

Event Application Form

DSS-005



This application must be completed for **low**, **medium**, **high impact** and **major events**. An event is not approved until the event organiser has met the conditions set by the Shire of Esperance and a permit is issued.

Have you read our Event Application Guide? Yes → Complete this form.
 No → Read Event Application Guide and come back.

| ORGANISER DETAILS | | | |
|--|---|---|--|
| Organisation <i>If applicable</i> | | Not-for-profit? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Contact person | | Phone | |
| Address | | | |
| Email | | | |
| EVENT DETAILS | | | |
| Events are classified as social gatherings , low impact , medium impact , high impact or major events based on installations, attendees & duration. See page 4 of the <u>Event Application Guide</u> for event classifications. | | | |
| Event impact classification | <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Major event | | |
| Request pre-event meeting* <i>*Recommended for medium, high and major events</i> | <input type="checkbox"/> | Discuss Shire grants & funding | <input type="checkbox"/> |
| Event name | | | |
| Has this event been conducted in Esperance before? <i>If yes, pre-event meeting is required.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date last held: | | |
| Will this be a recurring event? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what occurrence? e.g. monthly, annually etc. | | |
| Type of event <i>e.g. fair, exhibition, concert, market</i> | | | |
| Event date start | | Event date finish | |
| Event time start | | Event time finish | |
| Event bump in | | Event bump out | |
| Venue location | <input type="checkbox"/> Shire property (details below) <input type="checkbox"/> Private land (details below) <input type="checkbox"/> Crown Land - The Shire can't approve events on Crown land. See <u>Event Application Guide</u> . | | |
| Proposed venue location details <i>e.g. name of reserve or address</i> | | | |
| Do you have public liability Insurance? <i>If yes, include certificate of currency with this application.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Purpose of event <i>Tick all that apply</i> | <input type="checkbox"/> Commercial/Business <input type="checkbox"/> Fundraiser <input type="checkbox"/> Community | | <input type="checkbox"/> Sporting <input type="checkbox"/> Other (detail below): _____ |
| Estimated attendance | | Estimated attendance at any one time | |

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| Target audience e.g. youth, adult, family etc. | | |
| Do you want to promote your event through Shire channels? If yes, email promo material to: community@esperance.wa.gov.au | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Post event follow-up Which do you prefer? | | <input type="checkbox"/> Meeting <input type="checkbox"/> Phone <input type="checkbox"/> Email survey |
| HEALTH REQUIREMENTS | | |
| Alcohol If alcohol will be sold and/or consumed, the appropriate Liquor Licence from the Department of Local Government, Sport and Cultural Industries must be obtained as well as Shire approval. See Event Application Guide and include licensed areas on the site map. | | |
| Will alcohol be sold/consumed? <i>Application for Consent to Consume Liquor on Shire Property</i> | | <input type="checkbox"/> Sold <input type="checkbox"/> Consumed <input type="checkbox"/> BYO <input type="checkbox"/> No |
| If sold/consumed, have you applied for a liquor licence? <i>If yes, include a copy of liquor licence permit</i> | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |
| Food Food businesses must be registered by their local government authority (LGA), unless exempt. Food vendors registered outside of Esperance must provide a copy of their Food Business registration, public liability insurance and complete an application for a Temporary Food Premises Permit. <i>Fees apply.</i> Not-for-profit/community group food vendors selling food must complete a Temporary Food Premises Permit application e.g. <i>Fundraising sausage sizzle, etc. No fee.</i> | | |
| Will food and beverages be available at the event? <i>If yes, provide a list of vendors and include on site map.</i> | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Toilets and accessibility Use the toilet requirement table in the Event Application Guide . Include toilets on the site map. | | |
| Will you provide additional toilets? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| How many additional toilets will you provide, if required? <i>Include on site map.</i> | | |
| Are there disabled access toilets on site? <i>If yes, include on site map. If no, provide details of the closest one below.</i> | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| What arrangements have been made to meet the needs of people with disabilities? <i>Detail below e.g. Accessible parking nearby, clear signage, access to public transport.</i> | | |
| Event installations Please tick ✓ (or ✗ if not applicable) activities that apply to your event and provide further information including number/size and mark them on the site map. | | |
| <input type="checkbox"/> Tents or marquees <i>(Include dimensions below and mark location on site plan)</i> <i>Shire form – Certificate of Structures (Greater than 56m²) ENH-007 – Submit with application.</i> <i>Shire form - Advice of Structures (10m²- 55m²) ENH-006 – To be completed on the day of installation.</i> | | |
| <input type="checkbox"/> Temporary fencing, barriers, stages, spectator stands or other temporary structures <i>(Include on site plan)</i> <i>Shire form – Certificate of Structures (+56m²) ENH-007 – Submit with application.</i> <i>Shire form - Advice of Structures (10m²-55m²) ENH-006 – To be completed on the day of installation.</i> | | |
| <input type="checkbox"/> Power is required <i>(Site dependent)</i> | | |
| <input type="checkbox"/> Generator usage <i>(Include details below and mark location on site plan)</i> <i>Must be tested & tagged within the last 12 months and include RCD protection.</i> <i>Shire form – Certificate of Electrical Compliance ENH-005</i> | | |

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| <input type="checkbox"/> Power installations & electrical equipment <i>(Detail below and include on site plan)</i> Shire form – Certificate of Electrical Compliance ENH-005 for temporary installations (e.g. a new switchboard) Electrical cords & equipment must be tested & tagged in the last 12 months & electrical cords must not be a tripping hazard. Electrical connections must not be accessible to public or exposed to damp conditions. Existing outlets must be connected to an RCD that is tested every 12 months. | |
| <input type="checkbox"/> Bouncy castles, inflatables and amusement rides <i>(Detail below and include on site plan)</i> Provide Worksafe valid registration or exemption letter. If exempt from Worksafe, submit Shire form - Advice of Structures (if 10m ² -55m ²) ENH-006 To be completed on the day of installation. | |
| <input type="checkbox"/> Animals at the event e.g. petting zoos, horse rides, etc | |
| <input type="checkbox"/> Fireworks or pyrotechnics Department of Mines, Industry Regulation and Safety and possible CASA approval | |
| <input type="checkbox"/> Fire DFES approval and sign-off required | |
| <input type="checkbox"/> Drones CASA approval required. | |
| <input type="checkbox"/> Noise and amplified sound e.g. recorded or live music, busking, PA announcements etc | |
| <input type="checkbox"/> If amplified sound, what duration? e.g. occasional, regular or constant and timing. Include anticipated sound level emission, impact on the surrounding properties, and how you will notify these properties. A noise management plan may be required. | |
| <input type="checkbox"/> Security or crowd controllers See Event Application Guide for details | |
| <input type="checkbox"/> Erect advertising signs or changes to existing signs <i>Detail below and include on site pla</i> | |
| Include further information for any of the above marked as applicable to your event. | |
| Include list of any other infrastructure and show on site plan. | |
| PARKS & RESERVES | |
| Do holes or trenches need to be dug and/or tent pegs driven into the ground? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will you require heavy vehicle, trailer or truck access to the site? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you require reticulation to be turned off? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| TRAFFIC MANAGEMENT | |
| If the response to any of the questions below is 'yes', a Traffic Management Plan is required. The Shire may be able to assist, discuss this with the Events Team at the pre-event meeting. | |
| Do you require the closure of any parking bays? If yes, provide details below. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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|--|---------------|--|-----------|
| Do you require an open space area to be used as temporary parking? If yes, provide details below. | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Will any public roads be closed? If yes, provide details below. | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| EMERGENCY SERVICES AND SECURITY | | | |
| It is the event organiser's responsibility to arrange security / crowd control, first aid requirements and notify local services as required. See our Event Application Guide | | | |
| Do you have a risk management plan? <i>*Required for medium, high and major events.</i> | | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, include with this application. | |
| Do you have an emergency evacuation plan? <i>*Required for medium, high and major events</i> | | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, include with this application. | |
| Which (if required) emergency services have been notified? | | | |
| <input type="checkbox"/> Police <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire Service | | | |
| Will any crowd control be required? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| WASTE MANAGEMENT | | | |
| The event organiser must ensure all rubbish is removed immediately after the event. Additional charge may be incurred if the Shire is required to clean the site. One 240L bin per 250 people is recommended, refer to the waste requirements table in the Event Application Guide . All events must also provide recycling options as part of the Shire's Sustainable Events Guidelines. | | | |
| Do you require additional bins from the Shire? <i>Fees apply</i> | | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, preferred date for delivery: Contact number on the day: | |
| If yes, how many? | General waste | | Recycling |
| EVENT FEES | | | |
| Fees vary dependent on the event classification, find fees in the Shire Schedule of Fees and Charges . | | | |
| ACKNOWLEDGEMENT | | | |
| I, _____ as the event organiser, seeking approval to host an event acknowledge that the information and completed actions in my application are true and correct. | | | |
| 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 additional requirements that exist outside of the package and that as the event organiser I am responsible. | | | |
| Signature _____ | | Date _____ | |

