

APPLICATION PROCEDURE

Your application should be received AT LEAST 8 WEEKS PRIOR to your event

STEP 1: Complete Use of Local Government Application Form and Site Plan.

STEP 2: Complete Event Approval Checklist to identify what approvals are require.

STEP 3: Read through the Event Information for applicants to determine what is required.

STEP 4: Complete any additional forms.

STEP 5: Submit the Application Form, Event Approval Checklist and supporting documentation (see details below).

You may not advertise or proceed with your event until written confirmation from the Shire advising that all Shire and Statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of the event.

Note: Any special conditions (if applicable) will be outlined in your confirmation letter. It is the responsibility of the Event Organiser to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are obtained.

PLEASE NOTE: Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer Council approval for an event to an alternate venue, date or time without re-negotiating with Council.

Should you have any queries, please contact the Development Services Administration Officer on (08) 9071 0682 or via shire@esperance.wa.gov.au.

Application Form

EVENT ORGANISER DETAILS

Event Name:

Applicant / Organisation:

Contact Person (if different from above):

Contact Number:

Email:

Postal Address:

EVENT DETAILS

Event Date/s:

Start & Finish Time (including set up and pack away):

Location of Event:

Brief Details of Proposed Entertainment (e.g. Number of Stalls / Products / Entertainment – Bands, Amplified Music / Animals / Activities / Farm Machinery / Rides, etc.):

Purpose of Event (e.g. Commercial Operation/Community Fundraiser):

Will Alcohol be available/consumed on site? Yes No

Will food be available? Yes No

Details of any Tents, Marquees, Stages to be used at the Event:

Details of any Road Closures or use of Roads for the Event:

Expected Number of Attendees:

Target Audience (e.g. Youth, Adult, Family):

You must ensure that all requirements you make, including emergency procedures, meet the needs of people with disabilities.

Post event arrangements should be considered to transport patrons from the event (e.g. availability of taxis, buses, etc.)

Have you conducted this event before? Yes No

If yes, When / Where was it Held:

Power Supply Details: (generators or existing) Supply Details (generators or existing):

Water Supply Details (scheme or rainwater):

Toilets Available:

Female Yes No

Male Yes No

Disabled Yes No

FEES

Fees may apply depending on the event type (an event application fee is required before event approval can proceed)

Have you conducted this event before? Yes No

ACKNOWLEDGEMENT

I, _____ as the Event Organiser, applying for approval to host an event in the Shire of Esperance, 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 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 that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Event Application Package is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package and that as the Event Organiser, I am responsible.

Signature
Event Organiser

Date

Approval Checklist

The following checklist briefly identifies the approvals and completed forms that will be required for your event. Some forms may be required just prior to your event.

Column A – Tick the activities that apply to your event.

Column B – Identify the form or approval that is required.

Activity	Column A (Tick the activity that applies to you)	Column B (Form / Approval Required)
Hire of Shire Reserve / Hall / Oval / Park		Use of Local Government Property Application Form to be completed.
Consultation with other venue users, neighbouring businesses and private dwellings		Demonstrate that you have checked with others. Letters of approval from neighbouring businesses/private dwellings to be submitted with the application package.
Event Fees and Bond Charges		Payment may be required.
Public Liability Insurance		Obtain advice from your insurance company for your needs. Obtain certificate of currency for event and submit to the Shire (minimum of \$10,000,000).
Venue access for Shire staff		Relevant Shire representatives will need to monitor the event. Provision of access such as authority cards / passes or other arrangements need to be made.
Sale of goods, wares and merchandise		A "Trading in Public Places" Application Form to be completed.
Food Stalls, Food Preparation, Food Vans		Obtain a copy of "Guidelines for Temporary Food Stalls Associated with Special Events". A Temporary Food Permit is to be completed and submitted with the application package.
Toilet Facilities Required		Male and Female toilets are to be supplied in accordance with requirements
Marquees, Tents or Stages being used		Marquee checklist and "Application to Construct, Extend or Alter a Public Building" to be obtained and completed for each structure. Ask the supplier for a structural certificate.
Ground marking, use of stakes / pickets to erect Tents / Marquees		Contact the Shire BEFORE driving posts or pegs into the ground to avoid damaging underground services.
Noise from vehicles, music, PA systems likely to be created		Neighbouring residents consulted 7 days prior to the event (such as a mail drop). Speaker orientation considered. Exemption from Noise Regulations (Regulation 18) required. Application to be submitted 60 days prior to event.
Generators, Electrical installations required		Has power access been discussed with the property manager? Licensed electrical contractor required to certify electrical installations.
Sale, serving or consumption of alcohol		Approval obtained from relevant organisations / individuals > 14 days prior to the event. This may include: <ul style="list-style-type: none"> • Department of Racing and Gaming • Local Government Authority • Clerk of Courts • Police • Owner of the Premises
Risk Management Plan and Evacuation Plans		Encouraged for all events. Required for events that will be attracting more than 5000 people. To be completed in accordance with AS4360 and submitted with the application package.
Water Supply		Adequate potable water supply available for patron consumption. Contact the Shire to determine the nearest connection point.
First Aid		First Aid Post to be considered as per requirements stated on page 12.

Crowd Control Safety / Security		Is crowd control and/or security required for your event? Submit details with application package.
Police Department Notification		Completed Police notification form to be submitted with application package.
Amusement Rides and Structures		Operator's inspection logbook is required to be sighted by Shire Staff. WorkSafe Registration – proof of approval and registration required.
On-site living (camping)		Approval required from the Shire.
Road to be used or part road closure proposed OR usual flow of traffic disrupted.		Application forms must be completed. Shire, Police Department and Main Roads of WA must receive applications 4-12 weeks prior to event to ensure approval. Traffic Management Plan to be developed by qualified person.
Parking for event patrons required		Parking areas established, marshals organised and Shire contacted.
Temporary Advertising Signage to be erected		"Temporary Sign Approval" obtained from the Shire with sign design, locations and details submitted. For signs on main road, applications must seek Main Roads of WA approval.
Fencing		Temporary fencing may require approval.
Mobile Stage		Booking to be made through the Esperance Civic Centre.
Additional Bins / Rubbish Collection arrangements		Additional bins arranged with the Shire's Waste Contractor. Collection of rubbish may incur additional costs.
Fireworks		Approval obtained from the Department of Industry and Resources . Approval required by Police, Fire and Emergency Services and Shire.
Other Agencies to Contact		
Emergency Services – Notify if Applicable		SES Fire Brigade/s St John Ambulance
If events are held in navigable waters beyond the low water mark, OR you are using vessels for hire or reward OR providing transport for		Approval is required from the Department of Planning and Infrastructure www.dpi.wa.gov.au
Use of Airspace and / or Air Site Facilities		Approval is required from the Civil Aviation Safety Authority www.casa.gov.au

Site Plan

A detailed layout of the event is to be included with your application. The Shire can provide an aerial image of the location, should you need one. Please ensure the following is indicated on the map (*if applicable*):

- Stage
- Food Stalls
- Electricity Cables
- Parking Areas
- Site Signage
- Seating
- First Aid Post
- Emergency Exits
- Fenced off Areas
- Lighting
- Vehicle Access Points (including street names)
- Location of Marquees & Tents
- Alcohol/Licensed Area
- North Point
- Location of Fire Safety Equipment
- Location and Number of Additional Toilet Facilities
- Any other Facilities Relevant to your Event

Plan:

It is suggested that a copy of the finalised site plan be issued to Police, Fire Services, SES and other relevant emergency services, First Aid and Security Personnel and participants.

Application Package Submission Checklist

READY TO GO?

In the interests of ensuring that all runs smoothly, the Shire's Health Department should be provided with office and emergency contact details for the organising committee / organisation. Nominating one person to deal with the Shire's Health Department and to organise the necessary approvals can ensure all jobs are done and loose ends tied.

To ensure you have provided all of the relevant documents to the Shire of Esperance, please check off the following list and submit this page with the application.

- Have you completed and attached the Event Application Form and Use of Local Government Property Application Form?
- Do you need to submit an "Application to Construct a Public Building"? If so, have you attached it to your application?
- Have you attached a copy of your current Certificate of Currency (including Public Liability)?
- Have you attached a Site Plan (including parking provisions and directional signage if required) and layout of your event (including the inside layout if the event is being held inside a tent or marquee)?
- Have you attached a copy of your Evacuation Plan?
- Have you attached a plan showing the locations of fire safety equipment?
- Have you allowed for unobstructed emergency ambulance / fire access to the area?
- Have you obtained an "Electrical Compliance Certificate"?
- Have you attached a copy of your Food Licence or Submitted a Temporary Food Permit Application?
- Have you included information relating to the intended entertainment?
- Have you provided sufficient toilets, first aid, and waste disposal provisions in your planning? (please provide details)
- Have you provided advice of the timeframe for the event? (including setting up and packing away)
- Have you provided information relating to expected attendance?
- Have you attached a copy of your relevant Liquor Licence (if applicable)?
- Have you attached a copy of your Traffic Management Plan and/or Road Closures (if applicable)?
- Have you attached a copy of your Fireworks approval? (if applicable)?
- Have you attached a copy of your Risk Management Plan?
- Have the local Police been advised of your event (if more than 1,000 people are expected to attend)?
- Will the event require security personnel?
- Have nearby households been advised of any intended noise being emitted from loud speakers / music?
- Have you submitted your application for all your proposed signage and marketing items?