

Application for temporary event on Shire property – Fearn Ave Precinct



October 2023

Environmental Health - Events

1. Applicant details	
Applicant name	
Event organiser	
Postal address	
Email	
Phone	
On-site contact name Phone	
Organisation type	<input type="checkbox"/> Not for profit <input type="checkbox"/> Private/public company <input type="checkbox"/> Government body <input type="checkbox"/> Other

2. Event details	
Event name	
Location	
Event date/s	
Start time Finish time	
Setup date Start time	
Clean up date completion time	
Estimated attendance for event (total)	
Maximum number of people at any given time	

APPLICATION FOR TEMPORARY EVENT ON SHIRE PROPERTY – FEARN AVE PRECINCT

3. Description of the event

Briefly describe the event and its purpose including schedule of activities

4. Food

Will food be sold or served at the event?

- no → **proceed to item 5**
- yes, sold → complete food vendor details form
- yes, served → provide details (of food to be served and service provider)

Any business or group selling or serving food and beverages at your event must have a *Food Act 2008* Food Business Certificate of Registration or Verification of Notification Certificate

5. Electrical installations

Will electrical equipment be used?

- no → **proceed to item 6**
- yes → provide details of equipment to be used (including generators)

yes → Form 5 certificate of electrical compliance to be completed by a licensed electrical contractor and provided to the Shire prior to the start time of the event

Do you require use of Shire power outlets?

- yes → cost of power will be charged to the event organiser
- no

6. Toilets

Provide details of arrangements made for monitoring of the Fearn Ave public toilets.

Do you require additional cleaning services by Shire contractors?

- yes → cost of extra cleaning by contractors will be charged to the event organiser
- no

7. Waste management

Have you reviewed the type and amount of waste that will be generated by the event activities?

Provide details

Will additional bins be provided at the event?

no → **proceed to item 8**

yes → provide details

general waste	
recycling	
FOGO	
Containers for change	

Do you wish to use the Shire's event bin service?

no

yes → complete requested delivery and collection details below

Delivery date		Collection date	
Delivery time		Collection time	

Do you have signage for bins to indicate type of waste? yes no

Do you require use of Shire bin toppers? yes no

8. Temporary structures

Will temporary structures or fencing be used at the event?

no → **proceed to item 9**

yes → provide details below and on event site plan

Provide details of the structures, e.g., marquees, shade tents, stage, etc

Do you have any structures greater than 20m²?

no

yes → complete temporary structure notification form

9. Noise

Will amplified sound be used at the event?

no → **proceed to item 10**

yes → provide details below

If applicable, provide detail of amplified sound at event, e.g., type of sound, position of speakers, times of amplified sound

Will you notify the community of the event, so they are aware of potential noise impacts?

yes → attach a copy of the correspondence and map showing the properties notified

no

10. Commercial traders

Will there be commercial traders (other than food) at the event?

- yes → attach list of commercial traders and activities
 no

11. First aid and medical services

Details of first aid equipment and first aiders on site

12. Risk management

Does the event have a risk management plan or operational plan?

- yes → provide a copy of the relevant plans
 no

13. Promotion and signage

How will you raise awareness of the event and communicate potential disruptions to the community?

Have you included details of any accessible and inclusive features of the event in your promotions?

- no
 yes

Do you wish to promote your event with banners at Shire approved locations?

- yes → complete community banner application
 no

Will there be any onsite banners or signs?

- no
 yes → provide details (sign type and location)

Will there be any directional signage?

- yes → provide details of signage and a map of locations
 no

Declaration

I declare that all information supplied in this application is true and correct and I am authorised to sign on behalf of the organisation/company.

I accept responsibility for ensuring compliance with the Local Laws and conditions pertaining to use of Shire of Augusta Margaret River property on behalf of the aforementioned organisation.

Name	Position
Signature	Date

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Attachment checklist		
	Complete	Not applicable
Site plan		
Floor plans for any buildings / marquees		
Private landowner / occupier consent		
Risk management plan		
Emergency evacuation plan		
Commercial trader list		
Food vendor details form		
Temporary structure notification form		
Details of stakeholder consultation		
Details of community consultation		
Certificate of Currency (Public Liability Insurance)		

Please submit application at least 6 weeks prior to the event

Submit your application		
 In person Customer Service Shire Civic Administration Centre 41 Wallcliffe Road Margaret River	 Email to the events officer events@amrshire.wa.gov.au	 Post Shire of Augusta Margaret River PO Box 61 Margaret River WA 6285