

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SECTION 4 – EVENT INFRASTRUCTURE

4.1 – GENERATORS & ELECTRICAL EQUIPMENT

Will there be any generators, electrical equipment, extension cords, power boards etc. used?	☐ No – Go to 4.2
	☐ Yes – Please refer to the Guidelines on Pages 8 & 9
Provide further details of what will be used	

4.2 - TOILETS

How many toilets will be provided? **If you have booked a Shire venue, please contact the Community Development team to confirm the number of permanent toilets at the venue.**	***PERMANENT ON SITE:***		
	Female:	Male:	Accessible:
	PORTABLE:		
	Female:	Male:	Accessible:
What arrangements have you made for cleaning of these facilities throughout the event?			

4.3 – WASTE DISPOSAL

How many bins are you providing?	General Waste:
	Recycling:
	Skips:

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4.4 – TEMPORARY STRUCTURES		
Will there be any market stalls, gazebos, marquees, tents, staging, shade domes, spectator seating, temporary fencing or other temporary structures?	☐ No – Go to 4.5	
	☐ Yes – Please answer the following question and refer to the Guidelines on Pages 8 & 9	
List the type, number and size of each structure below		

4.5 – PARKING & TRAFFIC MANAGEMENT		
Do you require road closures?	☐ No	
	☐ Yes – Please attach a Traffic Management Plan – this will need to be approved.	
Approximately how many parking spaces will be available?	Number:	☐ I have attached a Parking Plan
How many parking marshals will be on duty?		
Will any part of your event be on a road?	☐ No	
	☐ Yes – Please provide further information below and refer to the Guidelines on Pages 8 & 9	

4.6 – EMERGENCY & EVACUATION PLAN	
Have you provided an Emergency & Evacuation Plan?	☐ No – My event is classed as a 'Small Event' and I do not require one
	☐ Yes – My event is larger than 100 Patrons

4.7 – DISABILITY ACCESS		
Has disability access been considered?	☐ Yes	☐ No
What provisions are in place for disability access?		

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SECTION 5 – SITE PLAN

Your site plan is an essential document and must be attached with this application to allow for adequate assessment of your event.

A marked-up Google Maps image can be submitted.

As a minimum, your site plan must show the following the items:	☐ Entry and Exit points ☐ Emergency Exits ☐ Emergency Evacuation Muster Points ☐ Fire Safety Equipment ☐ Parking Areas ☐ Water Station(s) ☐ Toilets ☐ Rubbish / Recycling Bins / Skips ☐ First Aid Services ☐ Fencing – Temporary and / or permanent
Please also add the following items that are relevant to your event	☐ Market Stalls / Gazebos ☐ Marquees / Tents ☐ Food Vans / Stalls ☐ Licensed areas for the sale or consumption of alcohol ☐ Shade domes / covered areas for patrons ☐ Staging ☐ Lighting towers ☐ Seating areas ☐ Children's activities ☐ Displays / exhibits, e.g. machinery, cars, animals etc. ☐ Camping zone ☐ Event site office if applicable
☐ I have attached my site plan	
NOTE: Events cannot be approved without an adequate site plan.	

TERMS AND CONDITIONS

1. The above information is true and correct.
2. The application fee is non-refundable. Please see Fees & Charges at **www.chittering.wa.gov.au/fees**

Applicant Name	Applicant Signature

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APPLICATION CHECKLIST

PLEASE MAKE SURE YOU HAVE ATTACHED THE FOLLOWING TO THIS APPLICATION		
☐	**Risk Register** (less than 1000 patrons) OR **Risk Management Plan** (more than 1000 patrons	As per Section 1. One of the two listed must be provided.
☐	**Public Liability Insurance Certificate of Currency**	As per Section 2.
☐	**Certificate of Incorporation** (if applicable)	As per Section 2.
☐	**Documentation for each Food and Beverage Vendor**: • Copies of Food Business Registration Certificate OR Temporary Food Permit • Public Liability Insurance Certificate of Currency	As per Section 3.1.
☐	**Documentation for each ride or amusement**: • WorkSafe evidence of plant registration. • Certificate of annual inspection. • Public Liability Insurance Certificate of Currency (must be valid for the event date/s)	As per Section 3.5.
☐	**Parking Plan**	As per Section 4.5.
☐	**Traffic Management Plan**	As per Section 4.5.
☐	**Application for Temporary Suspension of the Road Traffic Act / Regulations**	As per Section 4.5.
☐	**Order for a Road Closure**	As per Section 4.5.
☐	**Emergency and Evacuation Plan** (Events larger than 100 patrons)	As per Section 4.6.
☐	**Site Plan**	As per Section 5.

Risk Management (Section 1)

Identifying and managing the risks associated with your event is an essential part of your event planning and delivery. Low Risk events will require a Risk Register to be submitted. All High-Risk events and most Medium Risk events require an Event Risk Management Plan (Event RMP) to be submitted.

Food and Beverages (Section 3.1)

Each food vendor will need to apply for temporary food permit the following documents are to be attached to the application:

1. Copy of their Certificate of Registration as a Food Business.
2. Copy of their Public Liability Insurance Certificate of Currency – must be valid for the event date/s.

Groups operating a sausage sizzle are exempt from the requirement to have a Certificate of Registration as a Food Business but will still need to apply for a Temporary Food Permit and provide their Public Liability Insurance Certificate of Currency.

Groups operating a cake stall are also exempt from the requirement to have a Certificate of Registration as a Food Business, providing that none of the goods contain cream, custard or other ingredients that would require refrigeration. Groups conducting a cake stall will still need to apply for a Temporary Food Permit and provide copy of Public Liability Insurance Certificate of Currency.

Alcohol (Section 3.2)

If your event is on Shire property, you must submit a *Permission to Serve Alcohol on Council Premises* for approval.

If you will be selling alcohol, you must obtain an *Occasional Liquor Licence* from the Office of Racing, Gaming and Liquor.

Noise (Section 3.4)

Please provide details of any music, live performances or PA systems (e.g., event announcements, band on stage, roving entertainers etc) and include timing, frequency and the type of amplification that will be used (e.g. portable PA, in house sound system, acoustic musicians etc).

All events looking at playing music outside of the Noise Regulations will require to apply for approve in accordance with the Regulations.

Children's Activities (Section 3.5)

For each supplier that is providing any children's activities including a bouncy castle, inflatable slide, mechanical ride etc, you must provide:

1. Copy of the supplier's Public Liability Insurance Certificate of Currency – must be valid for the event date/s.
2. WorkSafe evidence of plant registration.
3. Certificate / letter of annual inspection for each amusement or ride.

Temporary Structures (Section 4.4)

Please provide details including the number and size of each type of structure, details of who will be installing the structures, and how they will be secured to the ground.

Temporary structures which have engineering certification are to have a:

- Certificate of Structural Sufficiency completed; or
- written and signed documentation such as from a hire company to certify they have been erected in accordance with the design certification and specifications of the manufacturer or structural engineer

Parking and Traffic Management (Section 4.5)

If any part of your event is on a road, you will need to apply for an Order for a Road Closure or a Temporary Suspension of the Road Traffic Act / Regulations.

Applications require approval from the Shire's Executive Manager Technical Services, the local Police, and / or the Commissioner of Main Roads.

Allow eight (8) weeks processing time for the application outcome.

Application Fees and Charges

The Environmental Health Team who assesses your application will determine the Risk Rating for your event and whether you will be charged any fees.

For our current Fees & Charges please visit www.chittering.wa.gov.au/fees

Advertising Your Event

If you would like your event considered for inclusion on the Shire's "What's On" website listing, **please lodge your request via the online form**.

Grants and Funding from the Shire

The Shire has a range of grants and funding opportunities available that you may be eligible to apply for.

Check the Shire website for more details – www.chittering.wa.gov.au