



File Reference: \_\_\_\_\_

## EVENTS APPLICATION (For Medium to High Risk Events)

### WHEN IS AN EVENT APPROVAL REQUIRED?

Is your event MEDIUM to HIGH risk? If you say YES, to more than one of the following, it is;

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Alcohol                  | <input type="checkbox"/> Fireworks     | <input type="checkbox"/> Traffic Management |
| <input type="checkbox"/> Generators               | <input type="checkbox"/> Stage         | <input type="checkbox"/> Amusement Rides    |
| <input type="checkbox"/> Selling Food             | <input type="checkbox"/> On Shire Land | <input type="checkbox"/> Security           |
| <input type="checkbox"/> Attracting a large crowd |  |   |

### DEFINITION OF AN EVENT

An event is an organised recreational, cultural, commercial or social gathering of people. The event is prearranged and not business as usual. Any event held in a public open space or Shire owned land is open to the community and must follow this process. Please contact the Shire's Environmental Health Officer if you require further clarification

### PART 1: ORGANISATION AND CONTACT DETAILS

Organisation Name: \_\_\_\_\_

ABN: \_\_\_\_\_ Registered Non-Profit:  Yes  No

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

### PART 2: EVENT DETAILS

Name of Event: \_\_\_\_\_

Event Type:  Community  Commercial  Free  Ticketed  Charity

Proposed Date(s) of Event: \_\_\_\_\_

Proposed Date(s) for Ground Bookings: \_\_\_\_\_

Proposed Event Location(s): \_\_\_\_\_

One-Off Event:  Yes  No Recurrence: \_\_\_\_\_

## PURPOSE

Please list event features: \_\_\_\_\_

Target audience: \_\_\_\_\_

Anticipated number of attendees: \_\_\_\_\_

## PART 3: EVENT INFRASTRUCTURE

### EVENT SET-UP

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ AM/PM

Finish Time: \_\_\_\_\_ AM/PM

### EVENT TIME

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ AM/PM

Finish Time: \_\_\_\_\_ AM/PM

### EVENT PACK DOWN

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ AM/PM

Finish Time: \_\_\_\_\_ AM/PM

## TOILETS

Total attendance: \_\_\_\_\_

Duration of event: \_\_\_\_\_

### Total number required:

Female toilets: \_\_\_\_\_

Male toilets/urinals: \_\_\_\_\_

Disabled toilets: \_\_\_\_\_

Hand basins: \_\_\_\_\_

**TABLE 1: Total number of Ablutions facilities required based on attendance numbers**

TOTAL ATTEND.	MALE FACILITIES			FEMALE FACILITIES	HAND BASINS		UNISEX/ DISABLED
	WC's	Urinal (m)	Urinals		Male	Female	
Up to 1000	2	1.5	3	5	1	1	1
1000 - 2000	3	3	6	10	2	2	1
2000 - 3000	4	4.5	9	15	3	3	1
3000 - 4000	5	6	12	25	4	4	2
4000 - 5000	6	7.5	15	30	5	5	2
5000 - 6000	7	9	18	30	6	6	2
6000 - 7000	8	10.5	21	40	7	7	2
7000 - 8000	9	12	24	45	8	8	3
8000 - 9000	10	13.5	27	50	9	9	3
9000 - 10000	11	15	30	55	9	10	3
10000 - 11000	12	16.5	33	60	10	11	3

**TABLE 2: Total number of Ablutions facilities required based on duration of the event**

DURATION OF EVENT	PERCENTAGE OF THE ABOVE	
More than 8 Hours	100%	<input type="checkbox"/>
6 Hours but less than 8 Hours	80%	<input type="checkbox"/>
4 Hours but less than 6 Hours	75%	<input type="checkbox"/>
Less than 4 Hours	70%	<input type="checkbox"/>
No Alcohol	50%	<input type="checkbox"/>

**POTABLE WATER SUPPLY**

Potable water or alternative water supplies must be available to patrons at all events. As a guideline - one water outlet per 500 people is required.

Briefly outline how water is being supplied: \_\_\_\_\_

**STRUCTURES**

If any temporary structures are enclosed - Public Building (Construct, Extend or Alter) Application is to be submitted along with this event application to the Environment Health Building/Officer for assessment with the Health (Public Building) Regulations 1992. This application generally relates to temporary structures such as circus tents, spectator stands, outdoor concerts, ect. that are not subject to a building license as would be issued under Local Government Act - Building Code of Australia.

Do you have any singular temporary structures over 55m2?  Yes  No

If YES, then a manufacturing/engineering certificate is to be provided to the Shire of Wagin for this structure to ensure compliance.

How are they secured: \_\_\_\_\_ Total Area Covered: \_\_\_\_\_ m2

Are there enclosed areas? Please refer to the Health Act 1992 - Public Buildings  Yes  No

Please refer to the Department of Health's website and their Public Buildings Guidelines.

## STAGE

Will a temporary stage be erected?

Yes

No

Built: \_\_\_\_\_

Risers: \_\_\_\_\_

Truck: \_\_\_\_\_

Other: \_\_\_\_\_

Stage sizes: \_\_\_\_\_

## SOUND AMPLIFICATION

Noise control: the event organizer shall control noise to ensure compliance with the Environmental Protection (Noise) Regulations 1997 at all times.

Is sound amplification required?

Yes

No

Genre of music: \_\_\_\_\_

Start time: \_\_\_\_\_ AM/PM

Finish time: \_\_\_\_\_ AM/PM

For one-off events that the community has made aware of, the following reactions from residents are likely:

RESIDENTIAL LEVEL	LIKELY RESPONSE
Below 55dB (A)	Generally no complaints
55-65dB (A)	Few complaints, increasing in sensitive areas and later hours
65-75dB (A)	Considerable level of complaints, less in tolerant areas

## FIRST AID

The event organizer may be required to provide details for the first aid Staff and locations to the Council. Emergency vehicles must be able to access the whole site at all times. Although it may not be practical to have an Ambulance onsite, you should notify St Johns and the hospital to ensure resources are available in an emergency

First aid Staff required:

Yes

No

Number required: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ *Chief First Aid Officer*

**TABLE 3: QUANTITY OF FIRST AID STAFF REQUIRED**

PATRONS	FIRST AID STAFF	FIRST AID POSTS
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2
20000	22+	4

**AMUSEMENT RIDES**

According to Occupational Health and Safety Regulations 1996 - Section 4.52 in relation to Amusement Structures, the structures should be operated, maintained and inspected in compliance with Australian Standard AS3533.

For further information, please refer to **Occupational Safety and Health Regulations 1996**.

Will there be Amusement Rides?  Yes  No

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Are all Work Safe Registration Certificates attached?  Yes  No

**WASTE MANAGEMENT**

The Event Organizer shall be responsible for the collection, removal and disposal of litter from the venue, public areas and surrounding streets. All litter is to be removed within 24 hours of the event.

Adequate bins are required to be provided for patrons. For large events, ongoing clean-up operations during the event may be required.

For additional green wheelie bins at an event, they can be hired and will incur a charge (Price of Application). These costs include the delivery and collection of the bin(s) for your event and one service to empty the waste in the bin at the conclusion of the event.

The Shire will not service bins mid-event for a one-day event, so please ensure that enough bins are ordered to cover the events waste requirements.

The Shire of Wagin supports recycling at events and has fit for purpose recycling bins in stock.

Number of bins required: \_\_\_\_\_

Are additional services required?  Yes  No

If YES, what is the requested time: e.g each morning \_\_\_\_\_

Number of additional services required: \_\_\_\_\_

## TRAFFIC MANAGEMENT

Traffic management is required if any roads are to be closed or a congestion will be created due to the event. A Parking and Transport Management Plan is required to be submitted to the events team. Time frames for road closures will vary, please allow 60 days for complex road closures. There should be adequate parking so that neighbouring properties are not disturbed by vehicles entering and exiting the venue.

Are additional services required?

Yes

No

Is the road closure:

Full road closure

Part road closure

Accredited

Company:

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Contact Person:

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Email Address:

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Mobile Number:

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Is the traffic management plan attached?

Yes

No

Is the parking plan attached?

Yes

No

## PART 4: FOOD AND REFRESHMENTS

### FOOD

All food stallholders must be registered with the Shire's Environmental Health Building/Officer, 14 days prior to the event. To register, please complete the **Food Stall Holders** form.

Will food be available during the event?

Yes

No

Duration:

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Is a food stall holders list attached?

Yes

No

### REFRESHMENTS

Potable drinking water supply shall be available and easily accessible to patrons at large public events, especially events of significant duration or outdoor events.

Will potable water be available during the event?

Yes

No

### ALCOHOL

The sale of alcohol will require a Liquor License; apply with WA Racing, Gaming and Liquor. Please go to the DRGL website for the appropriate information [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au).

Will alcohol be consumed?

Yes

No

Duration:

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Is the Permit to Consume Alcohol on Shire Grounds attached?

Yes

No

Is the Occasional License attached?

Yes

No

## PART 5: RISK MANAGEMENT

### EMERGENCY EVACUATION

Emergency exits should be un-obstructed and remain unlocked at all times during the event. An emergency evacuation plan is to be developed and provided to the Shire for approval. The event organizer is to ensure that the evacuation plan is distributed and explained to key personnel. All event personnel are to be briefed on the location of emergency exits and the evacuation plan.

Emergency evacuation plan attached?

Yes

No

### INSURANCE

You will be required to obtain public liability insurance. All insurances are the responsibility of the event organizer. No claims are to be made against the Council and/or it's employees or official volunteers of the Shire.

Have you obtained the appropriate insurance?

Yes

No

Is a copy of the Public Liability Insurance attached?

Yes

No

### RISK MANAGEMENT

A Risk Management Plan must be provided for all events however, if the event is likely to have 5000 or more participants, then a Risk Management Plan in accordance with AS31000 must be provided.

Risk Management Plan attached?

Yes

No

### SITE PLAN

The Site Plan should include the following information: stage barricading, stall, marquees, toilets, waste bins, signs/banners, lighting towers, power supply, entry/exit points, first aid posts, emergency evacuation areas, ect.

A detailed layout of the event is to be included with your application. The finalized site plan should be issued to all relevant emergency services, first aid, security personnel and event stakeholders. Aerial maps for site plans are available to download from the Shire's website or use IntraMaps Public also available on the Shire's website

Site plan attached?

Yes

No

### SECURITY AND CROWD CONTROL

A Security Officer is someone who watches, guards or protects any property.

Crowd Control Officer is someone who controls or monitors behavior, screens people seeking entry and removes people for behavioral reasons.

Security and Crowd Control must be provided at all community events. The event organizer must contact the Local Police Station and the Ambulance to notify them of the event and provide full details. The event organizer may be required to provide the Security and Crowd Control plan to the Shire.

At high-risk events, 2 security guards for the first 100, then 1 for each 100 after that.

Is security required?

Yes

No

Is Crowd Control required?

Yes

No

Company:

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Contact Person:

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Email Address:

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Mobile Number:

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## FIREWORKS

If you intend to have fireworks at your event, the contractor must complete an Application for Fireworks Event Permit and Fireworks Event Notice form the Department of Mines and Petroleum which can be downloaded from the DMP website; [www.dmp.wa.gov.au](http://www.dmp.wa.gov.au).

Permission must be sought from all surrounding neighbourhoods for the detonation of fireworks

Set-up location: \_\_\_\_\_

Is the Fireworks Management Plan attached?  Yes  No

Is the Fireworks Stakeholder Approval attached?  Yes  No

Is the Fireworks Approval from Neighbours attached?  Yes  No

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

## FIRE SAFETY

The event organiser must make sure firefighting equipment is in place at any generators or switchboards, any flammable liquid or gas containers, food-cooking areas, backstage and within 10 meters of each exit if enclosed. The event organiser may be required to contact the Shire's Fire Control Officer to discuss fire safety plans.

Is the Fireworks Approval from Neighbours attached?  Yes  No

Please list all the firefighting and any areas where gas is to be used/located in the Site Plan.