

Shire of Esperance



Planning your Event

CHECKLIST AND APPLICATION FORM

Shire of Esperance
Po Box 507
Windich Street
Esperance WA 6450

Office Hours: 8:30am to 4:30pm Monday to Friday

Application Procedure

- STEP 1:** Complete Event Application Form and Site Plan.
- STEP 2:** Complete Event Approval Checklist to identify what approvals you require.
- STEP 3:** Meet with the Development Services Project Officer at the Shire to discuss your application and to obtain relevant approval documents.
- STEP 4:** Read through the Event Information for Applicants to determine what you need to do
- STEP 5:** If you have any queries, contact the Development Services Project Officer at the Shire, who will direct you to the appropriate person to speak to.
- STEP 6:** Complete the required forms and obtain the relevant approvals
- STEP 7:** Submit the Event Application Form, Event Approval Checklist and Completed Forms, together with any appropriate Additional Information to:

Shire of Esperance
PO Box 507
Esperance WA 6450

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

- STEP 8:** You may not 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 your event.

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

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.

PLEASE NOTE: Your event is not approved until the Shire of Esperance is satisfied with all sections of the checklist and event details. You may not advertise or proceed with the event until the Shire advises all requirements have been met.

Event 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 – Identifies the form or approval that is required.

Column C – Is for you to tick after completing the form or obtaining approval for the activity

Column D – Is for office use only.

Activity (# is the reference number in the "Planning Your Event" Information and Guide for Applicants document)	Column A (Tick the activity that applies to you)	Column B (Completed Form / Approval Required)	Column C (Tick when form / Approval is completed)	Column D (Office Use Only)
Hire of Shire Reserve / Hall / Oval / Park (#2)		Facility Hire Form to be completed		
Consultation with other venue users, neighbouring businesses and private dwellings (#30 & #31)		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 (#6)		Payment may be required		
Public Liability Insurance (#6 & 7.1)		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 (#29)		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 is to be completed		
Food Stalls, Food Preparation, Food Vans (#19 & 1.1)		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 (#7 & 5.1)		Male and Female toilets are to be supplied in accordance with requirements		
Marquees, Tents and/or Stages used (#14 & 2.1)		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		

Activity (# is the reference number in the "Planning Your Event" Information and Guide for Applicants document)	Column A (Tick the activity that applies to you)	Column B (Completed Form / Approval Required)	Column C (Tick when form / Approval is completed)	Column D (Office Use Only)
Noise from vehicles, music, PA systems likely to be created Large scale events creating excessive noise (#32 & 6.1)		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 (#10 & 4.1)		Has power access been discussed with the property manager? Licensed electrical contractor required to certify electrical installations		
Sale, serving or consumption of alcohol likely (#9)		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 (#25, #26 & 8.1)		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		
First Aid (#18)		First Aid Post to be considered as per requirements stated on page 12		
Water Supply (#12)		Adequate potable water supply available for patron consumption Contact the Shire to determine the nearest connection point		
Crowd Control Safety / Security (#28)		Is Crowd Control and/or Security required for your event? Submit details with application package.		
Police Department Notification (#11)		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) (#33)		Approval required from the Shire		
Road to be used or part road closure proposed OR usual flow of traffic disrupted. (#20)		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.		

Activity (# is the reference number in the "Planning Your Event" Information and Guide for Applicants document)	Column A (Tick the activity that applies to you)	Column B (Completed Form / Approval Required)	Column C (Tick when form / Approval is completed)	Column D (Office Use Only)
Parking for event patrons required (#17)		Parking areas established, marshals organised and Shire contacted		
Temporary Advertising Signage to be erected		<p>"Temporary Sign Approval" obtained from the Shire with sign design, locations and details submitted.</p> <p>For signs on main road, applications must seek Main Roads of WA approval</p>		
Fencing (#23)		Temporary fencing may require approval.		
Mobile Stage (#22)		Booking to be made through the Esperance Civic Centre		
Additional Bins / Rubbish Collection arrangements (#8)		<p>Additional bins arranged with the Shire's Waste Contractor.</p> <p>Collection of rubbish may incur additional costs</p>		
Fireworks (#21)		<p>Approval obtained from the Department of Industry and Resources</p> <p>Approval required by Police, Fire and Emergency Services and Shire</p>		
Other Agencies to Contact				
Emergency Services – Notify if Applicable (#11 & 3.1)		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 paying passengers		<p>Approval is required from the Department of Planning and Infrastructure</p> <p>www.dpi.wa.gov.au</p>		
Use of Airspace and / or Air Site Facilities		<p>Approval is required from the Civil Aviation Safety Authority</p> <p>www.casa.gov.au</p>		

Event Application Form

Organiser's Details

Name of Event:

Applicant/Organisation:

Contact Person (if different from above):

Postal Address:

Telephone (hm):(wk).....(mb)

Email address:

Event Details

Date:

Actual Set Up Date:

Actual Event Start Date:

Actual Event Finish Date:

Actual Completion of Clean Up Date.....

Proposed Venue Details: (e.g. Sporting, Commercial, Entertainment)

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

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

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Will Alcohol be available/consumed on site? (please circle) Yes No

Will food be available? (please circle) Yes No

Details of any tents, marquees, stages to be used for the event
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Details of any road closures or use of roads for the event.....
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Expected Attendance

Maximum Number of People Expected at any given time:

Anticipated Total Number for Entire Event:

Target Audience (e.g. Youth, Adult, Family):.....
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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 event conducted this event before, and if so, when/where was it held?.....
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Event Facilities

Power Supply Details: (generators or existing).....
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Water Supply Details: (scheme or rainwater):

Toilets Available:

	<u>Closets</u>	<u>Urinals</u>	<u>Hand Wash Basins</u>
<u>Male</u>			
<u>Female</u>			

Event Fees / Bonds Paid

Yes

No

May apply depending on event type (Event application fee is required before event approval can proceed)

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 exists outside of the package and that as the event organiser, I am responsible.

Signature _____

Date: _____

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 the 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 that all jobs are done and loose ends are 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 you application.

- Have you completed and attached the Event Application Form and **relevant ground/s booking form**?
- Do you need to submit an "Application to Construct a Public Building"? And if so, have you attached it to your application?
- Have you enclosed the relevant ground / venue hire fees?
- 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 bumping in and bumping out)
- 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 to be on-site?
- Do I need to advise nearby homes of any intended noise being emitted from loud speakers / music?
- Have you submitted your application for all your proposed signage and marketing items?