

## Event Application Form

### Organiser's Details

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

### Event Details – Please read the [Event Guidelines](#) when completing this application.

Event Name		
Event description Eg: sporting, community, concert		
Target audience / demographic		
Website / social media details		
Event location/s	Northam Recreation Centre <input type="checkbox"/> Village Green <input type="checkbox"/> Jubilee Oval <input type="checkbox"/> Henry Street Oval <input type="checkbox"/> Sports Hall <input type="checkbox"/> Town Hall <input type="checkbox"/> Lesser Hall <input type="checkbox"/> Bernard Park <input type="checkbox"/> Soundshell <input type="checkbox"/>	View more info on venues <a href="#">Shire of Northam Venues</a> Complete a venue booking form <a href="#">HERE</a>
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"/>	Please provide a link to the event listing.
First Aid (Please refer to Event Guidelines)	Provide details of first aid provision:		
Rubbish Removal: (Please refer to Event Guidelines)	Provide details of rubbish management:		
Alcohol / Food available	Alcohol: YES <input type="checkbox"/> NO <input type="checkbox"/>	Food: YES <input type="checkbox"/> NO <input type="checkbox"/>	Occasional Liquor License Request to Consume Liquor Blanket Stallholder Application Individual Stallholder Application Food Stallholder Form
Estimated attendance – <b>at any time during the event</b>	Liquor Licensed area:	Unlicensed area:	
Estimated attendance – <b>for the duration of the event</b>	Liquor Licensed area:	Unlicensed area:	

## Event Logistics

Arrangements for people with disabilities: *(Please refer to Event Guidelines)		
Entertainment details: e.g., amplified music, rides, stalls.		<a href="#">Noise Exemption Form</a>

Temporary structure details: - Certificate of Temporary Structure form (for structures larger than 5mx5m) - Structural certification (for structures larger than 9mx6m)				*Please provide sizes and attach engineering certificate to application
Toilets: *Contact bookings to enquire about hiring the AROC toilets from the Shire?	Male Urinals:	Male WC:	Female WC:	
	Disabled WC:		Hand Wash Basins:	
Road closure details A Traffic Management Plan is required where roads are closed, partially closed or traffic is suspended.	<input type="checkbox"/> Full Road Closure Parade / Procession		<input type="checkbox"/> Temporary Traffic Suspension N/A	
Affected roads? Have you undertaken community consultation?				
Transport plans	Patrons own transport <input type="checkbox"/>	Buses provided		
	Other:			
Security	<input type="checkbox"/>	Provide details of security (where applicable)		
Temporary camping *Please attach a site plan	YES <input type="checkbox"/> NO <input type="checkbox"/>	Number of nights:	Camping Location: *contact the Shire if on Shire of Northam Land	

## Drone Operations

Do you intend you use an aircraft or a drone?	YES	NO
	Name and model:	
	Weight:	
	Serial number:	
	CASA registration:	
	Licensed operator name:	
	Ph:	Email:
	Operation dates:	
	Operation times:	
	Launch location:	
	Landing location:	

## Essential Forms

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 <a href="http://health.wa.gov.au">health.wa.gov.au</a> <a href="#">here</a>
Site Plan	<input type="checkbox"/>	Include all structures, fenced areas, power, exits, first aid, fire extinguishers
Traffic Management Plan	<input type="checkbox"/>	Traffic Management Plan is required where roads are closed, partially closed or traffic is suspended

## 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 for the venue
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 – <a href="#">Stallholder Permits/Notifications</a>
Sale of Alcohol	<input type="checkbox"/>	- Copy of Liquor Licence - If on Shire land: <a href="#">Permit to consume alcohol</a>
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) <a href="#">Application</a>
First Aid	<input type="checkbox"/>	
Emergency Notification	<input type="checkbox"/>	Email event details to: <b>DFES:</b> <a href="mailto:northam.reception@dfes.wa.gov.au">northam.reception@dfes.wa.gov.au</a> <b>Northam Hospital:</b> <a href="mailto:diane.robinson@health.wa.gov.au">diane.robinson@health.wa.gov.au</a> <b>St Johns:</b> <a href="mailto:northam.admin@stjohnwa.com.au">northam.admin@stjohnwa.com.au</a> <b>Police:</b> <a href="mailto:northam.police.station@police.wa.gov.au">northam.police.station@police.wa.gov.au</a> Please cc <a href="mailto:candice.parkes@northam.wa.gov.au">candice.parkes@northam.wa.gov.au</a> 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: <a href="#">Events registration</a>
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 <a href="http://health.wa.gov.au">health.wa.gov.au</a> <a href="#">here</a>
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 <a href="http://health.wa.gov.au">health.wa.gov.au</a> <a href="#">here</a>
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 <a href="#">form</a> (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. Do you need camping call events ?
Parking	<input type="checkbox"/>	Parking Management Plan (Where applicable)
Amusement Rides	<input type="checkbox"/>	- WorkSafe registration and Public Liability Insurance (additionally, logbook of regular maintenance should be sighted by event organiser)

**Please make sure you have attached all required documentation to submit with your event application.**

## 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](mailto:candice.parkes@northam.wa.gov.au)
3. Complete and submit an Event Application to [candice.parkes@northam.wa.gov.au](mailto:candice.parkes@northam.wa.gov.au) no later than 90 days before a large event 60 days before a medium event and 30 days before a small event.
4. In response to receiving a completed Event Application, the Shire of Northam will send a request for information outlining any remaining documents required to be submitted. 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.