



Special Event Application



A step by step guide to plan a successful event in the Shire of Boddington

Attention: Community Development
shire@boddington.wa.gov.au

Name of Contact Person			
Name of Organisation			
Phone Number			
Email Address			
Postal Address			
Applicant Signature		Date	

GENERAL INFORMATION

Do I need to complete a Special Event Application?

A Special Event Application will be required if you answer yes to any of the following:

- The event will be held on Shire of Boddington land, or in a Shire-managed venue.
- The event is open to the public.
- The event will attract over 500 people.
- The Shire has determined, at its discretion, that the event requires an application.

About the Special Event Application

The Special Event Application simplifies your event planning process to obtain approval. It provides you with the necessary information to ensure your event is a success. Only those sections relevant to your event are required to be completed.

Once you submit a Special Event Application you will be contacted in order to discuss various aspects of your event. Once the Application and Risk Management Plan (if applicable) is assessed, you will be issued with a letter of conditional event approval. This approval will contain specific conditions relevant to your event, which will need to be adhered to at all times.

Please note the Special Event Application is intended as a guide to the Shire of Boddington's requirements and is subject to amendment. There may be other requirements the Shire may not be aware of that may be relevant to your event. It is important to ensure you are satisfied no other permits or licenses are required.

Application and approval for an event are not transferrable; that is, the organiser cannot transfer approval from the Shire for the event to an alternative venue, date or time without the Shire's written consent.

Community Development and Environmental Health staff are available to provide advice, alternatives and resolve general enquiries about your event. You're welcome and encouraged to ask questions throughout the event planning process.

Key Dates

To ensure sufficient lead up time, it is recommended the Special Event Application is returned 12 weeks prior to the event. The Application and Approval Procedure is overleaf.

Application and Approval Procedure

- ☐ **Step 1** Read the Special Event Application Form.
- ☐ **Step 2** For new events contact the Community Development team to discuss your impending application and ascertain any specific requirements.
- ☐ **Step 3** Complete the Special Event Application Form and submit to the Shire of Boddington. Please ensure a 12 week lead-up time for large events, or an 8 week lead-up time for small and medium events. The initial supporting documents required include:

- Special Event Application
- Facility Hire Form (if applicable)
- Copy of Public Liability Insurance
- Copy of Certificate of Incorporation
- Copy of Risk Management Plan
- Copy of Emergency Management Plan

Applications can be submitted via email, post or in-person:

Shire of Boddington
39 Bannister Road, Boddington WA 6390
shire@boddington.wa.gov.au

- ☐ **Step 4** Shire of Boddington staff will make contact with the event organiser about any additional requirements, or feedback. Medium-high risk events will require liaison with the Environmental Health Officer.
- ☐ **Step 5** Submit your Special Event Application.
- ☐ **Step 6** Await a letter of conditional event approval. Depending on the nature and scale of your event this may take three-four weeks. The approval will contain specific conditions relevant to your event, which will need to be adhered to at all times. The event cannot be advertised until the letter of conditional event approval is received.
- ☐ **Step 7** The Environmental Health Officer will make contact with the event organiser to arrange an inspection prior to the event.

SPECIAL EVENTS APPLICATION FORM

Event Details

Title of Event

Bump In Date and Time

Actual Event Date and Time

Bump Out Date and Time

Event Description

Purpose of Event

Website/Social Media URL

Venue Details

Proposed Venue

Venue Start and Finish Time

If applicable, has permission been granted from the private land owner?

☐ Yes ☐ No ☐ Not Applicable

If yes, provide written permission from the land owner.

Event Patronage

Number of people

Certificate of Incorporation

Certificate of Incorporation Registration Number

Certificate of Incorporation attached ☐ Yes ☐ No

Insurance

All insurances are the responsibility of the event organiser. As the event organiser you must arrange for Public Liability Insurance to the value of at least \$10 million. This is to protect the organiser and patrons. If you do not have this level of insurance, please contact the Shire to discuss options that may be available.

Name of Insurer

Policy Number

Expiry Date

Risk Management Plan

The type of Risk Management Plan to submit will depend on the expected attendance

☐ If expected number of patrons will be less than 5000, submit the Risk Management Plan Template that is compliant with Risk Management Guidelines set out by the Insurance Commission WA.

☐ If expected number of patrons will exceed 5000, submit a Risk Management Plan that complies with ISO:31000

Has a Risk Management Plan been provided with this application? ☐ Yes ☐ No

Temporary Structures

Event organisers are to provide the relevant documentation for all public building structures such as tents, marquees and stages to later than two (2) weeks prior to the event.

Will a fenced off area or enclosure be utilised at the event? ☐ Yes ☐ No

Will any marquees, stages or tents be utilised at the event? ☐ Yes ☐ No

If yes, how many and what sizes?

If yes, have you submitted a copy of Structural Certification and Form 2 'Certificate of Approval' for marquees, stages or tents over 5x5m²? ☐ Yes ☐ No

Will you be ground marking or using stakes/pickets to erect structures? ☐ Yes ☐ No

If yes, have you indicated this on the Site Plan? ☐ Yes ☐ No

Access and Inclusion

Is there disability access at your event? ☐ Yes ☐ No

You must ensure that all arrangement you make, including emergency procedures, meet the needs of people with disabilities. For more information visit the Creating Accessible Event Guidelines on the Department of Communities' website:

http://www.disability.wa.gov.au/understanding-disability1/understanding-disability/accessibility/services_events/

Traffic Management and Parking

What contingencies are in place for patrons to access the event?

E.g. Availability of parking

Will your event require a full or partial road closure? ☐ Yes ☐ No

If yes, provide the traffic management plan submission in accordance with the Main Road Traffic Management for Events Code of Practice. For more information visit the Main Roads website:

<https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Pages/TrafficManagement.aspx>

Will parking disrupt nearby residents? ☐ Yes ☐ No

If yes, provide details about how you will manage this impact. Provide further details about how you intend to provide adequate parking on-site.

Noise Control

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, commercial and the time of day etc. Please provide details of any noise sources expected from the event e.g. Music, PA systems etc.

Is the event a non-conforming event? ☐ Yes ☐ No

If yes, submit an application for Regulation 18 Event Noise Exception

If yes, neighbouring residents of the event will require a minimum of two weeks' notice.

Fireworks, Pyrotechnics and Lasers

If an event organiser has planned to include pyrotechnics at an event, an application must be approved by self-certified operators

Do you intend to hold a pyrotechnic display at this event? ☐ Yes ☐ No

If yes, contact the Department of Mines, Industry Regulation and Safety (DMIR) for relevant application and approvals: <http://www.dmirs.wa.gov.au/>

Has a copy of the approval from DMIR been submitted? ☐ Yes ☐ No

Any laser, regardless of the application, is subject to the requirements of the Radiation Safety (General) Regulations under the Radiation Safety Act

Do you intend to use lasers at this event? ☐ Yes ☐ No

If yes, details of the Laser Operator (e.g. Registered user)

Details of Laser (e.g. Class, power in watts or milliwatts)

Camping

Will camping be provided at the event? ☐ Yes ☐ No

Number of campsites?

Does the site plan identify the camping area? ☐ Yes ☐ No

For temporary camping over 72 hours, a Temporary Camping Permit Application is required. Have you submitted a Temporary Camping Permit Application? ☐ Yes ☐ No

Food and Beverage Stalls

Will food or drinks be sold at the event? ☐ Yes ☐ No

If yes, after receiving Food Business Certificate of Registration and Public Liability Insurance Certificate, submit a list of accepted food stalls to the Shire.

If a food business does not have a Food Business Certificate of Registration from a Local Government Authority, the food business is required to complete a Temporary Food Stall Permit Application Form two weeks prior to the event.

List of Temporary Food Stalls attached? ☐ Yes ☐ No

Alcohol

Do you wish to consume alcohol at your event? ☐ Yes ☐ No

If yes, submit an application for a Permit to Consume Alcohol no later than two (2) weeks prior to event.

Do you wish to sell alcohol at your event? ☐ Yes ☐ No

If yes, then a liquor licence, or variation to an existing licence, approved by the Director of Liquor Licensing must be obtained from the Department of Local Government, Sport and Cultural Industries (Racing, Gaming and Liquor). The DLGSC website provides information on the types of licences available and the process:

<https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor>

Please note applications take up to 90 days to be approved.

Liquor Licence attached? ☐ Yes ☐ No

Security and Crowd Control

Will you be providing licensed crowd controllers at your event? ☐ Yes ☐ No

If yes, how many? The first 100 patrons require two crowd controllers, and one additional crowd controller per 100 patrons.

First Aid

First Aid is to be provided for all events with provision for two First Aid Attendants and one First Aid site per 500 people.

Who will supply First Aid?

Number of First Aid Attendants?

Number of First Aid sites?

Does the Site Plan identify the First Aid sites? ☐ Yes ☐ No

Animals

Will animals be involved in the event? ☐ Yes ☐ No

If yes, provide details

Electrical and Lighting

As the event organiser, you are responsible for arranging the supply and installation of electricity for the event. Please provide details of any electrical work that will be undertaken for the event, include information regarding generators, speakers, PA systems etc. (if any)

Does the Site Plan mark out where generators, speakers and PA equipment will be located? ☐ Yes ☐ No

A qualified electrician must confirm all electrical equipment is tagged, tested and compliant with Australian Standard 3012. Ensure a copy of Form 5 'Certificate of Electrical Compliance' is completed.

Lighting for evening events

Will all egress paths be able to be illuminated to 40 lux? ☐ Yes ☐ No

Area Lighting

Will areas for the public be illuminated at night? ☐ Yes ☐ No

Note: illumination at ground level should be 5-10 lux

Emergency Lighting

Will enclosed venues have emergency lighting that will operate if the main electrical source fails? ☐ Yes ☐ No

Police Notification

Event organisers are to notify the Boddington Police Station in writing for events with more than 500 people and/or where alcohol will be available.

Will the event attract more than 500 people and/or will alcohol be available?

☐ Yes ☐ No

If yes, submit a copy of Boddington Police Station notification.

Water Supply

Is scheme water available? ☐ Yes ☐ No

If no, what potable water supply will be used?

Toilets

The provision of toilets is the responsibility of the event organiser. These figures are based on a ratio per 1000 people, but there may be other factors which require additional provision. If alcohol is not being served reduce these figures by half.

Number of male toilets	Toilets	2	Urinals	3	Hand Basins	1
Number of female toilets	Toilets	5			Hand Basins	1

Please provide details of permanent toilets that will be available on site.

Number of male toilets	Toilets	Urinals (quantity and length)	Hand Basins
Number of female toilets	Toilets		Hand Basins

Do you intend on providing any additional toilet facilities? ☐ Yes ☐ No

If yes, please provide details of additional toilets that will be available on site.

Number of male toilets	Toilets	Urinals	Hand Basins
Number of female toilets	Toilets		Hand Basins

Have toilets been marked in the site plan? ☐ Yes ☐ No

Waste and Rubbish Disposal

Provision of one bin to the ratio of 100 people is required. Please provide details of the number of bins provided and how the rubbish during and after the event will be managed.

For events on Shire property, will the event require additional bins? ☐ Yes ☐ No

If yes, how many?

Have bin locations been marked in the site plan? ☐ Yes ☐ No

Site Plan

A detailed layout of the event is to be included with your Special Event Application. Please provide as much information on the site map as possible. Larger site plans may be required for larger events.

Please ensure the following is indicated on the plan, if applicable;

Entrances and exits (including width in metres)	Command Post
Emergency exits (including width in metres)	Speakers
Stage	Toilets
Food stalls	Vehicle access points
Electricity cables	Location of marquees and tents
Parking areas	Sale or consumption of alcohol area(s)
Site signage	Camping area
Generators	Access and emergency paths
PA's	Any other facilities e.g. bins
Seating	
First Aid Post(s)	
Fenced off areas	

Checklist – items to be completed prior to submission

Items required for all events

- **No later than twelve (12) weeks prior to large events**
- **No later than eight (8) weeks prior to small – medium events**

☐ Special Events Application Form

☐ Facility Hire Form (if on Shire land or inside Shire property)

☐ Public liability insurance policy details of 'Certificate of Currency'

☐ Valid Certificate of Incorporation, registration number or certificate supplied

☐ Relevant Risk Management Plan submitted

☐ Emergency Management Plan submitted

Items required for all events

- **No later than twelve (12) weeks prior to large events**
- **No later than eight (8) weeks prior to small – medium events**

☐ Completed Form 1 'Construct, Extend or Alter a Public Building' for events not occurring in an existing building. For the purposes of complying with the Health (Miscellaneous Provisions) Act 1911, the venue where the event is being held is defined as a 'public building'.

☐ Completed Form 2 'Certificate of Approval' for events holding patrons within a boundary (fence). This form will state the maximum number of persons that can be safely accommodated within the venue.

☐ Completed Form 3 'Variation of Certificate of Approval' for events that occur in existing buildings where there will be a modified purpose.

☐ Temporary Camping Licence Permit submitted

☐ Copy of Traffic Management Plan approval from Main Roads submitted

☐ Regulation 18 'Application For Event Noise Exception' submitted

☐ Request for additional bins submitted

☐ Approval from Department of Mines, Industry Regulation and Safety for Fireworks

☐ Roadside 'Speed Awareness Monitoring' signage request submitted to Shire – unsure if we have a SAM sign in Boddington

☐ Parking Management Plan submitted for larger events, in addition to the Site Plan

☐ Traffic Management Plan submitted

No later than two (4) weeks prior to event if applicable

☐ Permit to Consume Alcohol submitted

☐ Liquor Licence to sell Alcohol from DLGSC submitted

☐ Copy of mail drop off to neighbouring properties advising of event submitted

☐ Copy of letter to police and emergency services submitted

☐ Certificates of Structural Certification for all large marquees and tents that will be used on the day submitted

☐ Copy of Form 5 'Certificate of Electrical Compliance' completed by a qualified electrician and submitted

☐ Provision of venue access to Shire staff arranged

No later than two (2) weeks prior to event if applicable

☐ Copies of all food business registration certificates and certificates of insurance have been obtained from all food stalls, and a list of accepted food businesses submitted