

SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

Event Application Package

A STEP BY STEP GUIDE TO SUCCESSFUL EVENT PLANNING IN THE
SHIRE OF MERREDIN

Issued to: _____ Date Issued: _____

Issuing Officer: _____

Key Council Contact: Environmental Health Officer

DISCLAIMER

The information contained within this package has been provided as a guide only. Additional information or approvals may be required from other agencies and it shall be the sole responsibility of the Applicant, not the Shire of Merredin, to ensure all relevant approvals and information are obtained in relation to each particular event.

Application Procedure

STEP 1: Complete Event Application Package (including checklist to identify what permits/approvals you require)

STEP 2: Meet with a Shire representative to discuss your application, and receive a copy of the Event Information for Applicants, relevant to the items ticked on the event approval checklist

STEP 3: Complete the required permits or obtain the relevant approvals that are ticked on the event approval checklist.

STEP 4: Submit the Event Application Package and Completed Permits, together with any appropriate Additional Information to:

Shire of Merredin

Po Box 42

MERREDIN WA

6415

(Your application should be received AT LEAST 12 WEEKS PRIOR to your event)

STEP 5: You may not proceed with your event until written confirmation from the Shire advising that all Shire and Statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event;

PLEASE NOTE: Any special conditions (if applicable to your event) will be outlined in your confirmation letter. It is your responsibility to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are obtained.

STEP 6: Debrief, including Shire, should be held within 7 days post event

Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer council approval for an event to an alternative venue, date or time, without re-negotiating with Council.

PLEASE NOTE: Your event is not approved until the Shire of Merredin is satisfied with all sections of the checklist and event details. You may not advertise or proceed with the event until the Shire advises all requirements have been met.

Event 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 12 weeks prior to your event.

Organisers Details

Name of event: _____

Applicant/organisation: _____

Contact person (if different from above): _____

Postal Address: _____

Telephone: _____

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.

Date: _____

Actual Set up Date: _____

Actual Event Start Date (if different from above): _____

Actual Event Finish Date: _____

Actual Completion Clean up Date: _____

Commencement Date of Advertising: _____

Proposed Venue Details: _____

Event Description (eg. Sporting, commercial, entertainment):

Primary Purpose of Event (eg. Fundraiser):

Will alcohol be available/consumed on site? Yes No

Will food be available? Yes No

Is Shire Staffing required? If so, give details.

Details of any tents, marquees, stages to be used for the event.

Details of any road closures or use of roads for the event.

Expected Attendance

Maximum number of people expected at any given time: _____

Anticipated Total Number for Entire Event: _____

Target Audience (eg. Youth, adult, family): _____

You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities.

Post event arrangements should be considered to transport patrons from the event. Eg. Availability of buses, taxis etc.

Have you ever conducted this event before and if so where/when was it held?

Event Facilities

Power Supply Details (generators or existing):

Water Supply Details (scheme or rainwater):

Toilets Available:

Male: Closets _____

Urinals _____

Hand Wash Basins _____

Female: Closets _____

Hand Wash Basins _____

Event Fees

Refer to the relevant fees and charges to ascertain what fees will be applicable.

***** Please note you may wish to attach any other relevant information to assist with the approval process.

Acknowledgement

I, _____ as the event organiser, applying for approval to host an event in the Shire of Merredin, acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified hire period and will ensure compliance with the Shire's conditions of hire and local laws. I will indemnify the Shire against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. 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.

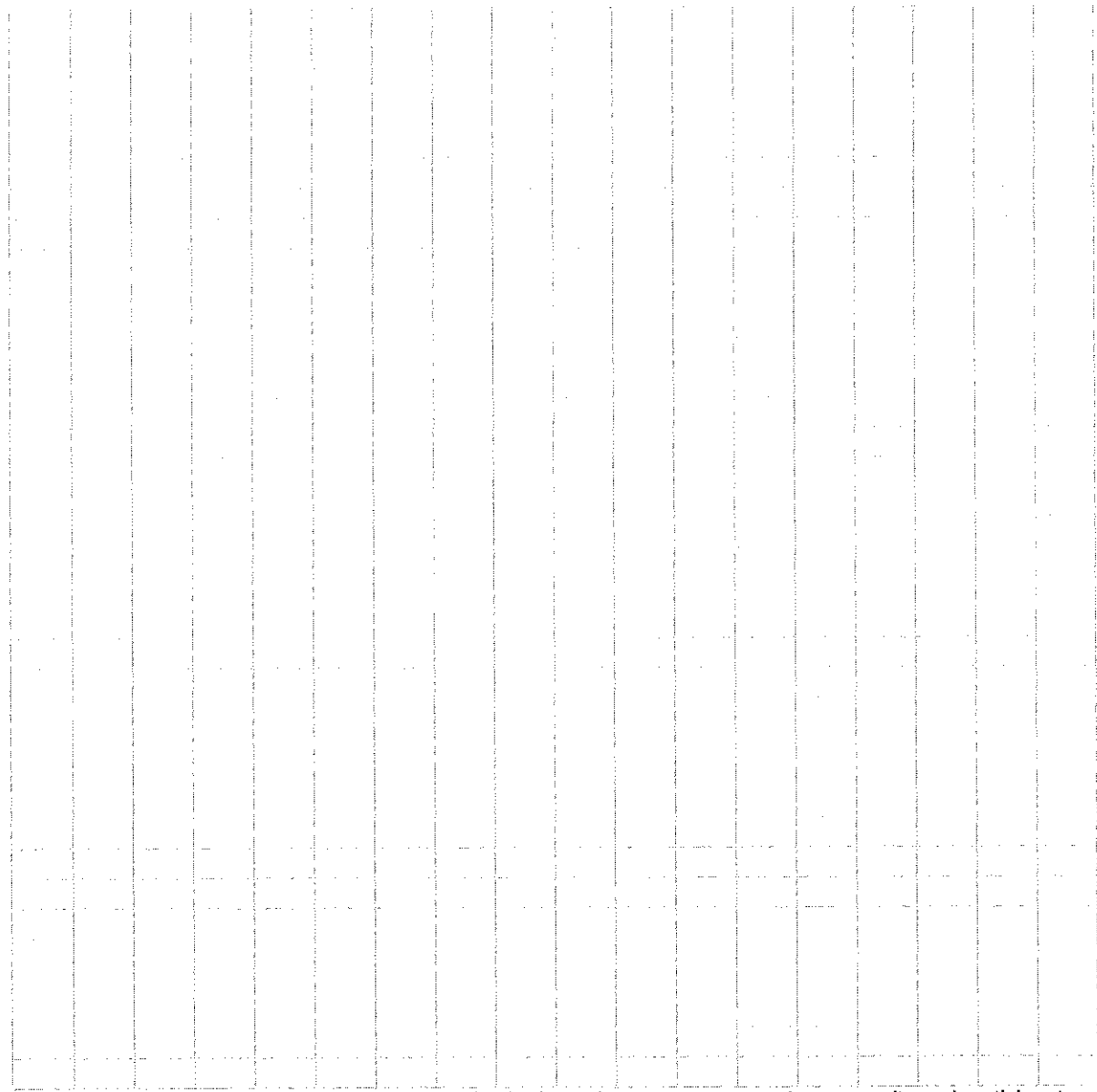
Signature: _____

Date: _____

Site Plan

A detailed layout of the event is going to be included with your application. Please ensure the following is indicated on the map (if applicable);

- ▶ Stage
- ▶ Food Stalls
- ▶ Electricity Cables
- ▶ Parking Areas
- ▶ Site Signage
- ▶ Food Stalls
- ▶ First Aid Posts
- ▶ Emergency Exits
- ▶ Fenced off Areas
- ▶ Lighting
- ▶ Vehicle Access Points, include street names
- ▶ Locations of marquees, tents
- ▶ Sale or consumption of alcohol areas
- ▶ Location and number of additional toilets
- ▶ Any other facilities relevant to event



It is suggested that a copy of the finalised site plan be issued to emergency services, security and participants.

Event Approval Checklist

The following checklist briefly identifies the approvals and completed forms that will be required for your event. Please take this completed checklist with you to your meeting with the Shire Key Contact. Some forms may be required just prior to your event.

Column A- tick the activities that apply to your event. Complete this prior to your first meeting with the Shire Key Contact.

Column B identifies the form or approval that is required. Further information will be provided in the Event Information for applicants which will be provided by the Shire Key Contact at your meeting.

Column C is for you to tick after completing the form or obtaining approval for the activity. Column D is for office use only

Activity	A Tick or cross the activities that apply to your event	B Completed Form / Approval required	C Tick when Form / Approval is completed	D Office use only
1) Hire of Shire reserve, hall, oval, park,		Facility Hire Form to be completed.		
2) Consultation with other venue users, neighbouring businesses and private dwellings.		Demonstrate that you've checked with others. Letters of approval from neighbouring businesses / private dwellings to be submitted with the Application Package.		
3) Event Fees and Bond Charges		Payment may be required.		
4) Public Liability Insurance		Obtain advice from insurance company for your needs.		
		Obtain certificate of currency for event and submit to the Shire.		
5) Publicity		The Shire may be able to assist groups with information regarding ways of promoting your event. Contact the Shire for details.		
6) Venue access for Shire Staff		Relevant Shire representatives will need to monitor the event. Provision of access such as authority cards/passes or other arrangements need to be made.		
7) Sale of any goods, wares, merchandise		Trading In Public Places application form to be completed.		
8) Food Stalls, Food Preparation, Food Vans		Obtain a copy "Guidelines for Temporary Food Stalls associated with special events".		
9) Toilet Facilities required		Male and Female toilets to be supplied in accordance with requirements.		

Activity	A Tick or cross the activities that apply to your event	B Completed Form / Approval Required (information will be provided at your 1 st meeting with Shire key contact)	C Tick when Form / Approval is completed	D Office Use only
10) Marquees or Tents or Stages used		Marquee Checklist and application to construct, extend or alter a public building obtained and completed for each structure. Ask the supplier for a structural certificate.		
11) Ground marking, use of stakes/pickets to erect Tents/Marquees		Contact the Shire before driving posts or pegs into the ground, to avoid damaging underground services.		
12) Noise from vehicles, music, PA systems likely to be created Large scale events creating excessive noise		Neighbouring residents consulted 7 days prior to the event (such as via a mail drop), speaker orientation considered. Exemption from Noise Regulations (Regulation 18) required. Application to be submitted 60 days prior to the event.		
13) Generators, Electrical installations required		Has power access been discussed with property manager? Licensed electrical contractor required to certify electrical installations.		
14) Sale ,serving or consumption of alcohol likely		Approval obtained from relevant organisations/individuals > 14 days prior to the event. This may include: <ul style="list-style-type: none"> • Department Racing Gaming Liquor • Local Government Authority • Clerk of Courts • Police. • Owner of the premises. 		
15) Risk Management Plan		Encouraged for all events. Required for events that will attract more than 1000 people. To be completed in accordance with AS/NZS ISO 31000:2009 to be completed and submitted to the Shire.		
16) First Aid		First Aid considered in accordance with table in information package.		
17) Water Supply		Adequate potable water supply available for patron consumption. Contact the Shire to determine the nearest connection point.		
18) Crowd Control Safety		Is crowd control needed?		
19) Police Department Notification		Completed Police notification form to be submitted with application form.		
20) Amusement Rides and Structures		Operator's inspection logbook is required to be sighted by applicant / organiser. Worksafe Registration – proof of approval & registration required.		

Activity	A Tick or cross the activities that apply to your event	B Completed Form / Approval Required	C Tick when Form / Approval is completed	D Office use only
21) On-site living (camping)		Approval required from the Shire.		
22) Road to be used or part road closure proposed OR Usual flow of traffic disrupted		Application forms must be completed. Shire, Police Department and Main Roads of WA must receive applications 4 - 12 weeks prior to event to ensure approval. Traffic Management Plan to be developed by qualified person.		
23) Parking for event patrons required		Parking Areas established, marshals organised, Shire contacted		
24) Temporary Advertising Signage to be erected		"Temporary Sign Approval" obtained from Shire with sign design, locations, details submitted. For signs on a main road, applications must seek Main Roads of WA approval.		
25) Additional Bins / Rubbish collection arrangements		Additional bins arranged with the Shire/contractor. Collection of rubbish arranged- may incur additional costs.		
26) Fireworks		Approval obtained from Department of Industry & Resources . Approval required by Police, Fire & Emergency Services and the Shire.		
27) Disability Access and Inclusion Accessible Events		Compliance with Disability Access and Inclusion Accessible Event requirements, Shire contacted.		
Other Agencies to Contact				
28) Emergency Services Notified if applicable.		SES - Fire Brigade- St John Ambulance – WA Police-		
29) If events are held in navigable waters beyond the low water mark OR You are using vessels for hire or reward OR providing transport for paying passengers		Approval Required from Department Planning & Infrastructure www.dpi.wa.gov.au Ph 9792 6666.		
30) Use of airspace and air-site facilities		Civil Aviation Safety Authority Ph 13 17 57 www.casa.gov.au		

Table 1. Summary of the required approvals and plans that need to be submitted to the necessary authorities before the commencement of an event

checklist for event managers			
approvals/applications	does it apply to your event?	authority to submit the application to	Form/approval complete
<input type="checkbox"/> Public building approval <i>(Event Application)</i>		Local govt	
<input type="checkbox"/> Planning approval		Local govt	
<input type="checkbox"/> Liquor Licence		DRGL and Local govt	
<input type="checkbox"/> Noise Regulation 18 approval		Local govt	
<input type="checkbox"/> application for Food and Drink Outlets		Local govt	
<input type="checkbox"/> approval of Temporary Structures (Tents and Marquees)		Local govt	

plans required	does it apply to your event?	authority to submit the application to	Tick when plan is complete
<input type="checkbox"/> Risk Management Plan (AS/NZS ISO 31000:2009)		Local govt	
<input type="checkbox"/> Emergency Plan (AS 3745)		Local govt	
<input type="checkbox"/> Operational Plan**		Not submitted – kept for personal use	

** Not mandatory – however it is a recommended best practice tip that becomes essential for larger, more complex events.

checklist for the designated crowd control agent			
plans required	does it apply to your event?	person to submit the application to	Tick when plan is complete
<input type="checkbox"/> Crowd Control Plan		Event Manager	

Checklist for first aid providers			
plans required	does it apply to your event?	person to submit the application to	Tick when plan is complete
<input type="checkbox"/> Medical Plan		Event Manager	

References

Health (Miscellaneous Provisions) Act 1911, Government of Western Australia.

Food Act 2008, Government of Western Australia.

Health (Public Buildings) Regulations 1992, Government of Western Australia.

FORM 1

Health Act 1911 [Re.g. 4]

Health (Public Buildings) Regulations 1992

Application to construct, extend or alter a public building

I being the owner/agent hereby apply under Section 176 of the *Health Act* to construct alter or extend a public building:

Premises Details:

Name of: _____

Location No: _____ Street: _____

Town/Suburb: _____

Nearest cross street: _____

Intentions for use: _____

In support of this application I hereby submit plans and detail as require 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.

Signed: _____

Owner/Agent: _____

Address: _____

Telephone: _____ Fax: _____

FORM 2

Health Act 1911 [Re.g. 5]

Health (Public Buildings) Regulations 1992

Application for Certificate of Approval

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

Premises Details:

Name of: _____

Location No: _____ Street: _____

Town/Suburb: _____

Nearest cross street: _____

Intentions for use: _____

Construction/extension/alteration of which was completed on: _____

In accordance with your approval given on: _____

Signed: _____

Owner/Agent: _____

Address: _____

Telephone: _____ Fax: _____

FORM 3

Health Act 1911 [Reg. 9]

Health (Public Buildings) Regulations 1992

Application for variation of Certificate of Approval

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

Premises Details: _____

Name of: _____

Location No: _____ Street: _____

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: _____

Signed: _____

Owner/Agent: _____

Address: _____

Telephone: _____ Fax: _____

FORM 5

Health Act 1911 [Reg. 10]

Health (Public Buildings) Regulations 1992

Certificate of electrical compliance

To the City/Town/Shire of:

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 Occupier: _____

Details of Building

Name: _____

Number: _____ Street: _____

Suburb/Town: _____ Postcode: _____

Particulars of Installation

Describe an electrical work for which you are not responsible in these premises

Signature of licensed electrical contractor or electrical worker authorised to sign on behalf of the electrical contractor/in-house electrical installer.

(Signature)

Contractor's/in-house electrical installer's Business Name: _____

Contractor's/in-house electrical installer's Registration No: _____

Contractor's/in-house electrical installer's Address: _____

Contractor's/in-house electrical installer's Telephone No: _____

This form to be forwarded to the relevant local government when work is completed