



# PUBLIC EVENT APPLICATION PACKAGE





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# PUBLIC EVENT INFORMATION

The process and standards for event management are defined by State Government legislation being the Health (Public Building) Regulations 1992. The definition of a public building is a gathering of people brought together for a common purpose by some prearrangements whether they are events of a temporary nature or events that occur regularly and whether indoor or outdoor. Therefore a public building can range from a circus tent, pub, festival or open air markets.

This Event Information Package has been compiled to assist event hosts to organise and run small to large events on private and public land within the Shire of Exmouth. Weddings, parties and low risk events may not need to submit an event application. If unsure please contact the Shire's Environmental Health Officer to discuss your event. The aim of this Event Information Package is to help you make sure your event is conducted in a safe manner with minimal negative impact on the community, environment and property.

Please be advised it is an offence to operate a public event until a Certificate of Approval (*Form HealthPB001 – Application for Certificate of Approval*) has been issued. Furthermore, if an event is operated in contravention of any conditions of approval or found to be unsafe or unsuitable, then the Shire reserves the right to close or refuse the event.

## Useful Definitions

**Event:** A gathering of people brought together for a common purpose by some prearrangement.

**Event Applicant:** The person, company or organisation who is responsible for organising an event and who makes application to the Shire of Exmouth for approval to stage an event.

**Public Place:** Any street, way or place including but not limited to community reserves, facilities, halls or public open space.

**Shire of Exmouth Facility or Reserve:** Any property owned by the Shire of Exmouth and includes buildings, recreation centre, community centres, halls and reserves (passive and active).

## Useful Contacts

### Department and Authorities

Department of Racing Gaming and Liquor <b>www.rgl.wa.gov.au</b> 1800 634 54	Department of Commerce – Energy Safety <b>www.commerce.wa.gov.au</b> 08 9422 5200
Main Roads <b>www.mainroads.wa.gov.au</b> 138 138	Department of Mines and Petroleum <b>www.dmp.wa.gov.au</b> 08 9222 3333
Department of Transport <b>www.transport.wa.gov.au</b> 08 9792 6607	Civil Aviation Safety Authority <b>www.casa.gov.au</b> 131 757
Phonographic Performance Company of Australia <b>www.pcca.com.au</b> 02 8569 1100	Australian Performing Right Association <b>www.apra-amcos.com.au</b> 02 9935 7900

## Legislation

All legislation is available at **www.slp.wa.gov.au**



## Guidelines

Use of Gas Appliances in Public Venues <a href="http://www.energysafety.wa.gov.au">www.energysafety.wa.gov.au</a>	NHMRC Guidelines for Drinking Water <a href="http://www.nhmrc.gov.au/guidelines/publications/eh52">www.nhmrc.gov.au/guidelines/publications/eh52</a>
Department of Health Buildings and Mass Gatherings – Health Guidelines for Concerts, Events and Organised Gatherings <a href="http://www.public.health.wa.gov.au/2/1070/2/public_buildings_and_mass_gatherings.pm">www.public.health.wa.gov.au/2/1070/2/public_buildings_and_mass_gatherings.pm</a>	Signage Guidelines Main Roads <a href="http://www.mainroads.wa.gov.au/Pages/Welcome.aspx">www.mainroads.wa.gov.au/Pages/Welcome.aspx</a>
Traffic Management for Work on Roads Code of Practice <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a>	Insurance Commission WA <a href="http://www.icwa.wa.gov.au">www.icwa.wa.gov.au</a>
Volunteering Australia <a href="http://www.volunteeringaustralia.org">www.volunteeringaustralia.org</a>	Australian Government Crime Prevention <a href="http://www.crimeprevention.gov.au">www.crimeprevention.gov.au</a>
Australian Hotels Association – WA <a href="http://www.ahawa.asn.au/news_information/hygiene_training_covid+safety_plan.phtml">www.ahawa.asn.au/news_information/hygiene_training_covid+safety_plan.phtml</a>	



## Application Procedure

### Stage 1

1. Read through the information package.
2. Arrange a meeting with the Shire's Event Management Team to discuss your application and timeframes for submission.
3. Obtain the relevant approvals and contact personnel required to conduct the event.

### Stage 2

1. Complete the relevant forms needed for your event. If you have any queries please contact the Event Coordinator on 9949 3000.
2. Submit:
  - Event application forms
  - Relevant forms and approvals
  - Site map
  - Together with any appropriate additional information to:

Shire of Exmouth, PO Box 21, Exmouth WA 6707 OR fax to (08) 9949 3050  
OR email to [info@exmouth.wa.gov.au](mailto:info@exmouth.wa.gov.au)

Your application may need to be received at least 15 weeks prior to your event, subject to the risk.

(Adjust timeframe depending on your event, e.g. traffic management plans can take up to 6 months to process.)

### Stage 3

1. The Shire will liaise with you advising if your event can be approved and any outstanding items.
2. Submit copies of final forms or satisfy any conditions the Shire of Exmouth or authority require.

Once all documents have been received the Shire of Exmouth will send out a final letter of confirmation. You can not proceed with your event until you receive final written confirmation from the Shire advising that all Shire and statutory requirements have been satisfied. This may take 3 to 4 weeks depending on the scale and size of your event.

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 renegotiating with the Shire of Exmouth.

## Fees & Charges

An event application fee will be charged in accordance with the Shire of Exmouth Schedule of Fees and Charges. The fee payable will be calculated by the Shire's Events Team upon submission of your Event Permit Application, and you will be advised of this via email. Your Event Permit Application will not be processed until the application fee has been paid in full. If you are holding a Category 2-7 event on land owned or managed by the Shire you will also need to pay for venue hire in accordance with the Schedule of Fees and Charges.

For some events, other charges may apply for approvals that are issued under separate legislation. These include approvals associated with food permits and other health approvals. These charges will be applied in accordance with the Shire of Exmouth Schedule of Fees and Charges. Areas where additional charges are likely to apply have been denoted in these guidelines with a \$.

## Acknowledgement of Country

The Shire of Exmouth reaffirms its commitment to maintaining a culturally diverse, tolerant and open society, united by an overriding commitment to our nation.

The following is a suggested Acknowledgement of Country to be used in opening speeches and welcomes:

*I would like to show my respect and acknowledge the traditional custodians of this land, of Elder's past, present and future, on which this event takes place.*

## Insurance \$

Managing a public event includes ensuring the safety of event organisers, event staff, volunteers, contractors and the public. A public liability insurance policy provides your club or community group with indemnity against all claims you may legally be liable to pay by way of compensation for bodily injury and/or property damage to the public resulting from an occurrence arising from negligence.

All insurances are the responsibility of the event organiser. No claims are to be made against the Shire and/or its employees or official volunteers of the Shire. The event organiser must take out a Public Liability Policy with a minimum limit of \$20,000,000.

Certificates of Currency for all your event related insurance policies must be provided to the Shire with your initial event application.

## Venue Hire \$

Before you proceed with your application it is important to determine if the reserve or facility you wish to use is available for your event. Fees for venue or facility hire are separate to the Event Application Fees and should be submitted when booking the venue or facility. Please contact the Shire of Exmouth to discuss the availability, keys and fees associated with the hire of the facility or reserve you wish to use.

## First Aid

First aid is to be provided for all events. The level of first aid required will range from a basic first aid kit for low risk events, up to well-equipped first aid posts manned by qualified first aiders for high risk events. Access for emergency vehicles must be available for all events.

The below table is a suggested guide to the number of first aiders and posts as recommended by the St John Ambulance Australia:

Patrons	First Aiders	First Aid Posts
500	2	1
1000	4	1
2000	6	1
5000	8	2
10,000	12	2
20,000	22	+4

## Fire Safety

Event planners need to consider the risk of fire at all events. The measures taken to prevent or manage fire will vary depending on the size and nature of the event. The below guidelines are a minimum requirement for events, any variation from this needs to be discussed with the Environmental Health Officer.

One 4.5kg B (E) dry chemical powder fire extinguisher must be located adjacent to:

- Any electrical generator or switchboard;
- Any flammable liquid or gas containers; and
- Any food preparation/cooking area (smaller extinguishers may be approved for individual food cooking stalls).

Pressured water type extinguishers or 4.5kg AB (E) dry chemical extinguishers must be provided:

- 1 within 10 metres of each exit; and
- 2 backstage.

Each fire extinguisher should be positioned on a hook or bracket located no more than 1200mm above the adjacent floor and the extinguisher base should be more than 100mm above the floor. All equipment must be maintained in accordance with AS 1851 Maintenance Standards. This standard requires extinguishers to be tested regularly and the test details clearly identified on each extinguisher

To reduce the risk of fire transmission between structures at shows and carnivals, there should be no less than 6 metres separation between significant structures or smaller grouped structures

## Food \$

All food stall holders must comply with the Food Act 2008, Food Regulations 2009 and the Australian Food Standards Code. Therefore, any food or drink stall that will be operating at the event must gain approval from the Shire's Environmental Health Services.

An application form *Health FB004 Notification for Food Stalls and Temporary Businesses* and the relevant information for all food and drink stalls are to be forwarded to the Environmental Health Services no later than 2 weeks prior to the event.

## Toilets \$

The number of toilets at an event are determined by several factors. The type and duration of the event, number of patrons, the availability of alcohol and the weather. Toilets need to be lit to a minimum of 40 Lux. Facilities are also required for staff, service operators, performers and food handlers.

Toilets for events need to contain soap and hand towels and be maintained in a clean manner for the duration of the event. Cleaning of toilets for long events needs to take place at 2 hourly intervals, this timeframe may need to be reduced depending on the type of event and the amount of attendees. Plumbers must be on call for all events.

The below table is for events where alcohol is available, if alcohol is not available then reduce the requirements in the table below by 50 per cent:

Total Attendance	Male Facilities			Female Facilities WC's	Hand Basins	
	WC's	Urinal (metres)	Urinals		Male	Female
0-500	1	1	1	2	1	1
500-1000	2	1.5	3	5	1	1
1000-2000	3	3	6	10	2	2
2000-3000	4	4.5	9	15	3	3
3000-4000	5	6	12	20	4	4
4000-5000	6	7.5	15	25	5	5

For events with attendance outside the numbers provided in the above table please contact the Shire's Environmental Health Services for further information.

## Water

An adequate supply of potable water shall be provided and easily accessible to patrons at large public events, especially events of significant duration or outdoor events. It is preferable that a scheme water supply is used. Handwash basins are not recognised as acceptable drinking outlets.

If the nature of the event is such that water is being sold to patrons, then it must be:

- a plentiful supply;
- easily accessible; and
- at a reasonable cost (less than the cost of the cheapest alcoholic drink available in equivalent volume or more).

The Shire reserves the right to condition approval of events to ensure that free drinking water is readily accessible to patrons if the event is during the day in the summer months.

Non scheme water supplies should be tested prior to the event for compliance with the National Health & Medical Research Council (NHMRC) Guidelines for Drinking Water to ensure bacterial levels are safe. If you need your water tested please contact the Shire's Environmental Health Services, allow 4 weeks prior to your event for this to occur.

## Amusement Rides

Must comply with Australian Standard AS 3533, *Amusement rides and devices Part 2 operations and maintenance*, and be inspected and maintained by a competent person.

Yearly inspections of structures, and regular maintenance, should be recorded in a logbook. The applicant should ensure each operator has an up to date logbook. Amusement rides must be registered with WorkSafe in the current owner's name. Event organisers should ensure that operators have their rides registered with WorkSafe.

Operators should also have an installation checklist that is completed after each installation.





## Electricity

The event organiser is responsible for arranging the supply and installation of electricity for the event. Power access and power requirements should be discussed with the venue property manager.

An electrical contractor must certify that permanent and temporary electrical installations comply with the Health (Public Buildings) Regulations 1992, by submitting *Form Health PB002 – Application for Electrical Compliance* to the local government. *Form Health PB002 – Application for Electrical Compliance* certification is not intended to address portable equipment or cords supplied by end users. It is intended to ensure that installations from the point of supply to the final distribution outlet available to the end user are safe. The protection thereafter relies upon the quality of the equipment provided by the end user and the mandatory testing and tagging of all portable electrical equipment, plugs and sockets and leads. If unsure consult with a licensed electrician who will be able to assist you.

## Alcohol \$

The selling or serving of liquor will require a temporary limited liquor licence from the Department of Racing, Gaming and Liquor. The process can take some time, applications should be made early in the event planning process.

The event organiser shall promote the consumption of non-alcoholic beverages. Coffee, tea, soft drinks, water, low-alcohol beverages and food shall be available for the duration of the event. If supplies of non-alcoholic and low-alcohol beverages and food run out the sale of alcoholic beverages shall cease immediately.

Competitions that include the actual consumption of alcohol will not be permitted.

## Shade

Provision of shade may be required for events of a longer duration. All marquees are required to be safely secured by using weights and not pegs unless approval has been given by the Shire of Exmouth. In the event of high winds, marquees should not be erected.

## Advertising \$

The event organiser is not to advertise the event prior to receiving approval for the event. Signage may require Shire approval. All enquiries regarding signage should be directed to the Shire's Planning Services. All event signs are to be removed within 24 hours of the completion of the event.

## Waste Management \$

All event organisers are responsible for the cleaning arrangements during and after the event. All premises and reserves used for events are to be left completely free of rubbish and debris.

It is the organisers' responsibility to ensure there are sufficient waste receptacles provided and to ensure all waste generated by the event is disposed of thoughtfully. Should you need to obtain additional bins, please contact the Shire for further assistance. The Shire may also be able to provide rubbish collection – a fee may be applicable. Please contact the Shire depot for details.

Recycling is encouraged at all events, please separate rubbish as much as possible. For what recycling options are available for your event please contact the Shire's Depot Officer. Below are a few tips to reduce the amount of waste generated at your event:

- Minimise packaging – for example food vendors can use bottled sauces with pump ops, provide straws only when requested and use serviettes instead of food containers.
- Place waste and recycling bins together as a bin station so that people are given identical choices at each location to encourage correct bin use and minimise contamination.
- Promote recycling through PA announcements, banners, signage and event programmes.

## Security and/or Crowd Control

Depending on the size and nature of your event you may need security officers and/or crowd control officers. A crowd control officer controls or monitors behaviour, screens people seeking entry and removes people for behaving inappropriately. A security officer is a person who watches, guards or protects property.

## Noise

All events must comply with the Environmental Protection (Noise) Regulations 1997. The regulations specify permitted noise emissions depending on the type of surrounding land use i.e. residential or commercial and also the time of the day.

Environmental Health Services are to be contacted for events using amplified sound systems including PA systems and any other musical instruments, stereos or equipment likely to emit significant levels of sound. Full details of all equipment are to be provided to determine potential noise related issues.

If the event intends to hold a non-conforming noise event i.e. amplified music with regards to concerts or after 7pm the organisers will most likely be required to apply to the CEO of the Shire of Exmouth using the relevant form – *Application to Hold a Non-conforming Noise Event*. For further details on this process please contact the Shire's Environmental Health Services.

When notifying residents of amplification please include contact details to allow them to notify you if the noise is excessive.

## Camping (On-Site Living)

Approval is required from the Shire. The following details will be needed:

- Numbers of campers, tents, caravans; and
- Arrangement must be made for waste water, toilets, showers, disposal of rubbish and potable water access in accordance with Shire instructions.

No vehicles are allowed access to camping areas and the area has to be clearly defined. If both caravans and campers are being used, the areas need to be separated from each other and vehicles can have access to the caravan accommodation area.

## Cyclone

In Western Australia (WA) cyclone season starts in November and continues through to April. During this time coastal regions of WA are at risk of being impacted by cyclones. In the event of a cyclone in the region all events must have it addressed in their Risk Management Plan and a Stop Procedure in place. Your Stop Procedure should be simple yet effective, with clear roles and responsibilities.

## Risk & Emergency Management

Events of any category will face internal and external factors and influences that may generate some uncertainty in the viewpoint of the event organisers/sponsors and other key stakeholders as to whether or not they will achieve and/or exceed their event's key objectives. *The Australian/New Zealand Standard (AS/NZS) ISO 31000:2018 – Risk Management – Principles and Guidelines*, defines risk management as the:

*“Coordinated activities to direct and control an organisation with regard to risk.”*

The goal of risk management is to ensure minimal or no adverse effects on the achievement of event objectives.

Risk management is about:

- Ensuring safety;
- Balancing benefits and risks, with a focus on reducing real risks;
- Enabling innovation and learning;
- Ensuring that those who create risks manage them responsibly; and
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.

Risk management is not about:

- Creating a totally risk free society;
- Generating unnecessary paperwork;
- Scaring people by exaggerating or publicising trivial risks;
- Stopping important recreational and learning activities where the risks are managed; or
- Reducing protection of people from risks that cause real harm and suffering.

Events with an expected attendance of 1000 or more are legally required to submit a Risk Management Plan. The Shire of Exmouth recommends that event organisers compile a Risk Management Plan for all events, to be submitted with the initial event application.

### Developing a Risk Management Plan for your Event

**Step One:** Identify event details. Identify stakeholders.

**Step Two:** Hold a brainstorming session with stakeholders. Identify all potential risks. Log these risks on a risk register.

**Step Three:** A risk is the combination of the likelihood and consequence of an incident occurring. The levels and descriptors may change and the descriptions will vary greatly depending upon the events under consideration. At the risk analysis stage, risks should be evaluated with existing or known controls in place; unlike the identification phase where known treatments are ignored.

**Step Four:** Compare the likelihood and consequence. Values identify a risk rating of either low, moderate, high or extreme.



## Consequence Matrix

**Critical Success Factors of an Event** – If the risk was to occur during the event, which one of these area/s (more than one can apply) would be impacted and to what level?

Impact Level	Impact Descriptor	Financial	Interruption to Event's Key Element/ Service	People Health & Safety	Reputation Council/ Organisers	Overall Event Objectives	Property	Community	Environment
1	Insignificant	Less than \$1000	Less than 1 hour	Injuries but not requiring first aid treatment	Unsubstantiated, low impact, low profile, no news item	Small impact on event objectives	Inconsequential or no damage to property	Little or no disruption to the community	Little impact on environment e.g. general litter (waste bin overflow) in one/two areas, minimal damage to grass areas)
2	Minor	\$1000 to \$10,000	1 hour to 3 hours	First aid treatment by first aid officer	Substantiated, low impact, low news profile	Inconvenient delays in achieving objectives	Minor damage to property	Minor disruptions to the nearby community	Minor impact to the environment
3	Moderate	\$10,000 to \$50,000	3 hours to 6 hours	Onsite medical treatment by ambulance personnel	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to achieving event objectives	Localised damage rectified by internal arrangements	Significant disruption to the nearby community	Environmental damage requiring restitution or internal clean-up
4	Major	\$50,000 to \$150,000	6 hours to 9 hours	Extensive injuries, requiring hospital admissions	Substantiated, public embarrassment, high impact news profile, third party actions	Non achievement of major event objectives	Significant property damage requiring external resources	Substantiated disruptions to the wider spread community	Significant breach of legislation/significant contamination or damage requiring third party assistance
5	Severe	More than \$150,000	More than 9 hours	Death/s or severe permanent injuries, mass hospitalisation	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile	Non achievement of all event objectives	Extensive property damage	Major/multiple disruptions to the widespread community	Major breach of legislation or extensive contamination and environmental damage requiring third party intervention and investigation

Likelihood Matrix		
How likely is it that this risk will occur during an event?		
Level	Description	Examples
5	Almost certain	Expected to occur in most circumstances
4	Likely	Will probably occur in most circumstances
3	Possible	Should occur at some time
2	Unlikely	Could occur at some time
1	Rare	May occur, only in exceptional circumstances
		Frequency
		More than once in an event
		At least once in an event
		At least once in three events
		At least once in ten events
		Less than once in fifteen events

Risk Rating Matrix				
Consequences				
Likelihood	1	2	3	4
	INSIGNIFICANT	MINOR	MODERATE	MAJOR
5 Almost certain	Low	Medium	High	Extreme
4 Likely	Low	Medium	High	Extreme
3 Possible	Low	Low	Medium	High
2 Unlikely	Low	Low	Low	Medium
1 Rare	Low	Low	Low	Low

Example Only – Event Risk Assessment							
Hazard	Risk	What have you put in place to prevent/reduce the risk/s?	Likelihood	Consequence	Risk Rating	How will you respond if it does happen?	Person responsible to monitor or supervise hazard
Electrical	Electrocution	All electrical equipment has been tested and tagged	Rare	Severe	Low	Check for danger, initiate first aid	Event Coordinator
Cords	Tripping	All electrical cords on the ground are covered	Likely	Insignificant	Low	Make sure person is ok, provide first aid if required, remove trip hazard	Secretary
Food Poisoning	Illness or injury to staff or patron	All food handlers to abide by food standards and have food safety training	Unlikely	Moderate	Low	Record incident and investigate	Event Coordinator

## Stop Procedures

A Stop Procedure outlines the actions required and by who if an event is cancelled, stopped during the event or postponed. The aim of the Stop Procedure is to convey the message quickly and effectively to reduce any inconvenience, confusion and stress to event goers.

Due to our inclement weather and isolation all events held in the Shire of Exmouth must have a Stop Procedure.

## Emergency Services

It is the responsibility of the event organiser to ensure adequate plans are in place to cater for an emergency situation. You may need to notify agencies such as St John Ambulance, hospital, police or fire brigade depending on the type of event you are holding.

## Traffic Management

Should there be a possibility that the usual flow of traffic be affected by the event, the Shire and / or Main Roads requires a Traffic Management Plan to be submitted (this includes the provision for road safety cones and the erection of appropriate signage at cost to your organisation) showing detours, closures, local access points, signs and marshals being provided.

The Traffic Management Plan must conform to Australian Standard AS1742.3 and MRWA Traffic Management for Works on Roads Code of Practice; and must be prepared by a suitably qualified person (copy of certificate/ accreditation to be included with Traffic Management Plan). Traffic Management Plans must be submitted to the Shire of Exmouth 8 weeks prior to the event.

Inadequate plans have liability implications for the Shire and your organisation. Further information can be obtained from the Main Roads WA website at [www.mrwa.wa.gov.au](http://www.mrwa.wa.gov.au).

Accreditation details for field personnel responsible for erecting and maintaining signage and undertaking traffic control duties must be provided to the Shire as part of the Traffic Management Plan.

The Shire may be able to assist with the hire of traffic signs. Please contact the Shire for details.





## Parking Requirements

If you expect that parking problems may occur at the location of your event, please contact the Shire to determine any additional parking options. Disabled access must be provided and public transport should be encouraged. All promotional material should include car parking and directional information.

## Marking for Event Equipment & Structures

Please use water based marking paints when marking out for the placement of event equipment or structures. Every effort must be made to leave no permanent mark once the event is finished.

## Accessible Events

It is important to make sure your event is accessible to everyone. There are around four million people with a disability in Australia representing a considerable proportion of your potential audience or customers. Everyone benefits from an accessible event, including people making deliveries, people with heavy baggage, young children, those with prams and the elderly.

If you are organising an outdoor event you will need to consider the event layout, parking spaces close to the event, installing or making sure the venue has accessible toilet facilities, supply occasional seating points, ensuring cables are secure and don't present a trip hazard and mark on the event map points that would be useful for people with a disability.

For a detailed audit of the accessibility of a building/event refer to the publications below:

- Accessible Events – A Guide for Organisers, Human Rights and Equal Opportunity Commission – [www.hreoc.gov.au](http://www.hreoc.gov.au)
- Disability Services Commission – [www.disability.wa.gov.au](http://www.disability.wa.gov.au)



# EVENT APPLICATION FORM

Please email this application and any schedule attachments (if applicable) to the following:

- Exmouth Police: [exmouth.police.station@police.wa.gov.au](mailto:exmouth.police.station@police.wa.gov.au)
- SES Exmouth: [Ses-exm@westnet.com.au](mailto:Ses-exm@westnet.com.au)
- Exmouth Hospital: [exmouthadmin.wachs-midwest@health.wa.gov.au](mailto:exmouthadmin.wachs-midwest@health.wa.gov.au)

Before completion, please refer to the Shire of Exmouth Event Information Package and our website at [www.exmouth.wa.gov.au](http://www.exmouth.wa.gov.au) for further information.

## 1. ORGANISER'S DETAILS

Name of event:

Event organiser/applicant:

Company/organisation:

Type of organisation (if applicable):  Commercial  Not-For-Profit  Community

Is your organisation incorporated?  Yes  No

*If yes, please attach a copy of your Certificate of Incorporation with this application.*

Australian Business Number (ABN):

Business address:

Postal address (if different from above):

Phone:  Mobile:  Fax:

Email:

Contact person at the event (if different from event organiser/applicant):

Phone:  Mobile:

Email:

## 2. EVENT DETAILS

Event start date:  Event finish date:

Event start time:  Event finish time:

Set up date:  Clean up date:

Set up time:  Clean up time:

Will this be a reoccurring event (e.g. weekly, fortnightly or specify dates etc.):

Venue (name of reserve, building or public open space):

Area/room name (e.g. hall, meeting room, kiosk, change rooms):

Is the venue a Shire of Exmouth reserve/facility?  Yes  No

Have you checked the availability of the venue?  Yes  No

Please see venue details on **[www.exmouth.wa.gov.au](http://www.exmouth.wa.gov.au)**

Do you require construction, extension or alteration of the venue?  Yes  No

Equipment required (if applicable):

Provide a brief description of the event:

*Please note the hire of Shire of Exmouth venues and equipment involves a separate application to the Event Application.*

*Please contact Shire of Exmouth Administration 9949 3000 to organise the hire, availability and fees for venues and equipment.*



### 3. ATTENDANCE

Maximum number of people at any given time:

Estimated attendance over the entire event:

Target audience (e.g. youth, family):

Is the event open to the general public?  Yes  No

Will you be charging an entry fee to your event?  Yes  No

Is there disability access?  Yes  No

Event risk classification score.  Low  Medium  High

*(Refer to [www.exmouth.wa.gov.au](http://www.exmouth.wa.gov.au) - Events for risk assessment toolkit. Submit risk assessment with application.)*

*Attach a Risk Management Plan for medium or high risk events in accordance with AS/NZS ISO 31000 at least 14 days before the event. Note: Shire of Exmouth, Environmental Health Team may request a Risk Management Plan for low risk events.*

### 4. INSURANCE

Is the event covered by public liability insurance?  Yes  No

*Attach a copy of the current certificate of currency which has a cover of \$20,000,000 in the name of the applicant.*

### 5. TOILETS

Proposed temporary or portable toilets:

Type	Male WC	Male Urinal	Male Hand Basin	Female WC	Female Hand Basin	Disabled Toilet	Unisex
Number							

Permanent toilets (existing on the event ground):

Type	Male WC	Male Urinal	Male Hand Basin	Female WC	Female Hand Basin	Disabled Toilet	Unisex
Number							

## 6. PERMITS

6.1 Will alcohol be:

Served  Consumed (include BYO)  Both  None [Please go to Question 6.3](#)

6.2 Will alcohol be sold at the event?  Yes  No

*If yes, a permit to sell, serve or supply alcohol is required from the Department of Racing, Gaming and Liquor (DRGL). Attach a copy of the licence, copy of Responsible Service of Alcohol Certificate. Application is to be made to DRGL 60 days before the event.*

6.3 Will fireworks, pyrotechnics or laser approval be required?  Yes  No

*If yes, complete an application for fireworks event permit by the Department of Mines and Petroleum and attach a scaled site plan illustrating fall out or exclusion zone and fireworks shell used with this application. Submit at least 90 days prior to the event as it may require Shire approval.*

6.4 Will an exemption for noise regulations be required (refer to guide)?  Yes  No

*If yes, complete an application for approval for a non-complying event with applicable fees and a scaled site plan illustrating the location of the sound desk, the location of the speakers and direction the speakers are facing, with this application. Submit at least 60 days prior to the event as it may require CEO approval.*

6.5 Will you erect advertising signs for the event?  Yes  No

*If yes, please describe:*

*You may be required to submit a separate application for signage, the Events Coordinator will be in contact with you.*

## 7. FIRST AID

Number of first aid attendants:

Organisation providing first aid attendants:

Name of first aid attendants:

Number and location(s) of first aid post(s):

Will the first aid attendants be present throughout the entire event?  Yes  No

*Attach a medical plan if the event is considered a high risk event and/or under request by Shire of Exmouth Development Control Team with this application.*

## 8. WASTE MANAGEMENT

Number of bins and type supplied by applicant:

Type of bin	Number	Type of bin	Number
Waste		Recycle	
Skip bins		Greenwaste	
Other (please specify):			

Waste and recycling services requested by the applicant to be supplied by the Shire of Exmouth  
(fees may be applicable):

Type of bin	Number	Type of bin	Number
Waste		Recycle	
Delivery date required		Greenwaste	

## 9. TEMPORARY STRUCTURES

Any marquees, tents, shade structures or any other temporary structures?  Yes  No

*If yes, please confirm if there will be public access to these structures and provide details of type and size (measurements and area m<sup>2</sup>).*

Please indicate the time the person/supplier will arrive to erect the temporary structure:

am / pm

### Person's details:

Name:  Mobile:

### Supplier details:

Company:

Phone:  Email:



Any temporary staging?

Yes

No

*If yes, please confirm if there will be public access to these structures and provide details of type and size (measurements and area m<sup>2</sup>).*

Please indicate the time the person/supplier will arrive to erect the temporary structure:

am / pm

**Person's details:**

Name:

Mobile:

**Supplier details:**

Company:

Phone:

Email:

- For temporary structures or stage >55m<sup>2</sup> in area, attach structural engineers certificate from the supplier and a copy of a current certificate of currency (ensure that public liability insurance of at least \$20,000,000 is arranged by the applicant).
- Temporary structures with public access requires an application for building certificate and copy of structural engineers certificate from the supplier. Submit at least 25 days before the event. Fees are applicable.

**10. PARK OPERATIONS**

Will your event require any holes or tent pegs driven into the ground?

Yes

No

Do you require line marking?

Yes

No

Will you require any heavy vehicle, truck or machinery access to the park?

Yes

No

**11. POTABLE WATER SUPPLY**

Is potable water available at the event?

Yes

No

N/A

If yes, how many litres of potable water will be provided?

Litres

Company providing potable water:

Type of water – scheme/spring/other (please specify):

Is the water free and/or at a reasonable cost?

Yes

No

## 12. DETAILS OF FOOD STALLS AND VEHICLES

Will food be served?  Yes  No

Will food be sold?  Yes  No

*If yes, please provide details of food business operator, contact number and type of food served and/or sold.*

Licensee/Operator (Full Name)	Company/Organisation	Contact Number
----------------------------------	----------------------	----------------

1.		
----	--	--

Type of Food/Drink:

2.		
----	--	--

Type of Food/Drink:

3.		
----	--	--

Type of Food/Drink:

4.		
----	--	--

Type of Food/Drink:

5.		
----	--	--

Type of Food/Drink:

*Each food stall or vehicle is required to submit to the Shire of Exmouth Development Control Unit at least 14 working days before the event the following:*

*Copy of a current certificate of currency (ensure that public liability insurance of at least \$20,000,000 is arranged by the applicant).*

*Copy of verification of notification/registration certificate for the temporary or mobile food business (unless notified/registered with the Shire of Exmouth).*

### 13. DETAILS OF OTHER STALL HOLDERS AND ENTERTAINMENT ACTIVITIES

(Sale, provision and/or advertisement of any goods, wares, merchandise, services)

*Provide details of operator, contact number and type of products, service or activity.*

Will any other stall holders and/or entertainment activities be available?  Yes  No

Stall holders and entertainment activities may include:

- Sale of clothes, jewellery, toys or arts and crafts
- Promotional displays
- Entertainment activities e.g. balloon artist, stilt walkers, roaming entertainers, etc.
- Musicians and bands
- Raffles, draws and giveaway stalls
- Petting zoos/animal farms
- Amusement rides and structures e.g. bouncy castles, climbing walls, inflatable slides, etc.
- Smoke machines, slushy makers, etc.

*If yes, please provide details of operator, contact number and type of products, service or activity.*

Licensee/Operator (Full Name)	Company/Organisation	Contact Number
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
Product/Service/Activity: <input type="text"/>		
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
Product/Service/Activity: <input type="text"/>		
3. <input type="text"/>	<input type="text"/>	<input type="text"/>
Product/Service/Activity: <input type="text"/>		
4. <input type="text"/>	<input type="text"/>	<input type="text"/>
Product/Service/Activity: <input type="text"/>		
5. <input type="text"/>	<input type="text"/>	<input type="text"/>
Product/Service/Activity: <input type="text"/>		
6. <input type="text"/>	<input type="text"/>	<input type="text"/>
Product/Service/Activity: <input type="text"/>		
7. <input type="text"/>	<input type="text"/>	<input type="text"/>
Product/Service/Activity: <input type="text"/>		

*Please submit to Shire of Exmouth Development Control Unit at least 14 working days before the event the following:*

- Copy of a current certificate of currency for each stallholder (ensure that public liability insurance of at least \$20,000,000 is arranged by the applicant).*

*Amusement rides to demonstrate compliance with AS 3553 and submit the following additional documents:*

- Copy of plant registration with WorkSafe (unless class 1 structure).*
- Copy of annual certificate of inspection. (if plant is considered as class 1 structure, please provide supporting documentation and justification to reflect this).*

## 14. UTILITIES

Type of communication systems available – PA systems/amplifier/other (please specify):

Power sources – generator/LPG/portable gas cylinders/mains power/other (please specify):

Lighting sources: Daytime event only/lighting inside building/lighting tower/stage lighting/other (please specify):

Specify the number of power sources, lighting sources and mark the location of each power source:

How will the generator(s), gas cylinder(s) and extension cords/cables be protected from public access?

Do you require electric light and/or power installation, alteration, addition at the premises?

Yes  No

If yes, will the licensed electrician be present on the day of the event?

Yes  No  NA

Please provide the electrician's contact details and the time the electrician will arrive:

Company:  Phone:

Time of arrival:  am / pm

Electrician's Name:  Mobile:

*Please submit proof of testing and tagging performed by an electrician.*

*Please submit gas safety checklists at least 10 days before the event.*

## 15. CROWD CONTROLLERS

Number of security officers:

Company providing security officers:

Number of crowd controllers:

Company providing crowd controllers:

Area of patrol and any permanent position of security officers and crowd controllers:

Copy of a current certificate of currency (ensure that public liability insurance of at least \$20,000,000 is arranged by the applicant).

If high risk event or on request, attach a crowd control plan with this application.



## 16. TRAFFIC AND PEDESTRIAN MANAGEMENT

Will traffic controllers be available?  Yes  No

Number of traffic controllers:

Company providing traffic controllers:

Pre and post event transport (e.g. availability of taxis, buses, etc.):

Please ensure you make the following arrangements:

1. Are there sufficient car parking spaces including off-road and overflow parking available?  Yes  No
2. Are there any car parking spaces for stall holders and staff available?  Yes  No
3. Is there any access for people with a disability?  Yes  No
4. Is road access and egress adequate to allow for access by emergency services?  Yes  No
5. Are the entries and exits within the facility, park, reserve or open space provided with adequate pedestrian flow and competing queues?  Yes  No
6. Are there any road closures?  Yes  No

Details of any road closures or use of roads for the event:

Copy of a current certificate of currency (ensure that public liability insurance of at least \$20,000,000 is arranged by the applicant).

If high risk event or on request, attach a traffic management plan with this application. Car parking, access and egress shall be marked on the site plan and traffic management plan.

## 17. EMERGENCY SERVICES AND ACCESS

Are the following emergency services notified or present at the event?

Police:  notified only  will be present

Fire brigade:  notified only  will be present

St John Ambulance:  notified only  will be present

Will there be any arrangements for lost or stolen property and lost children?  Yes  No

Submit copy of emergency evacuation plan at least 14 days before the event.

If high risk event, events where alcohol will be consumed or on request, attach an emergency management plan written in accordance with AS3745 with this application. Please submit at least 14 days before the event.

## 18. OTHER

Are surrounding neighbours/residents notified of the event?  Yes  No

How are the surrounding neighbours/residents notified?

*Attach a copy of notification letter to be sent to surrounding neighbours/residents.  
Please submit at least 14 days before the event.*

Commencement date of advertising:

Method of advertising (e.g. Facebook, media release, advertisement, etc.):

### Health promotion and publicity details

Sun protection/SunSmart:  Yes  No  NA

Safe and responsible drinking practices:  Yes  No  NA

Smoke free environment:  Yes  No  NA

Drug free event:  Yes  No  NA

Healthy eating options:  Yes  No  NA

Anticipated weather (rain, wind, heat, cold):

Has the event got a stop procedure in place for unexpected events such as poor weather?  Yes  No

*If yes, attach copy.*

*Please be aware once the initial application has been assessed by the Development Control Unit further information may be required from the applicant.*

## DECLARATION

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/we 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/We 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 agree that I have the authority to make this application on behalf of the abovenamed organisation.

I will ensure that appropriate liability and other insurances are in place for the activities to be conducted. I understand that the requirements specified in this Event Application Form are indicative only and non-exhaustive. As the event organiser I am responsible for complying with any other statutory requirements that exist outside of this form and payment of all fees and charges associated with the application.

Signature:

Date:

Return completed event application form to [records@exmouth.wa.gov.au](mailto:records@exmouth.wa.gov.au)

# MARQUEE REQUIREMENTS (less than 55m<sup>2</sup>)

(Health EV006)

Stall No:  Grp/Individual/Org:

This checklist identifies the elements that will require checking prior to the structure being used. If you answer no to any questions below, the temporary structure/marquee may need repairs or alterations and may not be approved to use.

		Yes	No
1.	Are anchorages adequate and holding fast?		
2.	Describe the soil type (circle type): Loose Sand/Firm Clay or Pindan/Compact Sand		
3.	Is the wall and roof bracing installed and adequately tensioned?		
4.	Are all ropes/tensioned straps in good order and correctly fastened?		
5.	Is fabric tensioned so that it is not prone to ponding?		
6.	Are the exits correctly identified and not obstructed?		
7.	Are any exposed ropes and stakes identified so they are not a hazard to the public?		
8.	Are all locking pins and bolts in place and correctly tensioned?		
9.	Are all structural supports sound?		
10.	Have all fabric tears been adequately repaired?		
11.	Is the flooring even, preventing trip hazards?		
12.	Are the walls adequately secured?		
13.	Are all the bars and legs free of breaks or bends showing 'frosting'?		
<b>FOR ROPES AND POLE TENTS</b>			
14.	Does the tent have the full complement of side uprights, anchor stakes, pulley blocks and guy ropes?		
15.	Are the hoists secure and only controlled by an authorised person?		

Person conducting check

Name:  Signature:  Date:

Please be advised that all marquees are to be regularly checked and serviced at least every 12 months. Any marquees or temporary structures > 20m<sup>2</sup> should be serviced and maintained by an appropriate service company. Marquees > 55m<sup>2</sup> must be certified by a structural engineer. Contact the Shire Environmental Health Officer for relevant form and information.

As a stall holder it is your responsibility to ensure that your marquee or shade structure is regularly maintained. By ensuring that your marquee/shade structure is well cared for will help create a safe environment for both your staff and customers.

*Please complete this checklist once your marquee has been erected and secured.*

*The form is then to be handed to the designated event coordinator for presentation to the inspecting Environmental Health Officer.*

Environmental Health Officers may request to see this checklist on inspecting your stall/marquee.

## CARING FOR YOUR MARQUEE/SHADE STRUCTURE

As a stall holder it is your responsibility to ensure that your marquee or shade structure is regularly maintained. By ensuring that your marquee/shade structure is well cared for will help create a safe environment for both your staff and customers.

The following guide shows the steps to take in servicing your marquee.

### Cleaning your Marquee/Shade Structure

**Small Stains:** Simply clean with a clean rag and any general use/mild household spray and wipe cleaning fluid.

**Stubborn Stains:** Use a mild detergent on a sponge to scrub off stubborn stains. Hose off and allow to dry completely before storing folded.

**Complete Canopy:** The canopy of your marquee should be cleaned regularly depending on frequency of use. This is best cleaned by using a soft mop and any mild household cleaning fluid such as dishwashing detergent in warm water. Do not extend the legs as this will avoid the necessity of using a ladder or extension pole. To clean a PVC canopy, warm water with a mop and hosed down works best.

**The Frame:** Wipe the frame clean of dust and dirt with a damp cloth. Oil and greasy marks can be removed with a cloth or sponge soaked in warm soapy water.

DO NOT USE SOLVENTS, OIL BASED SPRAY OR LUBRICANTS ON ANY PART OF THE STRUCTURE.

### Maintaining your Marquee/Shade Structure

**Loose Screws:** Regularly check your frame components and tighten any loose keys or screws.

**Legs:** Remove any tape from upper or lower legs. Any tape left on the legs may cause the inner and outer leg to jam and cause damage when erecting or folding.

**Bent Bars:** Sometimes a scissor bar can bend or break. If you notice any "frosting" at a bend in the bar, it is best safe practice to replace it. If any truss bar has broken, it is recommended that you do not use the marquee until it has been replaced. Truss bars, if the structure is operated correctly in normal weather conditions, will not break.

**Buttons:** If you notice that the restraining buttons are not clicking into place easily, a short spray with silicone spray will lubricate the action. If silicone spray is not available, rub the button with a piece of bath soap.

The above should be done on a regular basis and fully completed at least every 12 months.

*Please be advised for marquees >20m<sup>2</sup>, a copy of the documented service history must be available for inspection. Marquees >55m<sup>2</sup> must be of a design certified by a practicing structural engineer and a copy of current certification must be available for inspection.*



# MARQUEE REQUIREMENTS (greater than 55m<sup>2</sup>) (Health EV007)

Function/event:

Function/event date:

Structures being certified:

Description of structures and dimensions (include details of whether there will be sides to a marquee, etc.):

Manufacturer of Structure:

Maximum safe wind speed that structure can withstand in the proposed operational mode:

Details of flammability of structure and all decorations to be used:

Details of soil type at locations of marquee/structure and holding down requirements:

*This is to certify that the above information is correct and that this structure will be/has been erected in strict accordance to the manufacturer's specifications, with due consideration to the soil type and holding down requirements and is/will be suitable for its intended use.*

Name of responsible person:

Position:  Signature:

Date:  Time:

Please return the completed form to Environmental Health Services,  
Shire of Exmouth, PO Box 21, Exmouth WA 6707 OR fax to (08) 9949 3050  
OR email to [records@exmouth.wa.gov.au](mailto:records@exmouth.wa.gov.au)

# NOTIFICATION FOR FOOD STALLS AND TEMPORARY FOOD BUSINESSES

(Health FB004)

## Applicant details

Applicant name:

Name of organisation:

Address:

Charity       Community       Commercial

Postal address:

Home phone:  Work/mobile:

Fax:  Email:

## Activity/event details

Name of event/activity:

Date/s:

Location:

Proposed operating times:

Proposed area in m<sup>2</sup> to be occupied (LG property only):

Number of people working at the temporary food premise:

Names and addresses of people assisting at the temporary food premise:

Address of off-site preparation:

This stall or van is registered with  (name of local authority).

This stall or van is not registered. Registration may be required prior to approval of temporary food stalls.

**Food preparation**

Where is food being prepared/cooked?

At the event

At home, please provide details below:

Do you own a pet  Yes  No

If the answer is yes, is your pet permitted indoors?  Yes  No

Please tick the categories that best describes your food activities:

Prepare and provide food as part of a bed and breakfast or home stay

Prepare and provide food as part of a tour

Prepare cakes, biscuits or other flour products that do not contain potentially hazardous foods such as cream

Prepare and provide food as part of a family day care

Prepare and provide food as part of a community/charitable fundraising event

Cake decorating

Jams

Pickled onions

Chutneys, relishes and sauces

Repackaging confectionery products

Other (please specify):

At a registered food business:

Name of food business:

*Please provide a current Certificate of Food Business Registration.*

**Food Stall Structure**

Please indicate the stall structure:

Marquee (enclosed on 3 sides)

Trestle table (open at sides)

Food Van

Describe layout – include handwashing, servery equipment, cooking equipment, benches:

Other (please provide details):

**Food type and activities**

Detailed description of type of food and drink sold:

Describe how food will be stored and how temperature will be monitored:

If transporting food items, how will it be transported to the site?

Car       Van       Refrigerated van

Other (please describe):

Approximate travel time:

How will food items be displayed:

**Food Handling**

Have you had a food stall before?  Yes       No

Have you completed I'm Alert food safety training program?  Yes       No

*(Minimum units required: Overview, potentially hazardous foods, food handling skills & knowledge food packaging, hygiene of food handlers)*



**Public Liability Insurance (Local Government Property Only)**

The permit holder must have Public Liability insurance (minimum cover \$20,000,000) relating to the approved activity. A copy of the Public Liability Insurance certificate must be attached with this application.

**DECLARATION**

I declare that, the information contained in this application is true and correct.

Signature:  Date:

\* A fee may be payable as indicated in the Shire of Exmouth Schedule of Fees and Charges.

**OFFICE USE ONLY**

- Approved       Not Approved
- Stallholder's Permit       Trader's Permit       Temporary Food Business Permit
- Mobile Trader       Exempt under S10 FRegs Notification Only

Conditions:

**Health Officer**

Signature:  Date:

**Planning Officer**

Signature:  Date:

Application fee: \$  Receipt No.:

Waivered:  Yes  No Date:

Please return the completed form to Environmental Health Services,  
Shire of Exmouth, PO Box 21, Exmouth WA 6707 OR fax to (08) 9949 3050  
OR email to [records@exmouth.wa.gov.au](mailto:records@exmouth.wa.gov.au)

# APPLICATION FOR CERTIFICATE OF APPROVAL

*This form is a legislated form under the Health (Public Building) Regulations 1992 and is required to be submitted for the Shire to be able to issue a Certificate of Approval with a maximum occupancy for your event.*

**FORM 2  
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992**

To the Shire of Exmouth

Date:

I being the owner/agent hereby apply for a Certificate of Approval in respect of:

**Premises details**

Name of:

Lot No.:

Street:

Suburb/town:

Postcode:

Nearest cross street:

Construction/extension/alteration of which was completed on:

in accordance with your approval given on:

Signature:

Owner/Agent:

Address:

Phone:

Fax:

Please return the completed form to Environmental Health Services,  
Shire of Exmouth, PO Box 21, Exmouth WA 6707 OR fax to (08) 9949 3050  
OR email to [records@exmouth.wa.gov.au](mailto:records@exmouth.wa.gov.au)

# APPLICATION FOR CERTIFICATE OF ELECTRICAL COMPLIANCE

(Health PB002)

**FORM 5  
HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911  
HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992**

To the Shire of Exmouth

Date:

I hereby certify that the electric light and/or power – installation, alteration, addition – at the undermentioned premises has been carried out in accordance with the Health (Public Buildings) Regulations 1992.

Name & initial of occupier:

**Details of building**

Name:

Lot No.:  Street:

Suburb/town:  Postcode:

**Particulars of installation**

Describe any electrical work for which you are not responsible in these premises:

Signature of licensed electrical contractor or electrical worker authorised to sign on behalf of the electrical contractor/in-house electrical installer.

Signature:

Contractor's/in-house electrical installer's business name:

Contractor's/in-house electrical installer's registration No.:

Contractor's/in-house electrical installer's address:


Contractor's/in-house electrical installer's telephone No.:

Please return the completed form to Environmental Health Services,  
Shire of Exmouth, PO Box 21, Exmouth WA 6707 OR fax to (08) 9949 3050  
OR email to [records@exmouth.wa.gov.au](mailto:records@exmouth.wa.gov.au)



Ph: +61 8 9949 3000 | [info@exmouth.wa.gov.au](mailto:info@exmouth.wa.gov.au)

Murat Road, Exmouth WA 6707, Australia

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