

Fact Sheet: Event Application requirements and advice



July 2017

Environmental Health Services

The following information is provided to assist individuals and groups who are planning and organising events and activities within the Shire of Augusta Margaret River. Our desired outcome is that events are both safe and successful for the community and visitors to enjoy.

Do I need a permit or approval?

If the event is to be held on a park, reserve or foreshore that is vested with the Shire, a permit must be obtained. Public events that are held on private property such as celebrations, concerts or markets at wineries also require approvals from the Shire.

Activities held solely within Shire halls may not require event permits, public gatherings, functions and activities are permitted when conducted within the venue's maximum capacity. Depending on the nature and scale of the activity, other approvals such as a variation to capacity, permit to consume alcohol or Trading in a Public Place permit may be required.

A Planning Approval may be required for events depending on the location and the duration of the event. Large events on private land are generally not supported unless the proposed event complies with the land use zone requirements and a Planning Approval has been issued for the event, or if the Shire determines that the event is exempt from the need for Planning Approval.

It is an offence to operate an event without a valid licence, permit or approval. Both Local Government and Police are empowered to close events that do not comply with the conditions of permits and approvals issued by the Shire of Augusta Margaret River.

Lodging an application

Events vary in size, nature and complexity and will therefore require different application forms and varying degrees of additional information for approvals. It is recommended that all event organisers contact the Shire prior to lodging an application to discuss the proposed event and obtain guidance for the application process. Shire's Events Officer will forward an appropriate application package. At this time you may also be advised if an application for Planning Approval is necessary.

The following event application packages are available;

- Application for a Public Event on Private Property
- Application for a Public Event on Shire Property
- Application for Wedding or Private Ceremony on Shire Property

Any or all of the following information may be required:

- Detailed Site Plan and Floor Plan
- Risk Management Plan
- Traffic Management Plan
- Public Building Approval/Variation application
- Temporary Food Premise or provision of food details
- Approvals from external agencies (Department of Racing Gaming and Liquor, Department of Parks and Wildlife, Department of Transport, Main Roads, etc)

A detailed list of required information is supplied with each application package.

Once you have discussed your application with the Events Officer you will be advised of application lodgment timeframe. Applications relating to small scale or non-complex events must be submitted to the Shire at least 6 weeks PRIOR to the event. For larger and more complex events a minimum of 3 months PRIOR to the event is a requirement. Early applications are appreciated.

Planning Applications relating to events must be submitted at least 3 months PRIOR to the event.

Note: Planning Applications may need to be advertised to surrounding landowners or the wider community depending on the potential impact of the use and the approval of the elected Council may be required.

What is the application process?

When reviewing your application the Shire will consider the likely impacts on residents and the wider community, taking into account capacity of the proposed area, community safety, noise or nuisance, alcohol consumption, number of patrons and any additional factors. When assessing proposed events the Shire is guided by regulations and policies which include the following:

- *Health (Miscellaneous Provisions) Act 1911*
- *Health (Public Building) Regulations 1992*
- *Building Code of Australia*
- *Electricity (Licensing) Regulations 1991*
- *Environmental Protection (Noise) Regulations 1997*
- *Food Act 2008*
- *Australia New Zealand Food Standards*
- *Road Traffic Act 1974*
- *Shire Policies PE 44 Events Assessment Policy & PE 13 Surfing Policy*
- *Local Laws (Local Government Property Local Law 2013 and Activities in Thoroughfares & Trading in Public Places 2010)*
- *Guidelines for Concerts Events and Mass Gatherings (Department of Health 2009)*

Initial review of your application will determine if all relevant information has been provided. Applicants will be contacted to provide any missing or additional supporting documentation required to proceed with assessing your application. A thorough review of your application will be undertaken once all the required information has been submitted by the event organiser.

Feedback on your application will be sought from relevant internal stakeholders, this may include the following areas; Rangers, Infrastructure Services, Parks and Gardens, Works, Environment and Recreation Centre. These officers will advise compliance with relevant legislation, in addition they may request permit conditions or advise any additional requirements the event organiser will need to address.

Event permits and approvals issued by the Shire will include conditions relating to public health and safety, environmental protection and the fees payable to the Shire. The event organiser is required to read the conditions and sign acknowledgment of these conditions in order for the event to proceed.

In most cases an authorised Shire Officer will visit your event whilst the event is in operation. Additionally large scale events will require a pre event inspection to ensure public safety and compliance conditions are being met. The event organiser will be contacted to arrange a suitable time for this inspection prior to the officer attending.

What fees are payable?

Once your application has been finalised you will receive an invoice for any permits and approvals along with any other additional charges for conducting your event (power, cleaning, line marking, etc). If your event is on Shire Property a bond may also be payable prior to the event if requested.

In some cases, Shire may waive a percentage of fees associated with events. Restrictions apply and fees are required to be paid up front. If a waiver is approved 50% of the fee will be refunded. For information please refer to *Waiver of Fees and Charges Guidelines and Application form*.

Frequently requested information

First Aid

Event organisers should provide first aid facilities irrespective of the size of the event or expected patronage. Every event should have at least one qualified first aid officer who is dedicated to this role and is present for the duration of the event. This person can be a certified volunteer. Appropriate signage should indicate the location of available first aid.

Larger or high risk events may be required to supply a medical plan. These events may need to provide onsite Doctors in addition to first aid posts / onsite ambulance.

Department of Health Notification

In order to adequately allocate resources for unexpected medical emergencies which may occur as a result of public events, the State Health Department requires notification of all events being held within the Shire of Augusta Margaret River. The Shire will forward details of your event and onsite First Aid provisions to Margaret River and Augusta Hospitals.

Should your event be considered high risk in terms of activity or attendance numbers you will need to register your event on the Events Calendar on Department of Health website;

http://www.public.health.wa.gov.au/3/1468/2/events_registration_and_calendar_pm

Margaret River and Augusta Police

Local Police should in most cases be notified regarding the details of your event, in particular where roads are to be used, alcohol sold or a large number of attendees/participants are anticipated.

Emergency Services

Event organisers are encouraged to contact emergency services located within the Shire regarding the details of their event. Ambulance, Emergency Fire and Rescue, Local Bushfire Brigades and SES benefit from knowing the location and potential impacts of all events. This may include having appropriate vehicles and volunteers on standby should the need arise.

Access and Amenities for Disabled Persons

It is important that people with disabilities have the same opportunities as other community members to access and participate in public meetings, functions and events. A guiding document called *Creating Accessible Events* is available from the Government of Western Australia's Disability Services Commission. The Shire is also happy to provide you with a copy.

Note: Where temporary amenities are to be imported for the event, the Event Organiser must provide access and appropriate toilet facilities for disabled persons.

Insurance

Events on Shire property must be insured for:

- Public Liability (at least \$10,000,000 in respect of any one occurrence and for an unlimited number of claims)
- Workers Compensation or Personal Accident Insurance Cover (where required by law) for all employees, subcontractors or volunteers engaged by the Event Organiser
- Property Insurance for goods/property/plant/equipment owned by the Organiser that require insurance for damage or theft

Shire's Casual Hirers Insurance policy covers private individuals and groups for activities such as Wedding ceremonies, parties and private meetings.

Shire's Casual Hirers Insurance policy does not cover (regardless of type of use of facilities) Incorporated Bodies, Sporting Clubs, Associations and meetings for organisations such as Weight Watchers, Ratepayer Associations, etc. These types of organisations must purchase Public Liability Insurance. Shire's insurer offers reduced rates for community events held on Shire land. Please visit www.localcommunityinsurance.com.au for more details. *Local Community Insurance* may also be contacted on free call number: 1300 853 800

Risk Management

A Risk Management Plan is an invaluable tool for organisers planning a safe event. Most event applications are required by the Shire to include a Risk Management Plan. The Shire provides guidelines to help event organisers to construct a Risk Management Plan that conforms to Australian Standards.

Events on Roads and Traffic Management

Applicants who wish to hold events on roads must address traffic management and safety issues. In most cases a Traffic Management Plan prepared by an accredited person will be required. Plans must then be reviewed by Local Government, Police and also reviewed and approved by Main Roads WA where appropriate. Please contact the Shire to discuss the traffic management requirements of your event.

Temporary Buildings at Events

Any temporary structure installed onsite (including marquees, stages and movie screens) which is greater than 20m² in area will require details be submitted on a temporary structure notification form. Structures larger than 55m² will be required to complete the notification form, submit structural drawings and submit a certificate of structural certification provided by a practising structural engineer who has conducted an onsite inspection of the structure. All temporary structures regardless of size are to be noted on the event site plan.

Temporary Food Premises

All food vendors/caterers proposing to trade/serve food at events must be registered as a Food Business with their Local Government Authority who will provide them with a risk rating and registration certificate. Community or Charity groups are required to "Notify" their Local Government Authority and will receive a "Verification of Notification" certificate. Certificates should be provided to event organisers and be available for inspection onsite at the event.

Event organisers are required to advise the Shire who will be selling or serving food at their event via the "food vendor details form". All food Vendors must comply with the *Food Act 2008* and *Australia New Zealand Food Standards*. A Shire Environmental Health Officer may inspect vendors/caterers onsite at the event.

Please refer to Shire's *Temporary Food Premises information sheet* for additional information relating to requirements.

Alcohol

If alcohol is to be consumed at an event on Shire property, prior approval / permit may need to be obtained from the Shire. Please contact Shire's Events Officer to request an Application for a Permit to Consume Alcohol on Shire Property. (This form will be included in your "Event Application Package" if required)

If alcohol is to be sold at an event, further approval must be obtained from the Department of Racing, Gaming and Liquor. Most applications are now required to be lodged online well in advance of the event date. The event must have an "Approved Manger" onsite at all times. Licence exemptions may apply for some small scale events of a short duration. An information sheet relating to exemptions is available from the Shire.

Waste Management

Event organisers are to ensure adequate arrangements are in place for collection and removal of all litter generated as a result of their event. Shire property is to be kept left litter free at all times. It should not be assumed bins provided by the Shire on Reserves may be solely utilized to cater for litter generated by an event. The event organizer is responsible for providing additional bins and waste collection for events on Shire Reserves.

Please contact Shire's Environmental Health Services or refer to "Guidelines for concerts, events and organised gatherings" for additional detailed information on requirements for events.

http://ww2.health.wa.gov.au/~/_/media/Files/Corporate/general%20documents/Environmental%20health/Concerts%20and%20Mass%20Gathering%20Guidelines.ashx

Shire of Augusta Margaret River Department Contacts

Environmental Health Services – Catherine Gardiner (Event Application Packages)	9780 5266
Sports & Recreation (Oval and Rec Centre Bookings)	9780 5620
Infrastructure Services –Bronwyn Granville (Banner Space Bookings)	9780 5280
Community Development – Hannah Waters (Fee Waivers/Shire Contributions)	9780 5233
Shire funding – Christina Smith/Amanda Russell	9780 5209

External Agencies and Departments

Dept of Parks and Wildlife (Busselton) www.dpaw.wa.gov.au	9752 5555
Dept of Fire and Emergency Services (DFES) www.dfes.wa.gov.au	
Dept of Health www.health.wa.gov.au	
Dept of Mines and Petroleum (Fireworks permits) www.dmp.wa.gov.au	
Dept of Lands www.lands.wa.gov.au	1800 734 735 (Free call for country WA)
Dept of Racing Gaming and Liquor www.rgl.wa.gov.au	9425 1888
Dept of Transport www.transporti.wa.gov.au	
Disability Services Commission www.disability.wa.gov.au	1800 998 214 (Free call for country WA)
Main Roads WA www.mainroads.wa.gov.au	138 138
Police www.police.wa.gov.au	9757 2222 (Margaret River Police Station)
Smart Events www.smartevents.com.au <i>Smart Events is a government funded festivals and events organisation in the South West, who provides support, advice and equipment for volunteers in the South West involved in the organisation and management of community festivals and events.</i>	9791 3214
Volunteering WA www.volunteeringwa.org.au	9482 4333

Funding Assistance

Events Corp

www.tourism.wa.gov.au/Industry/Sponsorship/Pages/Events-Funding.aspx

South West Development Commission

www.swdc.wa.gov.au

Lotterywest

www.lotterywest.wa.gov.au

Healthway

www.healthway.wa.gov.au

Department of Sport and Recreation

www.dsr.wa.gov.au

Department of Culture and the Arts

www.dca.wa.gov.au

Office of Multicultural Interests

www.omi.wa.gov.au