



Shire of Northam  
*Heritage, Commerce and Lifestyle*

# Public Event Guidelines

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# Introduction

The following guidelines have been designed to assist Event Organisers in their application to hold an Event in the Shire of Northam. The guidelines provide advice regarding the application process, relevant statutory requirements and other Council provisions to ensure events are safe, well-coordinated and successful with minimal adverse impacts on the community, environment and Council.

For the most comprehensive guide to holding an event please reference the Dept of Health Guidelines for events [HERE](#)

An Event is defined as a one time, or infrequently occurring planned public event or a social gathering of limited duration with maximum timeframe as specified in the Events on Open Space Policy.

Events are distinct and organised programs usually of recreational, cultural, community or special interest group significance. Events vary in scale from small community events such as weddings to major events that attract state, national and international interest.

Events come in many different sizes and cover a wide range of activities. Whether your event is small or large, there are commonalities in the planning process. As the event organiser, you are responsible for planning the event and ensuring it complies with relevant laws and procedures prior to, during and after the event concludes.



# What is a public event

Temporary public event means any single, one off event, either indoor or outdoor, where people assemble for sporting, entertainment, or other common purposes (for example, outdoor concerts, shows, fairs, festivals, exhibitions etc).

Temporary public events are a great way for people to come together and enjoy a variety of activities. These events can range from small, community-based gatherings to large, internationally recognized festivals. They provide an opportunity for people to experience new things, connect with others, and celebrate shared interests.

When planning a temporary public event, there are many factors to consider. The location, size, and purpose of the event must be carefully chosen to ensure that it can accommodate the expected number of attendees and that it meets all safety requirements. Additionally, organizers must consider the impact that the event may have on the surrounding community, including traffic, noise levels, and potential damage to the environment.

Despite the challenges that come with organizing a temporary public event, these gatherings are a vital part of our social fabric. They provide a space for people to come together and celebrate the things they love, and they contribute to the cultural and economic vitality of our communities. Whether enjoying a music festival or attending a local fair, temporary public event are a valuable opportunity to connect with others and experience the world around us.



# Event categories

Events on Open Space Areas are classified into the following categories: **Small, Medium, Large and Major Events.**

Classification of events depends on the number of expected attendees and impact of the event on the local community. The categories each have specific requirements within the application process and depending on the size and type of event will also need to comply with appropriate legislative requirements.

For the purpose of this guide, risk is determined in accordance with AS/NZS 4360 – Risk Management and the Health (Public Buildings) Regulations 1992

## Small events

Small events with an attendance of up to 80 people on Open Space Areas require the submission of a [Intended event online](#) application. All structures must be listed on the application form and included on the site map.

[intended event application form](#)

## Medium events

Medium events are classified as having a low to medium impact on the local community with an approximate attendance of up to 500 people and may include some of the following elements:

- Sale of alcohol
- Sale or provision of food
- Additional toilet facilities
- Generate additional waste
- Local event advertising and/or promotion
- Impact the non-event community but not over a wide area

## Large events

Large events are classified as having medium impact upon the local community with an approximate attendance of 500 - 3000 people and may include some of the following elements:

- Impact local traffic and parking
- Sale of alcohol
- Sale or provision of food
- Local to regional event advertising and/or promotion
- Additional toilet facilities
- Generate additional waste
- Security
- Large Structures
- Liaising with Police, Liquor Licensing and additional government and non-government organisations Impact the non-event community but not over a wide area



## Major event

Major events are classified as having a high impact on the community with an expected attendance of over 1000 people and may include all or some of the following elements:

- Sale of alcohol
  - Sale or provision of food
  - Security
  - Large Structures
  - Additional toilet facilities
  - Generates additional waste
  - Requires access to Council's water and electricity supply
  - Extensive event advertising and/or promotion
  - Affects major traffic and transport systems
  - Affects car parking
  - Liaising with Police, RMS, OLGR (Liquor Licence) and additional government and non-government organisations
- Impacts the non-event community over a wide area  
Note: Development Assessment review required for all major events

# Selecting a date

There are numerous events held throughout the year in Northam, particularly during April to September each year. To prevent your event date conflicting with another event, please check the Shire of Northam events calendar at <https://www.northam.wa.gov.au/events/> or call the Shire Bookings Officer on **(08) 6608 0614** to check the availability of your preferred venue.

# Shire venues

Factors to consider include the type of venue (indoors or outdoors), location travel times, car parking availability, high visibility, accessibility and connectivity to the town and its available services and infrastructure. Please see below link for the Shire of Northam venue hire options.

<https://www.northam.wa.gov.au/recreation-attractions/facilities/hiring-a-council-facility.aspx>



# Application

The Shire of Northam events team can assist you through our event approval process if you encounter an issue.

The events officer can be reached on **9622 6100** or via email [events@northam.wa.gov.au](mailto:events@northam.wa.gov.au) should you have specific questions. This guide in conjunction with the Shire's policies on events will help you determine if your event proposed aligns to the Shire's event requirements.

## Small event

### Required Documentation - **Small Event**

- Completed online [Intended Event Application](#) Form within 30 days
- Comprehensive Site Map (see page 11)
- Copy of public liability insurance

## Medium, large or major event

### Required Documentation – Medium/Large/Major Event

- Completed [Event Booking Application](#) form
- Copy of current Public Liability Certificate of Currency
- Comprehensive Site Map (see page 11)

Events of a Medium, Large or Major scale are required to submit an Event Booking Application.

Prior to submitting an application, Event Organisers are required to contact Council's Bookings Assessment Officer on [9622 6100](tel:96226100) to ensure site and date availability.

After assessment of the applicable Event Application form, an Event Approval Letter outlining any additional conditions as well as associated fees and security deposit will be sent to the Event Organiser. Please note required timeframes for applications as listed in the table below.

Failure to submit the application form or the requested documentation within the required timeframe may result in a **late application fee** or application not being approved.

# Application timeframes

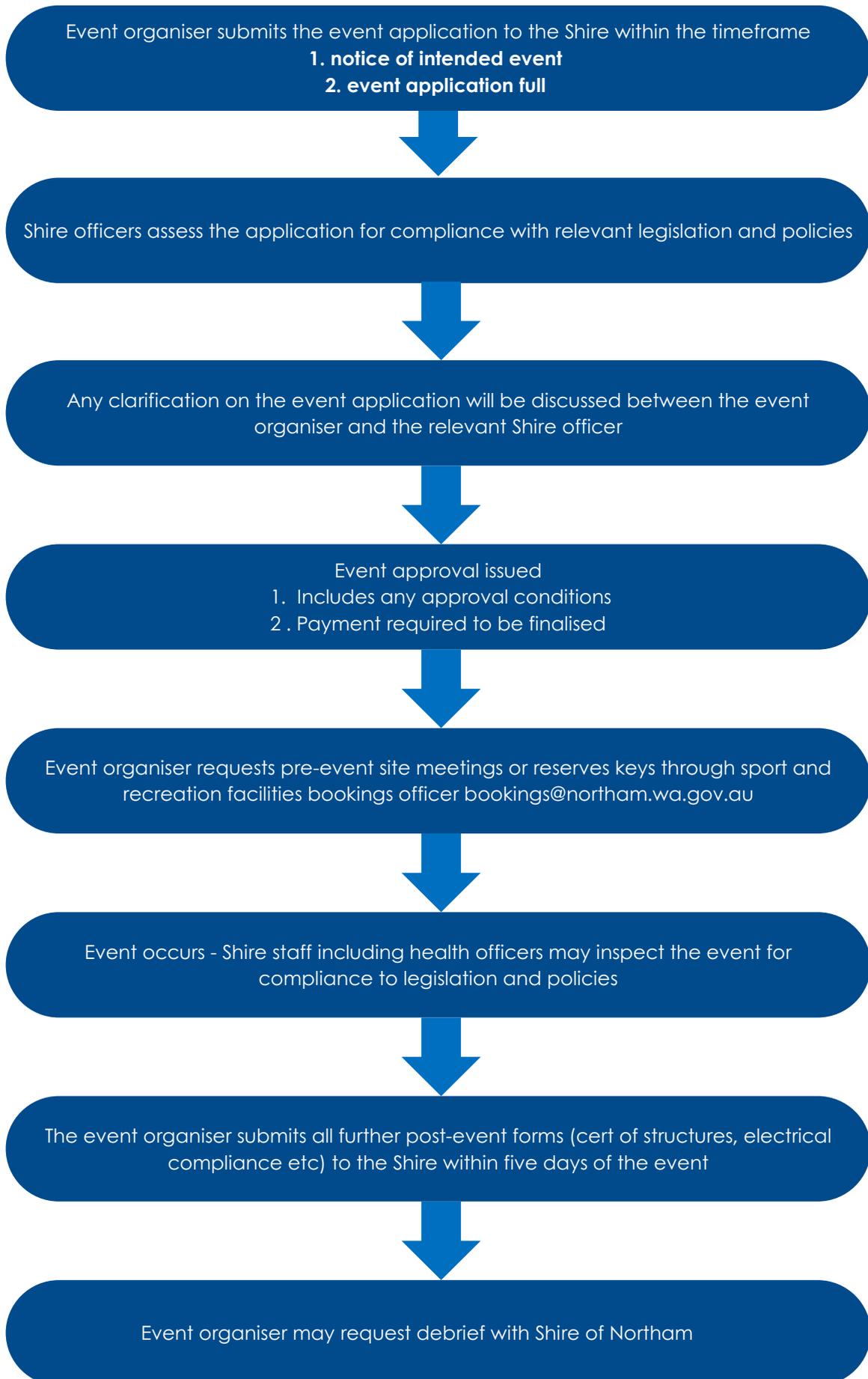
event category	approx attendance	application form	notification timeframe
small	Up to 100	<b>NOTICE OF ATTENDED EVENT*</b> full application may be required	Due 30 Days prior to the event
medium	100 - 5000	Event Application	60 days
large	1000 - 5000	Event Application	90 days
major	MORE THAN 5000	Event Application NB. Development Assessment review may be required	180 Days

# Application costs

Event	Risk Level		
	low risk	medium risk	high risk
Community public event	\$150	\$154	\$871 max
Commercial public event	\$150	\$154	\$871 max

- **Fee waivers** may be available for community events by not for profit organisations that align with the Shire of Northam Council Plan. See Council Policy on Fee Waivers [HERE](#).

# Application process



# Site plan

An essential part of any event is drawing up a site plan showing these key items:

## **Power**

Location/s, source/s (i.e. single/three phase), distance from power outlet to where you will need to use the power.

## **Shelter**

Location/s, size, type, direction of openings, line of sight blockages.

## **Water**

Location/s, type and number of outlets, wash basins.

## **Access/exits**

Venue entry/exit points, traffic flow blocks, accessibility, stairs and ramps, vehicle access. Information on creating accessible events is available online at [www.disability.wa.gov.au](http://www.disability.wa.gov.au).

## **Permanent structures**

Location/s, entries and exits, foyer, toilets, kitchen or catering facilities.

## **Floor/ground**

Undulating ground, floor surface.

## **Parking**

Location, car spaces available, accessible parking.

## **Fire services**

Exit doors and signs, extinguishers, fire hose reels.

## **Other**

Trees, paths, signs, roads, fire hydrants/blankets/extinguishers.

It is recommended you use this link to better understand Shire venues available;

<https://www.northam.wa.gov.au/recreation-attractions/facilities/hiring-a-council-facility.aspx>

To obtain recent ariel photos of frequently used Northam event sites as a base for your site map head to google maps and screen shot desired location.

# Site plan example



- Roving Security (Serenity/Corporate Australia)
  - 1. ST JOHNS
  - 2. SIDESHOW ALLEY / AMUSEMENT
  - 3. BKB FIRE PIT (LIVE MUSIC, POP UP FURNITURE, COMMUNITY PAELLA / FOOD)
  - 4. POLICE & DFES
-  LIGHTING TOWERS
  -  TOILETS
  -  ROAD CLOSURES

# Risk management

It is the Event Organisers responsibility to ensure a suitably qualified person undertakes a site-specific Risk Assessment for all Events (approvals are subject to this requirement).

The Risk Assessment is a tool for identifying potential risks and mitigating and/or eliminating risk to ensure the safety of participants and spectators.

Risk management plans should be submitted early in the approval process and remain a working document until the final briefing prior to your event. This will assist in identifying critical issues where amendments may be necessary, such as infrastructure or venues.

**Please see link to a Risk Management Template.**

[https://www.northam.wa.gov.au/Profiles/northam/Assets/ClientData/Risk\\_Management\\_Plan\\_Template.pdf](https://www.northam.wa.gov.au/Profiles/northam/Assets/ClientData/Risk_Management_Plan_Template.pdf)

You must assess all possible risks associated with running your event by identifying the risks and addressing potential hazards. The Shire recommends all events prepare a Risk Management Plan, but it is compulsory for events with 500 or more patrons or events that are deemed high risk.

**These events include;**

- Motorsport events, motor vehicle rallies, displays and exhibitions
- Cycling, equestrian and trail riding events
- Events that involve road closures
- Events that involve fireworks and fire related activities
- Events that involve temporary structures

**At minimum the risk management plan should include;**

- Event details
- Stakeholders
- Consequence and likelihood descriptors
- The risk matrix analysis
- Risk register
- Action response plans, which should include the initial and treated risk descriptors

It is the event manager's responsibility to prepare the plans in accordance with **AS/NZS ISO 31000:2009** as per regulation 4 (2) of the Health (Public Building) Regulations 1992 and is to be submitted with the public events application. Plans should be owned by the event manager and treated as confidential by other stakeholders.

# Insurances

All events held on Shire of Northam owned land and/or facilities require public liability insurance with a minimum of \$20 million coverage. Adequate insurance cover will also be required for event staff, volunteers, stallholders and entertainers. Each person you engage to sell or supply goods and services at your event needs adequate insurance.

Event organisers can opt to include stallholders under their insurances however you need to clearly state which businesses are included under your insurance and a copy of your current Certificate of Currency from the insurer must accompany your application. If your insurance expires before the date of your event, the Shire cannot issue you with an event approval until a current certificate is supplied.

Event Organisers are to ensure the following information is included on the Public Liability Certificate of Currency:

- Name of the insured
- Name and details of the insurer
- Duration of cover
- Insured amount of minimum \$20 million
- Policy number • Activity or event being covered



# Traffic Management

Traffic and parking are important considerations in your event planning and risk assessment. If it is likely the event may affect local traffic or road closures are necessary, a formal Traffic Management Plan (TMP) is required. TMP's must be prepared by an approved or ticketed Traffic Management Contactor. Traffic Management plans range from basic to complex and the price of these will vary accordingly.

It is at the event organisers own costs that these plans are developed and provided to the Shire for approval as part of your event. Approvals may also be required from Main Roads WA and/or the WA Police. ***It is imperative Traffic Management Plans are submitted as early as possible in your application process.***

Your appointed traffic management company will be able to advise you on the relevant authorising bodies that you will need to contact as part of your traffic management planning.



Detailed information on traffic management for events can be found in [Main Roads Traffic Management for Events Code of Practice](#).

For information on Road Closures <https://www.police.wa.gov.au/Traffic/Events-on-Roads/Events-and-road-closures>

# Emergency Management Planning

An emergency is any unplanned event that can cause deaths or significant injuries; disrupt operations; cause physical or environmental damage; threaten the reputation of the event; or decrease the revenue from the event. Examples of an emergency include;

- Crowd crush
- COVID-19 outbreak
- Flood or flash flood
- Fire
- Severe weather
- Earthquake
- Civil disturbance
- Loss of key supplier or customer
- Explosion
- Terrorism attack
- Communications failure

You must ensure you can deal with any type of emergency which is why you need an emergency management plan and evacuation procedures to cover fire, medical, structural, explosions and flooding.

You should prepare an emergency management plan that is flexible and simple to follow. Roles and responsibilities should be clearly outlined and explained to key personnel and crowd control staff. A clear path (length and width of a fire truck) must be provided for emergency vehicle access into the main activity area at any time during the event.

Emergency exits must be unobstructed and remain unlocked always during the event.



# Environmental Risk Assessment

It is the Event Organisers responsibility to ensure a suitably qualified person undertakes an Environmental Risk Assessment to ensure that all environmental hazards are identified and assessed and controlled.; An Environmental Risk Management form and example are provided on pages 20-24. E

Event Organisers are to undertake the following steps when identifying, assessing and mitigating environmental risks:

- Identify any potential environmental hazards and associated risks that may occur as a result of the event.
- Identify level of potential impact on the environment.
- Identify the consequences of the impact.
- Identify suitable actions to eliminate or minimise impact.

# Work Health and Safety

It is the Event Organiser's responsibility to ensure SafeWork WA requirements are met. For more information visit: <https://www.dmirs.wa.gov.au/worksafe>

# Food & Water

If food will be available at your event, every provider must hold a valid food stall permit, authorised by the Shire of Northam Health Department. This is a mandatory requirement for all food providers, whether selling to the public or providing at no charge / for food business and not for profit organisations and clubs. This is to ensure that all outlets comply with the requirements for the Food Act 2008, to minimise potential health risks and guarantees appropriate food handling practises are executed.

Food Stall Applications can be found on the Shire's website and must be submitted with a copy of their public liability certificate and food business registration certificate.

<https://www.northam.wa.gov.au/documents/791/food-stall-application>

If you are having a food vendor that holds a current annual permit with the Shire of Northam, a Food Stall Notification Form must be submitted.

<https://www.northam.wa.gov.au/documents/11667/notification-for-temporary-or-mobile-food-business>

It is recommended that food handlers complete the Online Food Safety training program available free through the Shire's website

<https://www.northam.wa.gov.au/develop-build/health/food-safety.aspx>.

**Potable drinking water** supply needs to be available and easily accessible to patrons at medium and large public events, especially events of significant duration or outdoor events. If the nature of the event is such that water is being sold to patrons, then it must be;

- In plentiful supply,
- Easily accessible and
- At a reasonable cost (less than the cost of the cheapest alcoholic drink available in equivalent volume or more)

Please consider the environment when providing drinking water for patrons and consider:

- Refill stations where participants can refill reusable water bottles
- Providing recyclable containers for plastic water bottles

The Shire reserves the right to grant conditional event approval to ensure that free drinking water is readily accessible to patrons if the event is during the day in the summer months.



# Toilets

Toilets must be provided at every event and a schedule of how the facilities will be maintained across the duration of your event. For detailed information visit <https://www.health.wa.gov.au/~media/Corp/Documents/Health-for/Environmental-health/Public-Events/2022-Event-Guidelines/14293-Events-Guidelines-2022.pdf>

Where existing toilet facilities (within buildings or public toilet blocks etc.) are being utilised for the event which already have an accessible toilet, additional temporary accessible toilets are not required.

Event organisers are encouraged to give consideration to the needs of their patrons and may elect to provide temporary accessible toilets voluntarily. Where additional temporary toilets (e.g. porta loos etc.) are required at least one must be a universally accessible toilet.

Things that may affect the number of toilets required are duration of event and if alcohol will be consumed. Below is a guide, the Events team can advise if your event will require anything different.

## **You must provide at a minimum:**

- **One toilet for every 200 female patrons**
- **One toilet or urinal for every 200 male patrons. At least 30 per cent must be in the form of closed fixtures, the balance can be urinal**
- **One wash basin for every 200 patrons**

All toilets must be:

- Adequately screened and appropriately signed
- Checked regularly during the event to ensure cleanliness and consumables are provided
- Able to be pumped-out if required (e.g. by liquid waste tankers)
- Provided with adequate artificial lighting (minimum 40 lux) during hours of darkness.
- Equipped with hand-washing facilities with soap and hand towels must be provided at each toilet.



# Staff and Volunteers

Recruiting appropriately skilled staff (both paid and voluntary) is crucial. Identify and clearly define what roles and tasks your event will need. This could include publicity and promotions, safety and emergency services, catering, admission/ticketing, performers and staging, information and VIPs, cleaning, car parking attendants, first aid officers and traffic management services. Crowd Controllers employed by the event organiser shall be licensed and be provided by a licensed crowd control agent as required under the provisions of the Security and Related Activities (Control) Act 1996.

Where alcohol is provided a ratio of 1 crowd controller per 100 patrons and for lower risk events the numbers can be reduced e.g. 1 crowd controller per 200 patrons. Additional Crowd Controllers may be required to patrol nearby streets and car parks. Crowd Control is required at the end of the event until all patrons have dispersed.

Security provided for artists/performers are not to be regarded as patron security. Security to stage, mixing desk or lighting scaffolding shall be provided to ensure that patrons do not enter or gain access. If safety barriers are to be installed then it shall be in accordance with the requirements of Operational guidelines for rave parties, concerts and large public events as published by the Health Department of WA in November 1995. Unlocked entry points are to be manned by Crowd Controllers to prevent entry by unauthorised persons.



# Creating an accessible event



People with impairments comprise over 20% of the Western Australian population which means approximately 1 in 5 people have an impairment in Western Australia. Therefore, the likelihood of people with impairments attending your event is high.

The Disability Services Commission have published guidelines, *Creating Accessible Events*, which can be found in full on their website [www.disability.wa.gov.au](http://www.disability.wa.gov.au).

The Shire encourages compliance with the recommendations outlined in these guidelines. As a minimum, the Shire encourages event organisers to consider the following recommendations in planning events:

## Continuous accessible paths of travel

- Is there a continuous path of travel free of obstacles from the accessible parking bay and/or set-down area to the event entrance?
- Does your event have a continuous path of travel free of obstacles to services/activities within the event perimeter?
- Is the path a firm, non-slip surface?

## Promotional material

- Use of plain font (such as Calibri or Arial) that is a minimum of size 12 font in your communications
- Stating in your promotional material access options for the event, for example locations of ACROD parking, stairs access limitations, lift access or ramps and hoists available
- Have you encouraged patrons to make contact ahead of time if they have any access requirements?
- Does your event have access to an accessible parking bay close to the event entrance (less than 40m)?
- Is the accessible parking bay/s clearly identified?

## Other

Does your event have clear, directional signage to key services such as toilets?  
Have you considered providing an Auslan interpreter for spoken portions of the event to include the deaf community?



# Health and welfare of patrons

The Wheatbelt summer heat can be harsh so shade provisions in the summer months are essential. Event organisers are encouraged to promote the Sun Smart message to staff, participants and spectators including promotion of suitable clothes, hats, sunglasses and sunscreen.

This may be done through tickets or publicity. Provision of sun cream or making it available for free or at a low cost is recommended.

In high pedestrian traffic locations, it is important to maximise pedestrian flows by ensuring that there are no obstructions and by limiting changes in direction. Flow rates and crowd dynamics must be considered when designing exits and venue entries as well as routes to other areas within the venue. It is essential that visual and audible communication systems such as PA systems and visual message boards are used to assist with crowd control and communications for all large events. This allows crowds to be informed of reasons for delays, redirections in crowd flows and creates a safer environment for patrons.

You will be advised by the event team if your event requires crowd controllers.

## First aid

The Shire requires all events to provide First Aid. The level of first aid required will range from a basic first aid kit for low-risk events, up to well-equipped first aid posts manned by qualified first aiders for high-risk events. As a guide St John Ambulance Australia suggests.

patrons	first aider	first aid posts
500	2	1
1000	2	1
2000	3	1
3000 + (large event and/or high risk)	4	2

To address the key medical and first aid concerns at an event, the following issues need to be addressed as part of your event approvals process. These include;

- Developing a medical plan based on the risks identified utilising the AS4360:2004 Risk Management process. These risks can then be incorporated into the event risk management plan
- Clearly identifiable first aid posts on your site plans and illuminated signage for night events. Ideal locations are near the main entry points or information areas.
- At all events, first aid providers should have oxygen equipment, basic first aid supplies and a knowledge of the nearest defibrillator location.
- All first aid providers should have appropriate professional indemnity insurance for their personnel and should hold current first aid qualifications from an accredited training provider.
- First aid personnel must be appropriately trained and routinely qualified



# Creating a sustainable event

The Shire promotes sustainable events wherever possible and encourages all event organisers as a minimum, to consider the following recommendations in the planning of an event.

- Provision of waste receptacles for both waste and recycling. Bins must be clearly labelled and have colour differentiation and clear signage. Bins are to be placed side by side and placed with lids closed (encouraging patrons to stop and make a choice).
- Sufficient bin numbers must be provided for the event size. The Shires events team can help you with this estimation.
- Ensuring Waste and Recycling provision is made for 'back of house' – (stall holders, staff, and volunteers.) If possible, provision for organic waste disposal and reprocessing should be considered.
- Local suppliers should be considered for all event procurement where products are available and cost effective.
- Attempt to reduce power consumption and increase energy efficiency before, during and after the event.
- Offering water bottle refill stations instead of bottled water for event staff, volunteers, and performers
- Providing information about sustainable forms of transport to patrons (Carpooling options and provision of bicycle racks).
- Promoting sustainability initiatives with announcements, social media posts or signage to increase the awareness to patrons.
- Identifying successful outcomes and achievements, and opportunities for improvement for your next event.

The event organiser is 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 by the event organiser. For large events ongoing clean-up operations during the event may be required. Extra bins can be hired by calling Avon Waste Services on **9641 1318**

# Alcohol

Council's Local Laws do not allow consumption of alcohol in public places without prior approval. If alcohol is to be sold, served or consumed at your event, you should first seek approval from the Department of Racing Gaming and Liquor who are the approving authority for a liquor license no later than 60 days prior. For more information visit [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)

A liquor license application may be obtained from:

**Department of Racing Gaming and Liquor**

**87 Adelaide Terrace**

**Perth WA 6000**

**T: 9425 1888**

**W: [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)**

Lodgment periods for an occasional liquor license application are:

- **up to 500 people 14 days**
- **between 501 and 5000 people 30 days**
- **over 5000 60 days.**

If a license to sell liquor has been approved, then a copy of the license must be forwarded to the Events team before your event goes ahead. Persons must not bring their own alcohol to be consumed on any Shire property. If a Shire venue has been booked, the event organiser must get permission to consume, please see link to apply <https://app.smartsheet.com/b/form/b5ea05a284494456b4f9c1b22c9d016c>

Alcohol must always be sold, served and consumed responsibly.

It is recommended that the event organiser makes provision for the consumption and promotion of non-alcoholic beverages and food for the duration of the event. The event organiser must have a written procedure in place for assisting intoxicated patrons and directions for bar staff regarding their obligations in relation to the serving of alcohol. Competitions that include the actual consumption of alcohol will not be granted or considered for event approval.

## Fireworks

If planning to discharge fireworks at your event, approval is required from the Department of Mines and Petroleum (DMP). The application will be referred to the Shire of Northam for comment and consideration will be given to noise impacts and fire safety issues. All fireworks must be discharged by a licensed pyrotechnician who holds the appropriate Public Liability insurance with a minimum coverage of \$20 million.

## Music

If any music is performed at your event and your event is for commercial purposes, you will need to apply to the Australasian Performing Rights Association (APRA) and Phonographic Performance Company of Australia (PPCA) for appropriate licenses. Contact APRA on (08)9382 8299 and PPCA on (02) 9267 7877. In the event the music will be amplified, you may also be required to submit an application for a Regulation 18 non-complying event to the Shire's environmental health department. Further information follows in this event package.



## Processions

*If your event has less than fifty people and you wish to hold a procession through the streets of Northam, you will need to complete an application for a Permit to hold a Public Meeting and/or Procession- Section 7 of the Public Order in Streets Act 1984. This application is available from and should be submitted to Western Australian Police. A copy of the approved application should be included as part of your event application submitted to the Shire.*

# Noise control

The event organiser shall control noise to ensure compliance with the Environmental Protection (Noise) Regulations 1997 at all times. Consideration should be given to the placement of speakers in relation to noise impact on neighbouring premises.

The event organiser is required to undertake a letter drop, with details of the event for those residents who are likely to be affected by unreasonable noise. **The letter drop needs to be undertaken at least 21 days prior to the event occurring.** The timeframe is designed to give sufficient notice to the neighbouring areas of the event taking place.

If noise levels are likely to be exceeded or if noise complaints have been received previously regarding events at a particular venue, approval will be required for an 'Approved Non-Complying Event' (Regulation 18). This approval is granted by the CEO of the Shire of Northam and the Department of Environmental Regulation (DWER) under the above regulations. An application form will be given to the event organisers if the event is assessed as requiring the Regulation 18 notice.

[https://www.northam.wa.gov.au/Profiles/northam/Assets/ClientData/Noise Exemption Reg 18 Form.pdf](https://www.northam.wa.gov.au/Profiles/northam/Assets/ClientData/Noise_Exemption_Reg_18_Form.pdf)

# Consult community

Approximately four weeks prior to your event, you may need to contact surrounding businesses and residents to let them know the event is taking place and outline any potential affects, particularly if your event is deemed as a large event or requires a 'Approved Non-Complying Event' (Regulation 18) permit.

You must **provide a copy of the letter** mailed out with your event application, including the addresses of the residents notified and if any return responses have been received. It is good practice to send a copy of this letter to local emergency services so they are aware of any impacts that may be likely due to the event. The Shire suggest sending the letter by email to:

- WA Police
- Department of Fire and Emergency Services (DFES)
- St John's Ambulance Service & Northam Hospital

The events team can provide relevant email contacts to event organisers.

# Filming

Filming (still photography, video, drone and promotional footage) is permitted within the Shire of Northam provided that fourteen days' written notice is given, and the appropriate information provided. This includes location, duration, impact on the public and residents, professional licenses and number of people involved in the filming proposed.

Applications are not required for filming short segments (no longer than three minutes) for background or souvenir purposes, providing there is no disruption to staff, customers or the general public and the footage is for personal or student use.

Where filming requires the exclusive use of a Shire venue or reserve, an application to hire the required space should also be submitted, subject to the appropriate deadlines for submission as outlined in this event package being adhered to. An email outlining the intent of the filming to occur is sufficient for the events team to consider the request.

## Temporary structures

If you will be erecting any temporary structures such as marquees, stages, seating, amusement rides and jumping castles, all structures must meet Australian standards. Details should be included in your application; the Shire may ask for additional information if these structures are not being hired and installed by a professionally recognised company.

- Certificate of Temporary Structure form required for structures larger than 5m x 5m
- Structural certification required for structures larger than 9m x 6m)



# Camping

Some events, particularly large events can be considered to include short term camping. The Caravans, Parks and Camping Grounds Regulations 1997 permit the Shire to approve the regulation requirements for designated camping areas.

As a minimum, the Shire requires event organisers recommendations in planning events:

- Camping sites are managed well and maintained throughout the duration of the event
- There must be easy access for patrons, service vehicles and emergency vehicles at all times
- Caravan or vehicle camping must be in a separate area to tents
- Only lightweight camping equipment is permitted
- First aid must be provided whilst the camp site is available to patrons
- Access paths used throughout the camp sites must be adequately illuminated
- Patrons must be advised of relevant camping restrictions or rules
- Facilities must be provided to allow the basic necessities such as sanitation, cooking, first aid and security
- Where on site cooking is permitted, communal cooking areas should be provided so that the hazards are contained within the designated areas
- Fires, cooking fires and camp oven fires are not permitted at any Shire buildings, reserves or parks without prior approval from the Shire of Northam and its relevant authorities. Penalties will apply for non-compliant fire usage at events.

# Electrical requirements

Depending on the nature of your event and where it is to be held, electricity may be available. For large outdoor events, you are responsible for ensuring that an adequate electricity supply is available for your event, which may require supplying extra generators if necessary at your own cost.

All generators, electrical cabling, switches, fuses and the like are to be kept clear of patrons. Cabling should be relocated or covered to prevent tripping hazards and properly and safely secured. Silent generators should be used where applicable to minimise undue noise and vibration levels.

All electrical installations (including power leads) must be appropriately tagged to and comply with current electrical safety requirements.

Your event application should clearly detail the locations of power supply and electrical equipment to be used.



# Event Assessment and Approvals Process

## STEP 1

To register your event with the Shire of Northam complete the [intended event application](#) form online.

For large or one off events contact the Shire's Events coordinator to discuss your proposed event.

If you are required to complete a full application form you can find the form [here](#)

Following receipt of your event enquiry, the Events team will go through the approval processes applicable to your event and will provide you with the necessary forms and documentation for submission.

Organisers need to allow sufficient time to obtain relevant approvals as some, particularly from other external agencies can take some time. The larger and more complex the event, the more time that will be required to obtain the necessary approvals. Timeframes are outlined on [page 07](#)

## STEP 2

If your event involves the use of a Shire owned venue or public open space it will be necessary for you to also book the venue or check its availability for your event date. Please contact the bookings team on **6608 0614**, or by email [bookings@northam.wa.gov.au](mailto:bookings@northam.wa.gov.au)

## STEP 3

Collect all your required documents and submit for event approval. Keep all original documents for your referencing during the approvals process and submit only copies to the Shire. Originals will not be returned. Event application fees and hire fees are payable at this stage for the application to be assessed and hire venues confirmed.

## STEP 4

The Events team will organise all the necessary approvals from the various Shire departments and will liaise with you on any points of clarification if needed during this time. A site visit, post event meeting and debrief meetings will also be booked at this stage.

## STEP 5

The Shire will notify you by both email and phone following the assessment process and provide any conditional approvals that are applicable to your event which must be complied with. It is also at this stage where payment of hire and event fees must be finalised prior to the event approval being issued.

# Application Checklist

- Copy of Risk Management Plan
- Site plan
- Emergency evacuation plan
- Parking Management plan
- Copy of public liability insurance
- Food Stall applications
- Liquor Licence approval
- Additional Supporting Information as requested (such as police contact, FESA contact)
- Regulation 18 Noise Exemption Application form

## Useful Links

- [event application form](#)
- [notice of intended event form](#)
- [accessible event checklist](#)
- [Occasional Liquor License](#)
- [Request to Consume Liquor](#)
- [Blanket Stallholder Application Form](#)
- [Individual Stallholder Application](#)
- [Food Stallholder Form](#)
- [Fireworks Permit](#)
- [Noise Exemption](#)
- [Road Closure](#)

## More Information

For more information, or to discuss your upcoming event, please contact Council's Events Coordinator:

In person: Create298 (298 Fitzgerald Street, Northam)

Via Email: [candice.parkes@northam.wa.gov.au](mailto:candice.parkes@northam.wa.gov.au)

Via phone: (08) 6608 0310