

Event Application

1. Application Information

1.1. Organiser's Details

Name of Event:

Organisation:

Phone:

Responsible person:

Mobile:

Email:

Type of organisation:

Commercial

Not for Profit

Community

Postal address:

1.2. Event Details

Event start date:

Event end date:

Event start time:

Event end time:

Bump in date:

Bump out date:

Bump in time:

Bump out time:

If reoccurring over multiple dates, please specify all:

Venue:

If you would like to use a Shire facility you will need to check availability and book through:
[Event Guides and Facility Hire » Shire of Ashburton](#)

Event description including details of activities:

Maximum attendees at any given time:

Estimated attendees over entire event:

Is the event covered by Public Liability Insurance (PLI)?

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.

2. Public Health Information

2.1. Food Supply

If food is to be consumed, detail who is supplying the food:

If they are a community group and not a registered food business, supply a food handling certificate of someone overseeing the food preparation, which can be obtained here – [FREE Online Food Safety Training](#)
For registered food businesses, supply their registration certificates and food handler's certificates

2.2. Alcohol Consumption

Will alcohol be consumed at this event? Yes No

If yes, please complete and attach the [Application to Consume Alcohol on Council Property](#) if on council managed or owned land and not part of a licenced venue.

Type of alcohol consumption: BYO Supply Sale

If alcohol will be served or sold, an occasional licence may be required from the Department of Racing Gaming and Liquor along with the Shire's consumption of alcohol on council property.

2.3. Toilet Facilities

Proposed temporary or portable toilets:

Type	Male WC	Male urinal	Male hand basin	Female WC	Female hand basin	Accessible toilet	Unisex
Number							

Permanent toilets (existing on the event ground):

Type	Male WC	Male urinal	Male hand basin	Female WC	Female hand basin	Accessible toilet	Unisex
Number							

2.4. Fire Safety

I have read the Fire Safety guidelines in the [Public Events Guide](#) and will put all the required measurements in place. Yes No

2.5. Noise					
Will there be amplified music?	Yes	No	Will it be after 7pm?	Yes	No
Type of amplified music:	Live band	Commentary	Other:		
Will an exemption for noise regulations be required?			Yes	No	
<p>If there is amplified noise after 7pm, an Application for Approval as a Non-Complying Event will be required.</p> <p>Please note noise from 'agricultural shows, fairs, fetes, exhibitions and alike' is 'exempt noise' and does not require a non-conforming noise event permit.</p>					
2.6. Temporary Structures					
Will there be any marquees, tents, or other temporary structures?				Yes	No
Details of structures including type and size:					
<p>For structures over 55m² attach the manufacturer's structural design certification and calculations and state who will be erecting below.</p> <p>Organisation: _____ Date and time of erection: _____</p>					
2.7. Electrical Compliance					
Power sources – generator/LPG/portable gas cylinder/mains power:					
If the event is after dusk are their provisions for adequate lighting?				Yes	No
How will the generator(s), gas cylinder(s) and extension cords/cables be protected from public access?					
Do you require electric installations, alterations, or additions at the premise?				Yes	No
If yes, provide the electricians details and time of installation:					
Electrician:		Mobile:		Date and time:	
Please have the electrician fill in Application for Certificate of Electrical Compliance and submit after works have been completed.					
2.8. Commercial Amusements					
If there are any commercial amusements, please see Amusement Rides section of the Public Events Guide and attach any relevant documents.					
Commercial Operator:					
List amusements:					

3. Community safety		
3.1. Risk mitigation & Emergency Management		
<p>If your event is expected to have more than 1,000 guests at any one time you will be required to submit a Risk Management Plan and Emergency Management Plan. Please see Public Events Guide for more details.</p> <p>If you are hiring a Shire facility, please make yourself familiar with the evacuation plans for that building and locations of exits.</p>		
3.2. Medical Services		
Number of first aid attendants who will be present the entire event duration:		
Will there be an organisation providing a first aid post?	Yes	No
Name of organisation?		
Please attach a copy of all first aid certificates and a site plan with first aid locations if applicable.		
3.3. Security and Crowd Control		
Crowd control and or security guards may be required for high-risk events, see the crowd control section in the guide for more details.		
Company providing Security officers:	How many?	
Company providing crowd controllers:	How many?	
Please provide any permanent position of these officers in the site plan.		
3.4. Fireworks, pyrotechnics, or laser		
Will fireworks, pyrotechnics or laser approval be required?	Yes	No
If yes, a permit will be required from the Department of Mines and Petroleum.		

4. Infrastructure works		
4.1. 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
Will you need to have access to any of the following: power, toilets, change rooms? If yes, please contact facilities@ashburton.wa.gov.au to arrange.	Yes	No
4.2. Traffic and Pedestrian Management		
Are there sufficient car parking spaces including offroad and overflow parking?	Yes	No
Is road access and egress adequate to allow for access by emergency services?	Yes	No
If the event has >1000 attendees or has a road closure, you require a traffic management plan along with details on the site plan. See the Traffic Management section in the guide for more information.		
Are there any road closures?	Yes	No
Will there be traffic controllers?	Yes	No
Company:	Number of controllers:	
4.3. Waste Management		
Do you require additional rubbish bins (refer to guide for requirements)?	Yes	No
If yes and you wish to hire Shire bins, please contact wasteservices@ashburton.wa.gov.au to arrange.		

Event Declaration

I _____ as the event organiser applying for approval to host an event in the Shire of Ashburton 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 Ashburton's conditions of approval.

I will indemnify the Shire of Ashburton 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 to be presented to the Shire of Ashburton 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.

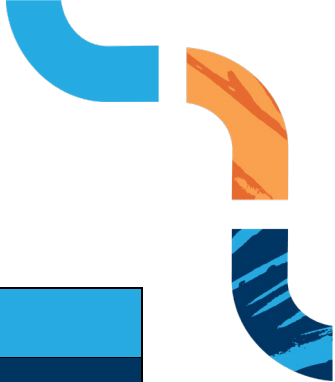
Applicant Signature:

Date:

Submission of Application Details

- You may not proceed with your event without written consent being issued by the Shire of Ashburton 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 to obtain Council approval

Your completed application and supporting documents need to be submitted to events@ashburton.wa.gov.au for evaluation.



Supporting Documents Checklist
Required for all events
Current Public Liability insurance >\$20,000,000
Risk Management Assessment
Possibly required
Food Handlers certificates and or food business registration certificate
Site plan depicting key items such as parking, first aid and key infrastructure
First aid certificates
Amusement documents as per guide
Traffic Management Plan as per guide
Required for events with >1000 guests
Risk Management Plan
Emergency Management Plan
Traffic Management Plan