

Event Application Form

Organiser's Details

Applicant / Organisation		
ABN		
Contact Person		
Postal Address		
Contact Details	Ph:	Email:

Event Details

Event Name		
Website / social media details		
Event location/s		
Event dates	Start:	Finish:
Event times	Start:	Finish:
Bump in	Date:	Time:
Bump out	Date:	Time:
Is the event ticketed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Event description Eg: sporting, community, concert		
Estimated attendance – at any time during the event	Liquor Licensed area:	Unlicensed area:
Estimated attendance – for the duration of the event	Liquor Licensed area:	Unlicensed area:
Target audience / demographic		

Event Logistics

Arrangements for people with disabilities:			
Entertainment details: e.g., amplified music, rides, stalls			
Alcohol / Food available:	Alcohol: YES <input type="checkbox"/> NO <input type="checkbox"/>	Food: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Temporary structure details: e.g. marquees, stages, bouncy castles. (Please provide sizes)			
Toilets:	Male Urinals:	Male WC:	Female WC:
	Disabled WC:		Hand Wash Basins:
Road closure details: If applicable	<input type="checkbox"/> Full Road Closure <input type="checkbox"/> Parade / Procession	<input type="checkbox"/> Temporary Traffic Suspension N/A	
Affected roads			
Transport plans	Patrons own transport <input type="checkbox"/>	Busses provided <input type="checkbox"/>	
	Other:		
Temporary camping	<input type="checkbox"/> Yes, number of nights:	<input type="checkbox"/> No	

Drone Operations

Do you intend you use an aircraft or a drone?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Name and model:	
	Weight:	
	Serial number:	
	CASA registration:	
	Licensed operator name:	
	Ph:	Email:
	Operation dates:	
	Operation times:	
	Launch location:	
	Landing location:	

COVID-19

COVID Safety Plan	Refer wa.gov.au for a COVID Safety Plan Template and guidelines.	
COVID Event Plan	Refer wa.gov.au for a COVID Event Plan template and guidelines.	
Physical distancing achievable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hand hygiene station available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contact tracing register in Place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Event Fees

Event associated fees apply to all events. Fees and charges relating to events will be communicated and invoiced after the initial assessment has been completed. Event Application fees must be paid in full prior to further assessment and event approvals being issued.

Is your organisation not-for-profit? Yes No

Acknowledgement

I, _____ as the event organiser, seeking approval to host an event within the Shire of Northam, 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 of Northam 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 the appropriate liability and other insurances are in place for the activities to be conducted.

I understand the Event Application Package is a guide and has been compiled according to several statutory requirements. There may be other requirements which exist outside of the package and that as the event organiser I am responsible.

Signature: _____ Date: _____

Event Application Checklist

Activity	Tick if applicable to your event	Supporting Information Required
Site Plan	<input type="checkbox"/>	Include all structures, fenced areas, power, exits, first aid, fire extinguishers
Hire of Shire venue or public space	<input type="checkbox"/>	Contract of Hire, Available venues: Hiring Shire of Northam Council Facilities
City requests: power, bins, gates	<input type="checkbox"/>	Scope of Works
Event notification to neighbouring residents and/or businesses	<input type="checkbox"/>	Please provide a copy of correspondence to persons impacted by your event (e.g. due to noise or road closures etc)
Public Liability Insurance	<input type="checkbox"/>	Certificate of Currency to a minimum of \$20 million and if requested, \$50 million (current for your event date/s)
Sale of Food	<input type="checkbox"/>	Food Traders Information – Stallholder Permits/Notifications
Sale of Alcohol	<input type="checkbox"/>	- Copy of Liquor Licence - If on Shire land: Permit to consume alcohol
Marquees / Tents	<input type="checkbox"/>	- Certificate of Temporary Structure form (for structures larger than 5mx5m) - Structural certification (for structures larger than 9mx6m)
Excessive Noise	<input type="checkbox"/>	Regulation 18 (Noise) Application
First Aid	<input type="checkbox"/>	Provide details of first aid provision (where applicable)
Emergency Notification	<input type="checkbox"/>	Email event details to: DFES northam.reception@dfes.wa.gov.au Northam Hospital diane.robinson@health.wa.gov.au St Johns northam.admin@stjohnwa.com.au Police northam.police.station@police.wa.gov.au Please cc candice.parkes@northam.wa.gov.au for our record with your 'Event Application Form'
Department of Health notification	<input type="checkbox"/>	Register your event on the Department of Health Website here: Events registration
Risk Management Plan	<input type="checkbox"/>	Risk Management Plans are encouraged for all events, and mandatory for events attracting more than 1000 persons. Refer to Guidelines for Concerts, Events and Organised Gatherings at health.wa.gov.au here
Emergency Evacuation Plan	<input type="checkbox"/>	Emergency Evacuation Plan required depending on location for all high-risk events (e.g., outdoor adventure race events, large gatherings etc). Refer Guidelines for Concerts, Events and Organised Gatherings at health.wa.gov.au here
Traffic Management Plan	<input type="checkbox"/>	Traffic Management Plan is required where roads are closed, partially closed or traffic is suspended
Temporary Roadside Signage	<input type="checkbox"/>	- Temporary Sign Approval form (for signs on Shire roads) - For signs on Main Roads managed roads, applicants must seek approval from Main Roads WA
Security	<input type="checkbox"/>	Provide details of security (where applicable)

Temporary Camping	<input type="checkbox"/>	Application for Approval to Camp will be requested if required
Parking	<input type="checkbox"/>	Parking Management Plan (Where applicable)
Street Banners	<input type="checkbox"/>	Application for Street Banner Approval
Public Building	<input type="checkbox"/>	Form 1 – for events with fenced areas and temporary structures requiring assessment
	<input type="checkbox"/>	Form 3 - where an existing Public Building approved use and numbers are being altered
Electrical Equipment	<input type="checkbox"/>	Form 5 - to be signed by licensed electrician
Amusement Rides	<input type="checkbox"/>	- Worksafe registration and Public Liability Insurance (additionally, logbook of regular maintenance should be sighted by event organiser)

Application Procedure

1. Read the Shire's Public Event Guidelines.
2. New Events – Meet with the Shire of Northam's Events Coordinator to discuss your application. To make an appointment, phone 9622 6100 or email candice.parkes@northam.wa.gov.au
3. Complete an Event Application and forward to candice.parkes@northam.wa.gov.au at least 8 weeks (60 days) prior to the event.
4. In response to receiving a completed Event Application, the Shire of Northam will send a request for information outlining the remaining documents required to be submitted. Forms required will be included. Fees applicable to your event will be payable at this stage.
5. When all required information is received, the Shire of Northam will forward an approval letter outlining conditions (as they apply).

Approval Obligations

1. You may not proceed with the event until you have received written confirmation from the Shire advising all Shire and statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale of your event.

Special conditions (if applicable) will be outlined in your letter of acknowledgement. It is the event organiser's responsibility to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are issued.

It is an offence to operate an event without valid approval and both Local Government and Police are empowered to close public events which are considered unsafe or unsuitable.

2. A debrief should be held for large scale and high-risk events within 7 days post event.

Note

Event applications and approvals are not transferable; therefore, the event organiser may not transfer an approval to an alternative venue, date or time without resubmitting and receiving approval from the Shire.