



Event Application

Do I need to submit an Event Application?

An event application is required when the event is open to the public and where additional approval is required to protect the health and safety of those attending.

Why do public events need Shire approval?

In Western Australia, public events are regulated primarily through the *Health Act 1911* and the *Health (Public Buildings) Regulations 1992*. Under these regulations, it is an offence to hold a public event without first obtaining Local Government Approval.

The Shire of Wyndham East Kimberley is therefore responsible for ensuring that public events within its boundaries comply with all legislated requirements and that the event organiser has been issued with valid Event Approvals. Having approved an event, the Shire is also responsible for monitoring compliance

These guidelines aim to:

- Ensure that all applications for public events meet statutory requirements.
- Assist organisers by establishing a coordinated and consistent approach to facilitating event approvals.
- Ensure the safety of event patrons and minimise adverse impacts on local residents and businesses.
- Reduce Council's exposure to liability risk from large public events at Council venues; and
- Limit the potential for damage to council buildings, facilities and infrastructure.

Below is a criteria checklist, please refer to this to establish if your public event requires an event application form to be complete and approval sought from the Shire

- A venue is being used something other than its intended regular purpose
- The event is not a private function
- Traffic Management Plan / Road closure is required
- Car-park needs to be blocked
- Marquees, tents, structures will be erected
- The event is advertised
- Portable toilets are proposed
- Entertainment equipment is proposed (e.g. bouncy castle, amusement rides)
- Lighting is proposed/required
- Food will be available
- Alcohol will be available

Please email your event application to events@swek.wa.gov.au or deliver in person to either the Kununurra or Wyndham Shire Office.

EVENT APPLICATION PROCESS

STEPS

ACTIONS

STEP 1- APPLICATION PROCESS

Applicant reads event guidelines

Applicant completes event application form

Applicant lodges Event Application Form, Site Plan, Risk Management Plan and Public Liability Insurance

STEP 2- REVIEW PROCESS

Shire commences assessment of event application

Shire contacts applicant & requests any additional documentation or information that may be required

Shire completes assessment

Applicant is notified of assessment outcome and any fees associated

STEP 3- APPROVAL PROCESS

Applicant to pay all additional fees prior to issue of permits/ approval letters

Event is then delivered in accordance with SWEK Event Permit Conditions

1. APPLICANT DETAILS

Organisation Name	
Type of organisation	<input type="checkbox"/> Private <input type="checkbox"/> Government <input type="checkbox"/> Not for Profit
Contact person	
Postal address	
Residential address	
Contact number	Mobile: Work: Home:
Email	
Are you the contact person during the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please provide contact details below)
Contact person	
Mobile	
Email	

2. EVENT DETAILS

Event Name	
Event Date	Start: End:
Event Time	Start: Finish: Total duration:
Event Venue	
Is this a Shire Facility?	<input type="checkbox"/> Yes Please complete a " Shire Facility and Equipment Hire Form " <input type="checkbox"/> No
Event Description	
Notes / extra info	

3. ENTRY AND EXITS

Will your event be indoors or outdoors?	<input type="checkbox"/> Indoors	How many stories does the building have? _____ How many entries will there be? _____ How many exits will there be? _____	
	<input type="checkbox"/> Outdoors (fenced or enclosed)	How many entries will there be? _____	How many exits will there be? _____
	<input type="checkbox"/> Outdoors (open area)		

4. ATTENDEES

Maximum number of attendees	Staff:	Participants:	Total:
Who is your target group? (tick all applicable)	<input type="checkbox"/> Children (0-16yrs) <input type="checkbox"/> Youth (16yrs – 25yrs) <input type="checkbox"/> Adults (25yrs +) <input type="checkbox"/> Elderly (65yrs +) <input type="checkbox"/> Families		
Will your event be free to the public?	<input type="checkbox"/> Yes	Anticipated number of people at any one time: _____	
	<input type="checkbox"/> No	Will you be charging a fee upon entry?	<input type="checkbox"/> Yes \$ <input type="checkbox"/> No
		Will you be pre-selling tickets?	<input type="checkbox"/> Yes Qty: \$ <input type="checkbox"/> No
Notes / extra info			

5. FOOD

Will food and non-alcoholic drinks be sold at the event?	<input type="checkbox"/> Yes	Will this be provided by a registered food business?	<input type="checkbox"/> Yes	Please provide a copy of the "Certificate of Registration" for the food business.
			<input type="checkbox"/> No	Please complete a "Temporary Food Stall Application Form"
	<input type="checkbox"/> No	Please continue to next question		
Notes / extra info				

6. ALCOHOL

Will there be alcohol at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> Provided <input type="checkbox"/> BYO	Please complete a " Shire Liquor Application " if consuming on Shire land or property.
		<input type="checkbox"/> Sold	Please complete a " Shire Liquor Application " You are also required to apply for a ' Liquor Licence ' through The Department of Racing, Gaming and Liquor and provide a copy to the Shire.
	<input type="checkbox"/> No	Please continue to next question	
Notes / extra info			

7. WATER

Will there be water supplied at the event? Please show toilets on Site Map (Temporary toilets may need to be brought in)	<input type="checkbox"/> Yes	How many litres of potable/drinking water will be provided? _____L / unlimited
	<input type="checkbox"/> No	Please refer to the Department of Health's " Guidelines for concerts, events and organised gatherings " to establish minimum water requirements.
Notes / extra info		

8. TOILETS

Will there be ablutions available for use at the event? Please show toilets on Site Map (Temporary toilets may need to be brought in)	<input type="checkbox"/> Yes	Male	Toilets: Urinals: Hand basins:
		Female	Toilets: Hand basins:
		Disabled	Toilets: Hand basins:
	<input type="checkbox"/> No	Please refer to the Department of Health's " Guidelines for concerts, events and organised gatherings " to establish minimum water requirements.	
Notes / extra info			

9. WASTE MANAGEMENT

Do you have waste management procedures in place (will you be providing bins and properly disposing of waste)? Please show locations of bins on Site Map	<input type="checkbox"/> Yes	How many bins will there be? Where/ How will you dispose of waste?
	<input type="checkbox"/> No	Please refer to the Department of Health's " Guidelines for concerts, events and organised gatherings " to establish minimum water requirements.
Notes / extra info		

10. LIGHTING

Will there be additional lighting provided at the event? Please show lighting in Site Plan	<input type="checkbox"/> Yes	Please specify:
	<input type="checkbox"/> No	Please continue to next question
Notes / extra info		

11. SECURITY

Will there be security at the event?	<input type="checkbox"/> Yes	Number of security guards: Company name:
	<input type="checkbox"/> No	Please continue to next question
Notes / extra info		

12. ELECTRICAL SUPPLY

Will electricity be used at the event?	<input type="checkbox"/> Yes	How will this be provided?	
	<input type="checkbox"/> No	Please continue to next question	
Will temporary electrical installations be carried out for the event? (this does not include portable equipment or cords)	<input type="checkbox"/> Yes	All electrical appliances including extension leads must be tested and tagged. Testing must have been completed within the previous 12 months.	A certificate of ' electrical compliance ' must be completed by an electrical contractor and submitted to the shire prior to the event
	<input type="checkbox"/> No	Please continue to next question	
Notes / extra info			

13. TEMPORARY STRUCTURES

Will any temporary spectator stands or stages be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> Stage	Qty:	Dimensions:
		<input type="checkbox"/> Spectator stand	Qty:	Dimensions:
	<input type="checkbox"/> No	Please continue to next question		
Will any marquees/tents or other temporary structures be used?	<input type="checkbox"/> Yes (bigger than 55sqm)	Type:	Qty:	Dimensions:
	<input type="checkbox"/> Yes (smaller than 55sqm)	Type:	Qty:	Dimensions:
	<input type="checkbox"/> No	Please continue to next question		
Notes / extra info				

14. CAMPING

Will people be camping on site due to the event? (including staff)	<input type="checkbox"/> Yes	Please submit a " Temporary Caravan or Camp Ground Licence Application Form " a minimum of 6 weeks prior to the event.
	<input type="checkbox"/> No	Please continue to next question
Notes / extra info		

15. AMUSEMENTS/RIDES

Will there be any amusements or rides at the event?	<input type="checkbox"/> Yes	Please submit " <i>Plant Registration</i> " / " <i>Worksafe</i> " documentation for each amusement and ride. All amusements/rides must comply with AS3533
	<input type="checkbox"/> No	Please continue to next question
Notes / extra info		

16. LASERS/PYROTECHNICS

Will there be any fireworks or laser displays at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> Laser display (lasers Class 3B and Class 4 as classified in the AS2211)	You must apply for a " Temporary Permit (Registration) " with the Radiological Council You must comply with the AS2211
		<input type="checkbox"/> Fireworks display	You must lodge an application with Department of Mines, Industry Regulation and Safety, and provide the Shire a copy of the fireworks permit once issued.
	<input type="checkbox"/> No	Please continue to next question	
Notes / extra info			

17. NOISE

Will there be entertainment with amplified noise at the event? i.e. recorded music, live music, buskers, PA system or generators.	<input type="checkbox"/> Yes	<input type="checkbox"/> Live music <input type="checkbox"/> DJ/Recorded music <input type="checkbox"/> PA System <input type="checkbox"/> Generators <input type="checkbox"/> Other (please specify)	You may be required to submit a " Regulation 18 Application " (Application for an Event Noise Exemption) if excessive noise will occur e.g. music concert. Refer to Environment Protection (Noise) Regulations 1997
		<input type="checkbox"/> No	Please continue to next question
Notes / extra info			

18. FIRST AID

Will there be first aid at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> Paramedic on site <input type="checkbox"/> St Johns ambulance on site <input type="checkbox"/> Qualified first aider on site <input type="checkbox"/> First aid kit available <input type="checkbox"/> Defibrillator available <input type="checkbox"/> Other (please specify)
		<input type="checkbox"/> No
Notes / extra info		

19. SIGNAGE

Will temporary signage be erected as part of your event? (advertisement or safety)	<input type="checkbox"/> Yes	Type of signage: Location of signage:	You may need to complete an " Application to Register Portable Sign " Refer to " Main Roads WA Guidelines " and SWEK " Roadside Advertising Signage Policy ".
	<input type="checkbox"/> No	Please continue to next question	
Notes / extra info			

20. WORKING WITH CHILDREN

Will your event involve working with children?	<input type="checkbox"/> Yes	All adults working with children under the age of 18 are required to hold a Working With Children Check, we recommend you ensure all staff hold this prior to your event. Applications can be sourced online at https://workingwithchildren.wa.gov.au/
	<input type="checkbox"/> No	Please continue to next question
Notes / extra info		

21. PUBLIC LIABILITY INSURANCE

Do you have current public liability insurance?	<input type="checkbox"/> Yes	Name of Insurance Company: _____ Coverage amount: \$_____
	<input type="checkbox"/> No	You must attach a copy of your Public Liability Insurance certificate when you submit this event application. For the Shire of Wyndham East Kimberley to approve your event you must hold a public liability policy with an APRA approved Insurer-minimum coverage of \$20 million
Notes / extra info		

26. ADVERTISING

Would you like this event to go on the Shires Calendar of Events?	<input type="checkbox"/> Yes	Please include a picture you would like to be associated with your event.
	<input type="checkbox"/> No	The SWEK Events Calendar is a great way for locals and visitors to see what events Kununurra has to offer.
Notes / extra info		

22. TRAFFIC

Will the event impact road users? 	<input type="checkbox"/> Yes	How will the event impact road users? (road closures, participants on/near road, etc) What roads will be affected?	You may be required to have a "Traffic Management Plan" Please see section 7.1 of the " Main Roads WA Traffic Management for Events Code of Practice " for definition.
	<input type="checkbox"/> No	Please continue to next question	
Will there be parking at the event? Please indicate parking on site map	<input type="checkbox"/> Yes	Please consider safety and volumes of parking required (e.g. disability and pedestrian access ways, 1 car bay per 4 attendees on site, drop-off areas).	
	<input type="checkbox"/> No	Please continue to next question	
Will the event or event parking impede on the road reserve (area between the road and lot boundaries containing nature strips and footpath)?	<input type="checkbox"/> Yes	Please indicate this on your site plan, including required parking availability within the road reserve. This will be subject to 'No Standing Road or Verge' signage that maybe erected within the road reserve that will limit parking space.	
	<input type="checkbox"/> No	Please continue to next question	
Notes / extra info			

23. RISK MANAGEMENT PLAN

Do you have a risk management plan for your event? Please attach a copy of your RMP to this application	<input type="checkbox"/> Yes	All event applications must include a comprehensive Risk Management Plan. Please submit this with the Event Application Form. Please refer to Risk Management Template and Guidelines on the SWEK website and complete required information.
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24. SITE PLAN

Do you have a site plan for your event? Please attach a copy of your Site Plan to this application	<input type="checkbox"/> Yes	All event applications must include a neat, legible Site Plan. Please submit this with the Event Application Form. Please refer to " Site Plan Requirements " checklist on the SWEK website and complete required information.
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PLEASE TICK WHEN ATTACHED

<input type="checkbox"/>		Public Liability Insurance Certificate
<input type="checkbox"/>		Site Plan
<input type="checkbox"/>		Risk Management Plan
<input type="checkbox"/>	<input type="checkbox"/> NA	Liquor Application
<input type="checkbox"/>	<input type="checkbox"/> NA	Temporary Food Stall Application
<input type="checkbox"/>	<input type="checkbox"/> NA	Temporary Caravan or Camping Application
<input type="checkbox"/>	<input type="checkbox"/> NA	Shire Facility and Equipment Hire Form
<input type="checkbox"/>	<input type="checkbox"/> NA	Copy of Liquor Licence
<input type="checkbox"/>	<input type="checkbox"/> NA	Copy of Fireworks Approval
<input type="checkbox"/>	<input type="checkbox"/> NA	Copy of Plant Registration/Worksafe Documents

Please send this application in to events@swek.wa.gov.au or in person to the Shire Administration Office.

The following survey is collecting data specifically on disability access and inclusion of the event. The information collected in this survey will only be shared with the public with your permission and only to those who request it. If you would like tips and information on how to make your event more inclusive, please see the information pamphlet [here](#):

Disability Access and Inclusion Checklist for Events

Invitations and Promotional Material	YES	NO	NA
Many people in our community experience difficulty in hearing, seeing and communicating with others. There are many simple ways to ensure your invitations and promotional material are accessible to people with disabilities.			
Have you used a san serif (non cursive) font (such as Univers, Helvetica or Arial) in your invitations and promotional material?			
Is the text uncluttered with no background graphics, patterns and watermarks?			
Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs?			
Did your invitation include information about the accessible facilities at the venue such as the location of parking or nearest set down area?			
Is written promotional material available on request in alternative formats?			
External Environment			

People with disabilities require a continuous, even, accessible path of travel. An accessible path of travel means there are no obstacles in the internal or external environment such as revolving doors, kerbs or steps.

Does the venue have an accessible parking bay?			
Is the distance from the car park to entrance less than 40m? Or is there a safe drop off point at the door?			
Is there a continuous accessible path of travel, including kerb ramps, to the event area from the accessible parking?			
If there are steps to the event, is there also a ramp and handrails?			
What surface is the event on (tile, carpet, concrete, grass etc.)?			

The Venue

Is the entrance walkway and doorway level? (no bumps or step overs)			
Is the entrance door/gate easy to open?			
Are all of the doors at least 800mm wide?			
Does the venue have an accessible path of travel from the front entrance to all area's guests will use?			
Are facilities/function rooms in the venue clearly signed?			
Is the venue well lit?			
Does the venue have a unisex accessible toilet?			

The Function

Everyone wants to be able to see the stage, hear speeches being made, understand training or messages being delivered. The following checklist will ensure your function is one where everyone's communication requirements are met.

If you are organising a sit-down function and your guests include people using wheelchairs, the following checklist will assist you to create an event where all of your guests feel comfortable and relaxed.

Are there sufficient walkways (1000 mm or wider) in the function area?			
If there are tables, are there 900 mm space between tables and at least 710mm of space under the table?			
TOTAL SCORE			/18

Contact Details

It is important that community members have someone they can contact with specific questions regarding disability access. Please provide the details below of the nominated person. By signing this document, you allow the Shire of Wyndham East Kimberley to advertise the accessibility score of the event and provide this checklist to community members upon request.

Name:			
Phone number:			
Email:			
Signature:		Date:	