



Shire of Kojonup

Public Events (Including Reserves)
Application Form

Public Events (including Reserves) Application Form

Part A – Event Organiser Details

Contact Surname:	Given Name(s):
Event Organiser:	
Organisation:	Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No
Postal Address:	
Contact Phone:	Contact Mobile:
Facsimile:	Email:

Office Use Only

	Community	Health	Emergency Services	Works	Waste Management
Date Issued:					
Approved By:					

This form will facilitate an assessment of your proposed event by Council Officers. You will be advised accordingly of what additional information you need to submit upon review by the Shire of Kojonup. This form should be submitted **30 days** prior to your event

Part B – Event Details

Name of Event:	
Description of Event:	
Location of Event:	
Date(s) of Event:	to
Bump in Time and Date:	Bump out Time and Date:
Event Times:	To:
Expected No. of Patrons at any one time at the event:	
Expected No. of Patrons over the duration of the event:	
Have you submitted a site plan to scale, indicating the layout of your event? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Part E – Activities, Attractions, Performers (Community)

Will there be any commercial amusement operators at your event? Yes No

Please provide details:

List of activities, attractions, performers:

Part F – Disability Access and Inclusion (Community)

Will people with disabilities have the same opportunity as other people to access your event? Yes No NA

Will buildings or other structures (e.g. marquees and toilets) be accessible for people with disabilities? Yes No NA

If you are providing information, will people with disabilities receive it in an easily accessible format? Yes No NA

Will people with disabilities receive the same level and quality of service as other people? Yes No NA

Will people with disabilities have the same opportunity as other people to make complaints? Yes No NA

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Part F – Disability Access and Inclusion (Community) (Continued)

If you are conducting public consultation at your event, will people with disabilities have the same opportunities as other people to participate? Yes No NA

Other Comments:

Part G – Insurance (Community)

Have you obtained Public Liability Insurance for the event to the value of 10 million dollars? Yes No

Part H – Noise (Health)

Will there be any amplified music? Yes No

Please provide details:

If yes, what will the noise level dB(A) potentially be at the nearest residence?

Will noise from your event potentially exceed the assigned noise levels as stated in the Environmental Protection (Noise) Regulations 1977? Yes No

Do you have a complaints procedure? Yes No

Will you have a generator at your event? Yes No

Part I – Structures (Health)

Will you be having any structures erected, for example marquees, stage, tents etc.? Yes No

If yes, please provide details:

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Part I – Structures (Health) (Continued)

If yes, who will be erecting the structures?

Please note:

- For each structure, the manufactures details or structural certification is required. Hire companies should provide this information to you.
- Once the structures are erected, the person who erects them must provide written confirmation that the structure has been erected in accordance with the manufacture's details or structural certification and this must be attached to this application.

Part J – Electrical Compliance (Health)

Will you have any electrical leads at the event? Yes No

If yes, have these leads been tested and tagged within the last 6 months by a licensed electrician? Yes No

Will there be any electrical installation such as lighting etc.? Yes No

Please note:

- If your event contains electrical installation such as lighting, electrical equipment etc. you must arrange for a licensed electrician (EC = Electrical Contractor) to check all installations on the day of your event and complete an Electrical Certification Form and attach this form to this application.

Part K – Toilet for staff and patrons (Health)

How many toilets will be provided for males?

How many urinals will be provided for males?

How many toilets will be provided for females?

How many hand basins will be provided for males?

Will your event have an accessible toilet (Toilet for people with disabilities)? Yes No

Does your event require the use of Council toilets? Yes No

Have the necessary arrangements been made for the servicing of the toilets? Yes No

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Part K – Toilet for staff and patrons (Health) (Continued)

Please provide details:

If the event is to occur during darkness, have adequate arrangements been made for lighting of toilets? Yes No

Please note:

- The first toilet at every event must be an accessible toilet (toilet for people with disabilities).
- The number of toilets provided has a direct correlation with how many persons will be permitted at the event.

Part L – Fire Safety (Health)

What fire safety arrangements have you planned for your event? Please provide details:

Please note:

- One 4.5kg B (E) dry chemical powder extinguisher must be located adjacent to:
 - Any electrical generator or switchboard
 - Any flammable liquid or gas container
 - Any food preparation / cooking area.
- Pressured water type extinguishers or 4.5 kg AB (E) dry chemical extinguishers must be provided:
 - Within 10 metres of each exit (one) – (If designated exits are provided)
 - Backstage – (one)

Part M – Food Stalls (Health)

Will any food be provided / sold? Yes No

If yes, please provide details of food stall operators (names, food products sold, contact details):

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Part N – Alcohol (Health)

Will alcohol be consumed at this event? Yes No

Will alcohol be sold at this event? Yes No

A Shire of Kojonup Liquor Permit is required if alcohol will be offered at the event if it is held on reserve land. Please attach a copy of the Liquor Permit issued by the Shire.

Please note:

- If you require a Liquor Licence, you must lodge an application with the Office of Racing, Gaming and Liquor (Email: online@rgl.wa.gov.au). As part of this application to the Office of Racing, Gaming and Liquor, you will need to seek prior approval from the Shire of Kojonup and the local Police.

Part O – Protection of Council Reserves (Works)

Will your event require any holes dug or tent pegs driven into the ground? Yes No

Please provide details:

Will you be doing any line marking on grassed areas for your event? Yes No

Please provide details:

Will you need access to the reserve for trucks, semi-trailers or heavy machinery? Yes No

Please provide details:

Will you need access to any of the following; power, toilets, change rooms? Yes No

Please provide details:

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Part P – Waste Management (Works)

How many bins do you believe you will need for the event?

Will you need to hire council bins?

Yes No

If yes, how many will you need?

Please note:

- The ratio of bins at an event is one (1) bin per 150 people, unless otherwise approved by Councils Environmental Health Officer.

Part Q – Traffic Management and Parking (Works)

What arrangements are in place for vehicles parking at the event?

Do you require road closure(s)?

Yes No

Do you have a Traffic Management Plan?

Yes No

Are there accessible parking facilities available?

Yes No

If yes, how many?

Are there parking bays available for people with disabilities?

Yes No

If yes, how many?

Please note:

- An application for Road Closure or Temporary Suspension of Road Traffic Act may be required in addition to this application. Forms are available from the WA Police Service and fees may apply.
- Traffic Management Plans (when required) must be prepared by persons with current accreditation and will require separate approval before this application can be considered. Contact Technical Services for further information.

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Part R – First Aid Provisions (Emergency)

Will any staff at the event be Senior First Aid qualified? (i.e. St. Johns) Yes No

If yes, please provide name(s) of person(s) qualified and a copy of their current certificate:

Will you be organising first aid provisions through an accredited agency? (i.e. St Johns Ambulance) Yes No

No. of St John Ambulance Qualified First Aiders? (or equivalent)

Please note:

- Details of the first aid post and the access for emergency vehicles should be shown on the site plan.
- All first aid personnel must have private indemnity insurance.

Part S – Security (Emergency)

What security arrangements have you planned for your event? Please provide details:

Please note:

- The ultimate responsibility to ensure patron safety rests with the Event Organiser.

Part T – Fireworks (Emergency)

Do you have fireworks planned for your event? Yes No

Please provide a copy of the specifications of your event as provided by the fireworks supplier.

Part U – Emergency Evacuation Plan and Risk Management Plan (Emergency)

Do you have an Emergency Evacuation Plan prepared for your event? Yes No

Do you have a Risk Management Plan prepared for your event? Yes No

Have you notified the local Police in writing of your event? Yes No

Have you notified the local Fire and Emergency Services of your event? Yes No

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Part V – Emergency Evacuation Plan and Risk Management Plan (Continued)

Please note:

- Irrespective of the size of your event, you must have an Emergency Evacuation Plan prepared for the emergency evacuation of persons at your event.
- If the number of persons expected at your event is > 1000 you must incorporate a Risk Management Plan that complies with A/ZS 4360:2004. If the number of persons expected at the event is < 1000 you must provide a Risk Management Plan that conforms with the Risk Management Guidelines as set out by the WA Local Government Insurance Commission.
- The Shire of Kojonup may be able to assist you in preparing your plans.

Part W – Advertising and Directional Signage (Building)

Do you intend to use advertising signage on public or private land? Yes No

If yes, please provide a description of the signage (including sign wording):

If yes, please provide the location(s) of the sign(s):

Part X – Event Acknowledgement

I _____ as the event organiser applying for approval to host an event in the Shire of Kojonup 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 event period and will ensure compliance with the Shire of Kojonup's conditions of approval.

I will indemnify the Shire of Kojonup and all relevant landowners 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, with evidence in regard to be presented to the Shire of Kojonup prior to commencement of the event.

I understand and acknowledge the Event Application Package has been compiled according to a number of statutory requirements are lawfully binding and can be enforced pursuant to the Health (Public Building) Regulations 1992. Furthermore I understand there could be other requirements outside of this package and that, as the event organiser, I am responsible to meet.

Signature: _____ / _____ / _____

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Part Y – Important Notes / Information

- You may not proceed with your event without written consent being issued by the Shire of Kojonup until all other statutory requirements have been satisfied.
- All conditions will be outlined in formal approval. It is your responsibility as the applicant / event organiser to adhere to the conditions of approval.
- Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer Shire approval for an event to an alternative venue, date or time, without further consent being granted.
- You must ensure the event adequately caters for the needs of people with disabilities.
- You may be required at the request of the Shire to attend a “de-brief” of the event to discuss any associated issues and/or possible improvements for further events.

Your application will be assessed in accordance with relevant Regulations, Policies and Acts. Correspondence will be forwarded to you as soon as possible, potentially with a request for additional information you will need to submit in order to obtain Council approval.

If you have any queries with any of the questions within this form, please contact the Shire of Kojonup as shown below:

Departments Manager of Regulatory Services

Or they can be submitted in person to any Shire of Kojonup Administration Office:

or mailed to:

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