

PUBLIC EVENT NOTIFICATION



6177 Great Northern Highway
PO Box 70
BINDOON WA 6502

(08) 9576 4600

chatter@chittering.wa.gov.au
www.chittering.wa.gov.au

WHAT IS A PUBLIC EVENT?

“A gathering of people brought together for a common purpose by some pre-arrangement – and which is open to the public”.

NOTE: Every event is different and will vary in scale, complexity and risk factors, so not all of the information listed will necessarily be applicable to your event. A Shire representative will be able to assist in defining your event as low, moderate, high or extreme risk. Events that are considered an ‘extreme’ risk will require a report to Council, and therefore additional notice is required due to the timetable for Council meetings.

Why the Shire needs notification	The Health (Public Buildings) Regulations require Local Governments to approve public events. Further details can be found in the “Guidelines for Concerts and Organised Gatherings”, Section 1.4. <i>Note: this does not apply to events held in approved public buildings, which have previously been issued permanent approval, providing that the requirements of the Regulations are complied with.</i>
Fees & Charges	Please refer to the Shire’s Fees & Charges for current prices to host an event on Shire property. Note: no application fee is applicable for non-commercial, community and fundraising events.
How the Shire can help	Risk Classification: Call a staff member from the Shire of Chittering and they will be able to ascertain this through asking a series of questions over the phone. Promotion: Once your notification is submitted and approved we can promote your event through our events calendar, web page, online newsletter and social media. Equipment: The Shire has a number of items of equipment available to be lent to community groups – PA & AV systems, hi-vis vests, display boards, marquees etc. Funding: Community members have access to the Shire of Chittering’s Community Assistance Grants and Sponsorship. See the website for more information.

Electrical Items - Please advise whether there will be portable electrical items (such as audio visual systems, generators, lighting towers, catering equipment etc.) at your event. If yes, please confirm that these will be certified by an electrician as safe and that actions will be taken to ensure that cables will not become trip hazards.
Food - Under the Food Act, if food is to be sold a temporary approval is required – a free application can be made to the Shire.
Water - Potable water should be available at your venue/event
First Aid - Please be aware that some events require an onsite first aid post
Noise - If your event is expected to be noisy please consider advising the neighbours
Attendance - Please advise how many people are expected to attend the event. If the event is in a public building this number cannot exceed the maximum accommodation number
Alcohol - Please advise if there will be alcohol at the event. If ‘yes’, please advise whether it will be provided by visitors (BYO), supplied by organisers or available for guests to purchase. If alcohol is being sold, an Occasional Liquor Licence will be required from the Department of Racing, Gaming and Liquor. For more details see www.rgl.wa.gov.au .
Police - If you have alcohol present at your event please advise Gingin Police of the event (9575 5600)
Security/Crowd Control - Consider whether your event will need security. Please attach plan if security is a requirement.
Activities - Please list any activities/equipment including supplier/operator name that you will utilise at the event
Entertainment - Please list any entertainers/entertainment you will have present and ensure you have a copy of their insurance
Site Plan - Please attach a detailed site plan and consider the list of items in the Guidelines
Shelter/Lighting - Please list shelter/lighting arrangements in consideration with expected weather conditions
Temporary Structures - Please list any temporary structures you plan to erect
Toilets - Please consider the requirements in the Guidelines
Risk Management Plan - Please attach a detailed plan considering the list of items in the Guidelines
Traffic Management - Please ensure effective processes have been established to manage traffic. Remember this process may take up to four months to secure
Parking - If your venue does not have sufficient parking please advise of your plan, making reference also to the traffic management plan
Waste Removal - Please include recycle facilities where possible
Accessibility - Please advise of venue and direction plans to ensure ease of access to the event
APRA - For any event where the public is subject to copyright music, a licence must be obtained from APRA
Insurance - As an organiser, it is your responsibility to request that suppliers and stallholders supply you with a copy of their public liability insurance