



EVENT APPLICATION

Complete and submit pages 4-8 at
least **8 weeks** prior to your event



Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

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Important Information about Events in the Shire of Bridgetown-Greenbushes

This Event Application is part of the Shire of Bridgetown-Greenbushes event approval process, which is used to manage the application process for all events on Shire-owned/managed property, lands or facilities.

The Shire's Event Information Pack is to be used in conjunction with this document. The Event Information Pack contains more detailed information for event organisers.

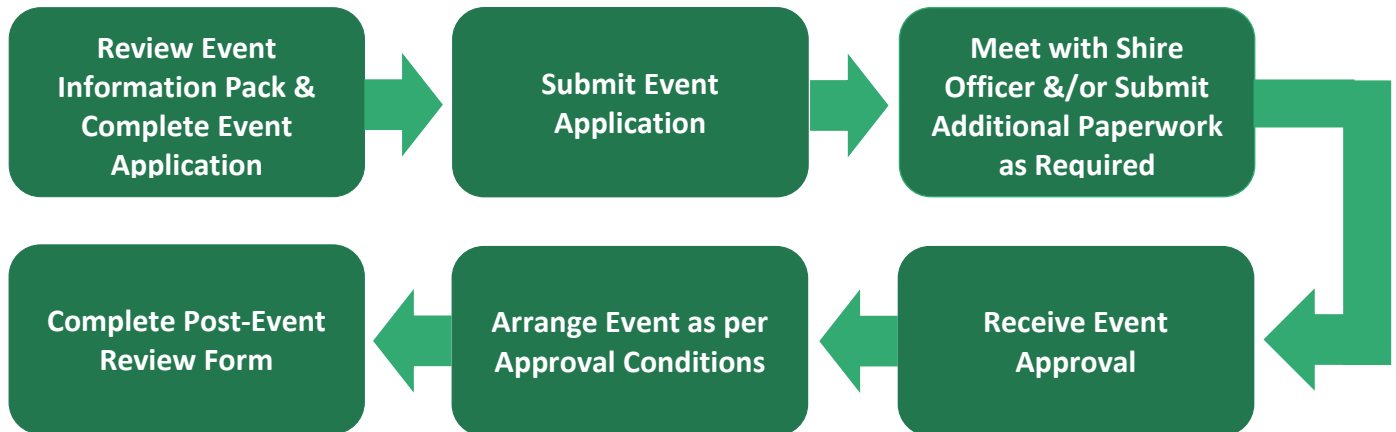
It is the sole responsibility of the event organiser to ensure that all relevant approvals have been obtained and conditions and requirements met for an event. Your event is not approved until the Shire of Bridgetown-Greenbushes is satisfied with all sections of the checklist and event details.

Why do events need to be assessed?

- To protect the health and safety of all persons attending events
- To protect property
- To protect the environment
- To prevent social disorder (violence, drunkenness, conflict)
- To ensure legislation and regulation compliance
- To ensure a successful event
- To protect your reputation
- To ensure financial viability of the event
- To minimise the risk of liability and litigation

Note: Services including telecommunications, water and electricity supply are outside of the jurisdiction of the Shire of Bridgetown-Greenbushes. It is recommended that all organisers have contingency plans in place for any instances where these services are affected during events.

Application Process



STAGE 1: Event Application

- Step 1:** Event organiser reviews the Events Information Pack and completes the Event Application.
- Step 2:** Event organiser submits the Event Application to the Shire. Applications must be submitted at least **8 weeks** prior to your event to ensure approval can be obtained on time. We recommend that you submit your application as early as possible. The application is distributed to relevant Shire Officers for assessment.
- Step 3:** The Community Development Project Officer will liaise with the event organiser if any further paperwork or information is required as outlined in the Event Information Pack.

STAGE 2: Event Registration and Documentation

- Step 4:** The shire will **issue the event approval letter** (outlining specific conditions, noise, electrical, etc.) and issue relevant Permits and Licences, (liquor, camping, public buildings, etc.) via email or mail to event organiser.
- Step 5:** Event organiser **arranges event** in accordance with event conditions and other applicable requirements. Event organiser **submits any additional documents and forms required** (stated in the event conditions such as electrical compliance and marquee erection) in advance of event date.
- Step 6:** The event organiser completes and submits a **post-event review form** (Form 12.1) and submits it to the Shire.

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

Event Application

You will be notified in writing when your Event Application has been processed. Forms must be submitted at least **8 weeks** prior to your event.

| | | | |
|---|--|---------------|--|
| Applicant/Organisation | | | |
| Responsible Person | | | |
| Contact Person (if different to above) | | | |
| Postal Address | | | |
| | | | |
| Telephone | | Mobile | |
| Email | | | |

| | | | |
|----------------------|--|-------------|--|
| Name of Event | | | |
| Event Date(s) | | Time | |
| Event Venue | | | |

| | |
|--|--|
| What is the anticipated maximum number of patrons expected at any given time? | |
| What is the anticipated total number of patrons for the entire event? | |

| |
|---|
| Have you conducted this event before? If so, when and where was it held? |
| |

| | | | |
|--|--|--------------------------|--|
| Primary purpose of event (please tick appropriate); | | | |
| <input type="checkbox"/> | Community Event (NFP Community Operation) | <input type="checkbox"/> | Commercial Function (Business/commercial) |
| <input type="checkbox"/> | Fundraiser | <input type="checkbox"/> | Other (Please List): |

Event Application Checklist

This checklist will help inform what additional approvals are required for your event to go ahead. **If there is no Shire form required, this does not mean approval from other agencies is not required. Please refer to Event Info Pack for more information.**

Note: All event arrangements, emergency procedures and transport must meet the needs of people with disabilities.

| | Yes | No | Event Information Pack Reference | Additional Shire Forms Required |
|--|-----|----|----------------------------------|---|
| Have you included a copy of your Public Liability Insurance Certificate of Currency? | | | 2.1 | Submit copy to Shire |
| Have you included a completed Risk Management Plan? | | | 2.3 | 2A event < 4,999 2B event > 5,000 |
| <p>Will there be food/drink vendors, stallholders/traders?</p> <p><i>If yes, please list all vendors/traders:</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | | | 4.1-4.3 | 4A, 4B (for food stall) |
| Will alcohol be available or consumed on site? | | | 4.4 | Submit Liquor License Request to Dept DGLSC |
| Will tents, marquees, or stages be erected? | | | 5.3 | 5B-5G & Dial before you Dig |

| | | | | |
|---|--|--|-----|-----|
| Will temporary toilet facilities be brought to site for the event? | | | 5.5 | N/A |
| Will you be utilising existing toilet facilities? <i>If yes, which location:</i> _____ _____ _____ | | | 5.5 | N/A |

| | Select One | | | Event Information Pack Reference | Additional Form Reference |
|---|--------------|----------------|-----|----------------------------------|---------------------------|
| What water supply will you be using? | Scheme | Rainwater | N/A | 5.6 | N/A |
| What power source will you be using? | Generator(s) | Existing Power | N/A | 5.7 | 5H |

| | Yes | No | Event Information Pack Reference | Additional Form Reference |
|--|-----|----|----------------------------------|---|
| Will electrical devices be in use? | | | 5.7 | 5H |
| Are rubbish bins required for event? See options below. External hire of rubbish bins and disposal of rubbish has been organised? Event requires Shire to provide bins and disposal of rubbish. (how many if required) Please note: Charges will apply. | | | 5.8 | N/A |
| Will there be entertainment – bands, performers, a crowd, or other noisy attractions? | | | 5.9 | Please let neighbours to the event know about noise |

| | | | | |
|--|--|--|---------|--|
| Are temporary camping and caravan sites required? | | | 5.10 | 5I |
| Are you intending to have an open fire, wood fire barbecue, or fireworks? <i>If yes, please describe:</i> _____ | | | 5.12 | N/A |
| Will the event affect traffic, will there be any road closures or parades? | | | 6.2-6.3 | Form on Main Roads Website Refer to Info Pack |
| Are you planning to erect any signage at the venue, on roadsides, or along the highway? | | | 7 | Include on site plan |

Event Site Plan

A detailed layout of the event is to be included with your application. If you do not have a map prepared, please use the space below. You can use the list below to create a map key, ensure all that are applicable are indicated on the map.

Append a screenshot from Google maps or Landgate.

| Category | ✓ | Category | ✓ | Category | ✓ |
|-----------------------------|---|-------------------|---|---|---|
| Alcohol Sale or Consumption | | Food Stall(s) | | Site Signage | |
| Electricity Cables | | Lighting | | Stage | |
| Emergency Exits | | Marquees or Tents | | Toilet or Ablution Facilities | |
| Fenced Off Areas | | Parking Areas | | Vehicle Access Point(s) <i>please include street names</i> | |

Event Application Acknowledgement

I/We, the organiser(s) of this event, accept full responsibility for any damages incurred to the premises, land under the care and control of Council or reserves including reticulation and sprinklers, water mains, electricity, toilets and change rooms, fences and fixtures as a result of our activities and for ensuring compliance with the local laws and conditions pertaining to use of Council property.

I/We understand that the Event Application 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. As the event organiser I am responsible for seeking all necessary information, advice and approvals relevant to this application.

| | | | |
|------------------|--|------------------|--|
| Name | | Name | |
| Role | | Role | |
| Date | | Date | |
| Signature | | Signature | |