

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: provide link to listing		
Event location/s		
Shire Venue	Shire of Northam Booking Form	
Event Dates	Start:	Finish:
Event Times	Start:	Finish:
Bump In	Date:	Time:
Bump Out	Date:	Time:
Is the event ticketed?	YES <input type="checkbox"/> Ticketing agent:	NO <input type="checkbox"/>
Event Description & Details Eg: loud music, rides, stalls target audience and other entertainment	Noise Exemption Form	
First Aid Provide details		
Rubbish Removal Provide details		
Blanket Stall Holders	Application Here	
Alcohol / Food Available	Alcohol: YES <input type="checkbox"/> NO <input type="checkbox"/> Occasional Liquor License Request to Consume Liquor	Food: YES <input type="checkbox"/> NO <input type="checkbox"/> Food Stall Notification Form
Estimated Attendance	Liquor Licensed area:	Unlicensed area:

Event Logistics

Arrangements for people with disabilities See Guidelines for Accessible Events			
Temporary structures Eg: marquees, stages, bouncy castles			
Toilets WC = Water Closet	Male Urinals:	Male WC:	Female WC:
	Disabled WC:		Hand Wash Basins:
Road Closure Details Attach TMP	<input type="checkbox"/> Full Road Closure Application <input type="checkbox"/> Parade / Procession		<input type="checkbox"/> Temporary Traffic Suspension <input type="checkbox"/> N/A
Transport Plans	Patrons own transport <input type="checkbox"/>		Busses provided <input type="checkbox"/>
	Other:		
Temporary Camping Add to site plan	YES <input type="checkbox"/> NO <input type="checkbox"/> Number of nights:		Camping Location:

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:	

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

Item	Tick if applicable to your event	Supporting Information Required
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)
Site Plan	<input type="checkbox"/>	Include all structures, fenced areas, power, toilets, exits, first aid, fire extinguishers, entry/exit points
Hire of Shire venue or public space	<input type="checkbox"/>	Shire of Northam Venue Booking Form
Requests: Power and gates etc	<input type="checkbox"/>	Scope of Works
Toilets	<input type="checkbox"/>	Provide details
Blanket Stall Holder Application	<input type="checkbox"/>	Blanket Stall Holder Application All equipment is tagged & tested
Sale of food	<input type="checkbox"/>	All food traders must hold a valid food stall permit – Stallholder Application / Notifications
Sale of alcohol	<input type="checkbox"/>	- Copy of Liquor Licence from RGL. Occasional Liquor License. - 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)
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)
Excessive noise	<input type="checkbox"/>	Regulation 18 (Noise) Excessive Noise Application
First Aid	<input type="checkbox"/>	Provide details
Emergency notification	<input type="checkbox"/>	Email event details to: DFES: northam.reception@dfes.wa.gov.au Northam Hospital: dianne.robinson@health.wa.gov.au St Johns: northam.admin@stjohnwa.com.au Police: northam.police.station@police.wa.gov.au Please cc records@northam.wa.gov.au for our record
Department of Health notification	<input type="checkbox"/>	Register your event on the Department of Health Website here if over 500 people: Events Registration
Working with Children Check	<input type="checkbox"/>	Copies of employees and volunteers Working with Children's Cards to be supplied when applicable
Risk Management Plan	<input type="checkbox"/>	Risk Management Plans are encouraged for all events and are mandatory for events attracting more than 1000 persons. Refer to Guidelines Here
Emergency Evacuation Plan	<input type="checkbox"/>	Refer to Shire of Northam Event Guidelines Here Refer to State Guidelines Here
Traffic Management Plan	<input type="checkbox"/>	Traffic Management Plan is required where roads are closed, partially closed or traffic is suspended
Road Closure Application	<input type="checkbox"/>	Authorised Application for an order for a Road Closure

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
Amusement rides	<input type="checkbox"/>	WorkSafe registration, Public Liability Insurance and Structural Certification submitted
Please ensure 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 events@northam.wa.gov.au
3. Complete and submit an Event Application to events@northam.wa.gov.au no later than 60 days **before** a large event or 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.