

Checklist – Event Application



This checklist is a tool to assist the Event Organiser with event planning. Use the responsibility column to assign tasks to your team where required. Refer to the [Shire of Esperance website](#) and our Event Application Guide for further information and resources.

The Event Matrix classification is a guide only. This classification is based on the highest indicator within the Matrix. The final classification will be assessed by the Environmental Health Officers (EHOs) within Shire. The Events Team may request additional documents.

BEFORE THE EVENT		
Responsibility	✓	
	<input type="checkbox"/>	Read the Event Application Guide
	<input type="checkbox"/>	Determine the event impact factor using the Event Classification Tool
Choose your event classification:		
<input type="checkbox"/> Low impact <input type="checkbox"/> Medium impact <input type="checkbox"/> High impact <input type="checkbox"/> Major event		
	<input type="checkbox"/>	Complete the Event Application Form
	<input type="checkbox"/>	Arrange pre-event meeting with Events Team <i>Advise Events team of requirements & they will ensure the correct people are present. e.g. Grants, Traffic Management, Waste Services, Parks & Reserves</i>
	<input type="checkbox"/>	Payment of event application fees
	<input type="checkbox"/>	Arrange site walkthrough with relevant Shire <i>e.g. Parks Team if driving posts or pegs into Shire Reserve</i>
Shire documents		
	<input type="checkbox"/>	Event Application Form
	<input type="checkbox"/>	Certificate of Currency confirming public liability insurance
	<input type="checkbox"/>	Site Plan
	<input type="checkbox"/>	Community Grants Program Application
	<input type="checkbox"/>	Temporary Sign Approval Form
	<input type="checkbox"/>	Risk Management plan
	<input type="checkbox"/>	Emergency Response Plan & diagram
	<input type="checkbox"/>	Traffic Management Plan
	<input type="checkbox"/>	Noise Management plan submitted – 60 days before event
	<input type="checkbox"/>	Certificate of Temporary Structures (Greater than 56m ²) Form
	<input type="checkbox"/>	Advice of Structures (10m ² - 55m ²) Form
	<input type="checkbox"/>	Development (Planning) Application <i>For events over more than 2 days on private property or Crown Land</i>
	<input type="checkbox"/>	List of food vendors <i>Ensure they are eligible to trade in Shire of Esperance</i>

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External licences and requirements		
	<input type="checkbox"/>	Department of Local Government, Sport & Cultural Industries <i>Sale or serving of alcohol</i>
	<input type="checkbox"/>	Civil Aviation Safety Authority (CASA) – confirm with Sarah drones only <i>Drones</i>
	<input type="checkbox"/>	Department of Mines, Industry, Regulation and Safety <i>Fireworks & pyrotechnics</i>
	<input type="checkbox"/>	Department of Fire & Emergency Services (DFES) <i>Fire & fireworks</i>
	<input type="checkbox"/>	Department of Transport Marine <i>Events at Bandy Creek or events on, above or in the water</i>
	<input type="checkbox"/>	Department of Transport <i>Events at Bandy Creek and Road Closures</i>
	<input type="checkbox"/>	Department of Lands, Planning & Heritage <i>Events on Crown Land</i>
	<input type="checkbox"/>	Notify Authorities <i>Local Police, SES, Hospital, Fire and Rescue as required</i>
	<input type="checkbox"/>	Bouncy castles, inflatables, amusement rides & structures <i>Ensure Worksafe Register has been checked or exemption sited by Event Organiser</i>
	<input type="checkbox"/>	Arrange security or crowd control
	<input type="checkbox"/>	Water supply - Potable water available
	<input type="checkbox"/>	Book electrician & electrician for day of event <i>For Certificate of Electrical Compliance or issues with portable toilets</i>
	<input type="checkbox"/>	Controlled Waste Contractor <i>If using portable toilets</i>
TWO WEEKS BEFORE EVENT		
	<input type="checkbox"/>	Submit all outstanding documents to the Shire
	<input type="checkbox"/>	Bouncy castles, inflatables, amusement rides & structures <i>Provide list of the above to the Shire with Worksafe Plant Registration where applicable</i>
	<input type="checkbox"/>	Letter box drop to neighbours and surrounding properties <i>If required by noise management plan</i>
	<input type="checkbox"/>	Arrange event access for Shire representatives <i>e.g. Tickets to venue / parking</i>
	<input type="checkbox"/>	Arrange collection of keys from Shire <i>Photo ID required</i>
	<input type="checkbox"/>	Confirm waste management <i>e.g. Bin drop off and collection points</i>
DAY OF THE EVENT		
	<input type="checkbox"/>	Bouncy castles, inflatables, amusement rides & structures <i>Logbook to be sighted by Shire EHO</i>
	<input type="checkbox"/>	All electrical cables tested & tagged & free of tripping hazards
	<input type="checkbox"/>	Form 5 - Certificate of Electrical Compliance (if applicable) <i>Signed by electrical contractor</i>
	<input type="checkbox"/>	Structures - Marquees, stages, decking & scaffolds signed off & form collected

	<input type="checkbox"/>	Emergency exits - signs illuminated, exits clear & gates unlocked
	<input type="checkbox"/>	Waste stations (bins) in position
	<input type="checkbox"/>	Toilets clean, stocked & open
	<input type="checkbox"/>	Traffic management plan implemented
	<input type="checkbox"/>	First aid available & identifiable
	<input type="checkbox"/>	Security / crowd control in position
	<input type="checkbox"/>	Licensed area as per Liquor License requirements
	<input type="checkbox"/>	All food vendors approved & ready for inspection by Shire EHOs
AFTER THE EVENT		
Responsibility	✓	
	<input type="checkbox"/>	Return keys to Shire
	<input type="checkbox"/>	Event Organiser /Committee to review event <i>e.g. What worked, what didn't, opportunities for next time</i>
	<input type="checkbox"/>	Compile feedback for Shire Events Team
	<input type="checkbox"/>	Arrange post-event meeting with Shire Events Team