

An appointment is required for all applications:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Shire Representative: \_\_\_\_\_

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## Shire oZCollie

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Shire of  
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# Small Events Application Package

Applicant/Organisation

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Contact Person

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Event Name

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Date of Event

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Address

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Phone

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Mobile

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Email

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This form is for applicants wishing to operate SMALL EVENTS in the Shire of Collie. This form is for small events that do not obstruct everyday activity within the Shire, such as sporting activities, markets, weddings and parties.

On completion of this form you will be required to lodge it with the Shire and organise an appointment. This application may be subject to conditions of approval. On approval, the Shire of Collie will outline the responsibilities of the applicant and the responsibilities of the Shire.

**IMPORTANT. This application may not be considered without proof of Public Liability Insurance attached (some activities may require public liability insurance. If unsure if required, please contact the Shire of Collie).**

## **APPLICATION PROCEDURE**

1. Complete Application Form and Site Plan in this package.
2. Complete Event Approval Checklist to identify what approvals and insurances are required. Obtain the necessary approvals (or at least lodge the application forms) in accordance with the guidance provided in the Event Approval Checklist.
3. Ensure the event has Public Liability Insurance. Proof of this will be necessary in obtaining Shire event approval. Upon lodgment, please be aware if you have animals as part of your event your insurance policy must cover incidents involving animals.
4. Make an appointment with Shire staff to review the Event Application Form, Site Plan, Event Approval Checklist and any additional information required.

### **Please Note:**

You may not proceed with advertising the event until written confirmation of approval has been received from the Shire of Collie, which may take between 3 to 4 weeks depending on the scale and size of the event.

Any special conditions applicable to the event will be outlined in a confirmation letter or e-mail. It is the applicant's responsibility to adhere to all conditions and to remain in regular contact with the relevant departments until necessary approvals are obtained.

Applications and approvals for an event are not transferable. Therefore, the organiser cannot transfer council approval for an event to an alternative venue, date or time, without the Shire's further written approval.

## EVENT DETAILS

1. Duration of the Event: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

Setting up time required: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

Dismantling time required: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

If you are holding a number of events, please attach details for each event.

2. Venues or locations:

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3. Event description and purpose: (e.g. fair, exhibition, concert, wedding, fundraiser etc.)

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4. Maximum number of people expected at any given time:

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5. Anticipated number of people for the entire event:

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6. Will the general public be invited to attend? Yes / No – invitation or members only.

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7. Have you organised this type of event in the past? Yes / No

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If yes, please provide event names, dates and locations:

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8. Will the event have onsite camping or caravans? Yes / No

If Yes, please provide details:

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9. Will the event include amplified voices, performance or other noise? Yes / No

If Yes, please provide details:

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10. Will alcohol be available or consumed during this event, including BYO? Yes / No

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**If Yes, you must obtain the appropriate liquor licence through the Department of Racing, Gaming and Liquor. Proof of licence or exemption is required with application submission. Application forms and further information can be found on the department website ([www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)) or by contacting (08) 9425 1888. Please note, fees will apply.**

11. Will food be provided or on sale? Yes / No

If Yes, all food sellers at the event must be registered as a 'Food Business' with their local government authority.

12. Will any other goods or services be available for purchase at the event? Yes / No

If Yes, please provide details:

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13. Will there be any live animals at the event? Yes / No

If Yes, please provide details and evidence of appropriate insurance:

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14. Please provide details of any equipment and /or structures you will be bringing to the event. E.g. PA system, banners and advertisements, temporary fencing, tables, seating, lighting, tents, marquees, stages.

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Please note, all bouncy castles/amusement structures/rides must have log books and certificates of maintenance available.

## EVENT FACILITIES

Please indicate any intended usage of existing shire facilities. Please note that depending on the demands of the event the applicant may be required to provide additional facilities.

Please provide details of intended use of power, water, toilets, BBQ's etc. (Please indicate if supplying own or using Shire provided facilities).

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Would you like to advertise the event on the Shire operated website or Facebook page? Yes / No. If yes, please provide a flyer or event link with this application.

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Have you or your organisation at any time received a grant from the Shire of Collie? Yes / No

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**IMPORTANT. A risk management plan is required for all events that receive funding from the Shire of Collie**

**Please note, the Shire of Collie encourages minimising the use of all single use plastics. Please endeavor to minimise the use of single use plastics at your event. The Shire of Collie may be able to provide red cycle, organics and recycling bins upon request.**

Please specify requirements from the Shire of Collie eg. Access to power, number of extra bins etc.

Please note: some services may incur a fee.

## SAFETY ASSESSMENT

The Shire of Collie needs to be satisfied you have considered any risks the event may pose to the health and safety of any person in attendance or nearby.

Please assess each safety concern in relation to the proposed event. Indicate whether this is a concern of the proposed event and provide details of measures that will be taken to best manage each safety concern.

Safety Concern	Assessment of concern YES / NO	Details
First aid kits have been checked and appropriately stocked.		
Persons with first aid qualifications will be present at the event.		
The likelihood of antisocial behavior or intoxication has been assessed and the need for security personnel has been considered.		
If applicable, security staff have been employed.		
Fire hazards have been identified and all reasonable steps have been taken to reduce the risk of fire.		
Fire extinguishers & blankets have been organised.		
All food vendors* are registered as food businesses with their relevant local government authority (*food for sale)		
Potential safety hazards have been identified and strategies have been implemented to minimise risk.  (inc. electrical, tripping, noise, dust, chemicals, machinery, burns, traffic, broken glass, unsafe structures)		
The contact details of police, fire services, SES and any other relevant emergency services are available in case of an emergency.		

Further questions regarding safety information for the event will be discussed at an interview, if required.

## EVENT APPROVAL CHECKLIST

The following checklist identifies the approvals and completed forms that may be required for the proposed event.

Please select the activities / requirements of the event in the checklist below.

Please ensure responsibilities of the applicant identified are completed and if applicable, proof attached with this application. If unsure, requirements and approvals will be discussed at application interview.

Activity / requirement	Yes /No	Responsibility of applicant	Corresponding Shire approval / responsibility
Hire of Shire reserve, hall, oval, park.		To be marked clearly on site plan.	Approval from Shire Technical Services department.
Parking for event patrons required.		To be marked clearly on site plan.	Approval from Shire Technical Services department.
Marquees, tents or other structures that require pegs in the ground.		Must be marked clearly on site plan and marked out on site visit with Shire representatives guidance.	Approval from Shire Technical Services department.  Mark out on site visit.
Toilet facilities.		Male and female toilets to be available.  Applicant may be required to provide additional portable toilets if existing infrastructure is insufficient for event attendance.	Approval from Shire Building Services department.  Approval from Shire Environmental Health Officer.
Additional bins/ rubbish collection arrangements.  Please answer yes if event waste requirements will exceed established capacity.		Additional bins or outside business hours collection to be requested (may incur additional fees).	Approval from Shire Technical Services department.

<b>Activity / requirement</b>	<b>Yes /No</b>	<b>Responsibility of applicant</b>	<b>Corresponding Shire approval / responsibility</b>
Roads to be used or part road closure Proposed.		Road closures to be marked clearly on site plan and addressed in risk management plan.	Approval from Shire Technical Services department.  Application for road closures.
Usual flow of traffic disrupted.		To be marked clearly on site plan and addressed in risk management plan.	Approval from Shire Technical Services department.  Traffic management plan to be developed.
Access to Shire water supply.		Some events may be required to supply additional adequate drinking water.	Approval from Shire Environmental Health Officer.
Serving or sale of alcohol likely.		Approval required from Department of Racing, Gaming and Liquor.  *See question 8 in EVENT DETAILS.	Approval from Shire Environmental Health Officer.
Noise from vehicles, music or PA systems likely to be created.		Neighboring residents consulted at least seven days prior to the event, speaker / performer orientation considered.	Approval from Shire Environmental Health Officer.
Food to be prepared served or sold.		Access and comply with guidelines from Food Standards Australia.  Provide copies of food business certificates for all food vendors.	Approval from Shire Environmental Health Officer.
Sale of any food goods, wares, or merchandise.		Must lodge trading in public places application.  <a href="http://www.collie.wa.gov.au/services/event-planning/">www.collie.wa.gov.au/services/event-planning/</a>	Approval from Shire Planner.



Activity / requirement	Yes /No	Responsibility of applicant	Corresponding Shire approval / responsibility
Temporary advertising signage to be erected.		To be marked clearly on site plan and addressed in risk management plan.  For signs on a main road, applications must seek Main Roads WA approval.	Approval from Shire Planner.  Approval from Shire Technical Services department
Generators, electrical installations or equipment requiring electricity required		To be marked clearly on site plan and addressed in risk management plan.  Electrical contractor required to assess electrical compliance.  Electrical appliances to be tagged & proof to be attached to application form.  Power access been discussed with property manager if applicable.	Approval from Shire Manager of Building Services.

## SITE PLAN

A detailed layout of the event may be required with this application. Please be clear and precise and use an existing map or photograph of the site where possible.

If none of the below apply to your event but you are using a section of public land, please ensure the area of intended use is indicated E.g. North East area of parkland close to Gazebo.

**It is important that any structures that will be piercing the ground (tents, marquees etc.) be marked clearly on the site plan as arrangements will need to be made for the reticulation to be marked or weights and sandbags to be used.**

Please ensure the following is indicated on the map (if applicable).

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| <input type="checkbox"/> Marquees, stages, temporary structures        | <input type="checkbox"/> First Aid                             |
| <input type="checkbox"/> Food stalls / vans                            | <input type="checkbox"/> Sales or consumption of alcohol areas |
| <input type="checkbox"/> Electricity cables, generators, lighting rigs | <input type="checkbox"/> Camping and caravan sites             |
| <input type="checkbox"/> Portable toilet facilities                    | <input type="checkbox"/> Seating                               |
| <input type="checkbox"/> Fenced off areas                              | <input type="checkbox"/> Parking and vehicle areas             |
|  | <input type="checkbox"/> Animals                               |
|  | <input type="checkbox"/> Emergency exits                       |
|  | <input type="checkbox"/> Vehicle access (include street names) |

## Acknowledgement

I, as the event organiser, applying for approval to host an event in the Shire of Collie, 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 hire period and will ensure compliance with the Shire's conditions of hire and local laws.

I will 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 willful actions.

I understand that I am responsible for any damage caused to Shire property during this event. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Event Application Package 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 and that as the event organiser I am responsible.

Signature

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Name

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Date

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On behalf of (organisation name)