

FORM 1

Application for Public Event Approval

*Health (Miscellaneous Provisions) Act 1911
Health (Public Buildings) Regulations 1992*

Event	
Name of the Event:	
Main purpose of the event:	
Event description:	

Event details	
Date(s):	
Start date and time:	Finish date and time:
Set-up date and time:	Pack up date and time:
Date advertising proposed to start:	
Are you charging an entry fee?	Yes No
Contact person during the event: (if different from organiser)	

Event Venue	
Proposed venue details: (eg address or name of building, reserve, street, public space):	
Permission of the land/building owner has already been granted in writing:	Yes No

Event Attendance	
Expected attendance over the event:	
Maximum attendance expected <u>at one time</u> :	
Target Audience: (eg kids, youth, adults, families, seniors)	

**A public event means any assembly of people, either indoor or outdoor for sporting, entertainment or other common purposes. This includes outdoor concerts, fairs, markets, outdoor movie nights, festivals etc. It does not include invitation only private functions or assembly where a facility is being used unamended for it's intended purpose and permitted capacity.*

***Private functions must still have approval or a booking to use Shire owned buildings or land.*



Event facilities		
Power: (eg none, generators, existing power, temporary cords and power boards)		
Potable water supply: (eg scheme, on-site bore or rainwater, bottled)		
Bin numbers and rubbish collection and removal details:		
First Aid details:		
Toilet details:		
Male toilets:	Urinals (number or meters):	
Female toilets:	Disabled access toilets:	
Unisex toilets:	Hand wash basins:	
Requesting to use shire facilities:	Yes	No
Toilet provider (if temporary):		
Will tents, marquees, structures or stages be erected?	Yes	No
Details of structures and sizes: (if yes)		
Parking details: (eg street, location, size, available space, attendants)		
Is overnight camping planned?	Yes	No
Plan to fence off the event space?	Yes	No
Will the event require a road closure or be likely to affect the flow of traffic?	Yes	No
Will the event be likely affect a thoroughfare?	Yes	No

Event attractions and entertainment		
Will there be entertainment?	Yes	No
If yes, please provide the details: (eg music, carnival rides, animals, performers)		
Will there be stalls or traders selling goods? <i>*All traders details must be supplied</i>	Yes	No
Will there be food? <i>**Notification for all food providers required</i>	Yes	No
Will there be alcohol? <i>***Liquor licence and/or further details required</i>	Yes	No
Will there be pyrotechnics at the event? <i>****DMIRS Permit and DFES notice required</i>	Yes	No



Organiser Details	
Applicant/Organiser:	
Are you a registered Non-profit or charity?	Yes No
Street Address:	
Postal Address:	
Phone:	Email:
Web: (if applicable)	
Contact Person: (if different to above)	
Phone:	Email:
Have you conducted a similar event?	Yes No
Where and when was it held: (if yes)	

Submitted Supporting Documents	
Site Plan	Risk Management Plan <i>**Required for all events over 5000 attendees</i>
Copy of Public Liability Insurance	
Details of food providers	Evacuation Plan <i>**Required for all events over 500 attendees</i>
List of Stalls or Traders Details	
Permits and licences	

Proposed Impact Level			
Very Low <i>10 days+ needed</i>	Low <i>1 Month+ needed</i>	Medium <i>2 Months + needed</i>	High <i>3 Months+ needed</i>

Acknowledgement

I understand that the event application is to determine an approval and any conditions of approval. I will ensure that appropriate documents and insurances are in place for the activities to be conducted and will have copies available. There could be other requirements that exist outside of the application and that as the event organiser I am responsible.

Signed: _____

Dated: _____



Impact Level Assessment

Event Impact Level	Minimum Impact Criteria	Application Lodgement
Social Event	<p>Up to 75 attendees</p> <p>No temporary structures</p> <p>No amplified sound</p> <p>No cost or members only</p>	<p>5 Business days prior</p> <p><i>*Notification via email to records@toodyay.wa.gov.au without a form accepted</i></p>
Very Low Impact	<p>Over 75 attendees</p> <p>1-2 food vendors</p> <p>No effect on street parking or public throughfares</p> <p>No nearby affected properties</p>	<p>10 Business Days prior</p>
Low Impact	<p>Over 500 attendees</p> <p>Held between 9am – 9pm</p> <p>Additional Power or Lighting beyond RCD protected boards and cables.</p> <p>More than 8 traders or vendors</p> <p>Limited Amplified Noise</p> <p>Existing parking space available</p> <p>No temporary structures over 3x3m</p> <p>No effect on the use of a path or thoroughfare</p> <p>No exclusion from the normal public use of a park</p>	<p>1 Month prior</p> <p>May Require:</p> <p><i>Electricians sign off on electrical work</i></p> <p><i>Emergency Evacuation Plan</i></p>
Medium Impact	<p>Over 1000 attendees</p> <p>Held between 6am – 12am</p> <p>Amplified Noise</p> <p>Less than 10 food vendors</p> <p>Less than 75 stalls or public trader</p> <p>Shire Utilities required</p>	<p>2 Months prior</p> <p>May Require:</p> <p><i>Noise Exemption</i></p> <p><i>Engineer or manufacturers sign off on structures</i></p>
High Impact	<p>Over to 5000 attendees</p> <p>Involves a temporary campsite</p> <p>Involves a road closure</p> <p>Effects on the normal flow of traffic</p> <p>Event goes for more than 3 days</p>	<p>3 Months prior</p> <p>May Require:</p> <p><i>Traffic Management Plan</i></p> <p><i>Campground Application</i></p> <p><i>Development Application</i></p>

**Application lodgment times are the minimum times the Shire will assess an application.*

***All applications should be lodged and the Shire consulted as early as possible.*

