



PO Box 614 Kununurra 6743
20 Coolibah Drive KUNUNURRA

Kooljaman Street WYNDHAM

T | 9168 1798

F | mail@swek.wa.gov.au

E | www.swek.wa.gov.au

W

8.00am - 4.00pm MON - FRI

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 sold
- Alcohol will be provided

Please email your event application to events@swek.wa.gov.au or by person the Kununurra/ Wyndham Shire Office locations

EVENT APPLICATION PROCESS

STEPS

ACTIONS

STEP 1-APPLICATION PROCESS

Applicant reads event guidelines

Applicant completes event application form

Applicant lodges event application form

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	Home: Mobile: Work :
Email	
Are you the contact person during the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Provide contact details below)
Contact person	
Mobile	

2. EVENT DETAILS

Event name		
Event date		
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	Please complete a 'Land owners declaration form'
Event description		

3. ENTRY AND EXIT

Will your event be indoors or outdoors?	<input type="checkbox"/> Indoors	How many stories does the building have? <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Multi How many entries and exits will there be? Entries: Exit:
	<input type="checkbox"/> Outdoors	How many entries and exits will there be? Entries: Exit:

4. CROWD DYNAMICS

Who is your target group? (Tick all applicable)	<input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Adults <input type="checkbox"/> Families <input type="checkbox"/> Elderly
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5. ENTRY RESTRICTIONS

Will your event be free to the public?	<input type="checkbox"/> Yes	Anticipated number of people attending:	
	<input type="checkbox"/> No	Will you be charging a fee upon entry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Will you be selling pre-sale tickets?	<input type="checkbox"/> Yes Qty, <input type="checkbox"/> No

6. ATTENDEES

Maximum number of attendees	Staff:	Participants:	Total:
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7. FOOD

Will food and non-alcoholic drinks be sold at your event?	<input type="checkbox"/> Yes	Will this be provided by a register food business?	<input type="checkbox"/> Yes Name of Business:	<i>Please provide a copy of the 'Certificate of Registration' for the food business</i>
			<input type="checkbox"/> No	<i>Please complete a 'Temporary Food Stall Application form'</i>
	<input type="checkbox"/> No	Continue to next question		

8. LIQUOR

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 form'
		<input type="checkbox"/> Sold	Please complete a 'Shire Liquor application form' You will need to apply for a 'Liquor Licence' through The Department of Racing, Gaming and Liquor and provide a copy to the Shire with your event application.
	<input type="checkbox"/> No	N/A	

9. WATER

Do you comply with portable water requirements outlined in the Event guidelines?	<input type="checkbox"/> Yes	How many litres of water will you be providing at your event? _____
	<input type="checkbox"/> No	Please refer to the <i>Department of Health's-'Guidelines for concerts, events and organized gatherings'</i> to establish minimum water requirements for your event

10. TOILETS

Will the event have adequate ablutions? (Temporary toilets may need to be brought in)	<input type="checkbox"/> Yes	Male	Toilets: Urinals: Hand Basin:
		Female	Toilets: Hand Basins:
		Disabled	Toilets: Hand Basins:
	<input type="checkbox"/> No	Please refer to the <i>Department of Health's-'Guidelines for concerts, events and organized gatherings'</i> to establish minimum ablution requirements for your event	

11. WASTE MANAGEMENT

Do you have waste management procedures in place	<input type="checkbox"/> Yes	Please specify: _____ _____ _____
	<input type="checkbox"/> No	Please refer to the <i>Department of Health's- 'Guidelines for concerts, events and organized gatherings'</i> to establish minimum waste requirements for your event

12. LIGHTING

Will you be providing additional lighting?	<input type="checkbox"/> Yes	Please specify _____ _____ _____
	<input type="checkbox"/> No	Please refer to the <i>Department of Health's- 'Guidelines for concerts, events and organized gatherings'</i> to establish minimum lighting requirements for your event

13. ELECTRICITY SUPPLY

Will electricity be used at the event?	<input type="checkbox"/> Yes	How will this be provided?	
	<input type="checkbox"/> No	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	<i>All electrical appliances including extensions leads must be tested and tagged. Testing must have been completed within the previous 12 months.</i>	<i>A certificate of 'electrical compliance' must be completed by an electrical contractor and submitted to the shire prior to the event</i>
	<input type="checkbox"/> No	Continue to next question	

14. STRUCTURES (STAGES / TENTS / MARQUEES)

Will any 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	Continue to next question		
Will any marquees or tents larger than 55sqm be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> Stage	Qty.....	Dimensions: _____ _____ _____
		<input type="checkbox"/> Spectator Stand	Qty.....	Dimensions: _____ _____ _____
	<input type="checkbox"/> No	Continue to next question		

15. CAMPING

Will people be camping on site due to the event?	<input type="checkbox"/> Yes	<i>You must comply with the CP/HTH-372 Licensing of a temporary caravan park and camping grounds</i>	Please submit a 'Temporary Licence application form' (if camping over more than 3 nights)
	<input type="checkbox"/> No	Continue to next question	

16. SECURITY

Will there be security at your event?	<input type="checkbox"/> Yes	Company Name: Number of Security guards:
	<input type="checkbox"/> No	Continue to next question

17. FIRST AID

Will you have adequate first aid at your event	<input type="checkbox"/> Yes	<input type="checkbox"/> St Johns ambulance onsite <input type="checkbox"/> Qualified First Aid Officer <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Defibrillator
	<input type="checkbox"/> No	Please refer to the <i>Department of Health's- 'Guidelines for concerts, events and organized gatherings'</i> to establish minimum First Aid requirements for your event

18. LASERS / PYROTECHNICS

Will there be fireworks or lasers at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> Laser display	Company name: _____ _____
		<input type="checkbox"/> Fireworks display	Company name: _____ _____
	<input type="checkbox"/> No	Continue to next question	

19. AMUSEMENTS / RIDES

Will there be amusements or rides at your event?	<input type="checkbox"/> Yes	Please submit all ' <i>Plant Registration / Worksafe</i> ' documentation for each amusement.
	<input type="checkbox"/> No	Continue to next question

20. NOISE

Will there be Entertainment with amplified noise? (i.e. recorded, 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"/> No	Continue to next question

21. SIGNAGE

Will temporary signage be erected as part of your event?	<input type="checkbox"/> Yes	Type of signage _____ _____ _____	Please complete a 'Application to register a portable sign' Please refer to Main Roads WA guidelines
		Location of signage _____ _____ _____	
	<input type="checkbox"/> No	Continue to next question	

22. PARKING

Do you have adequate parking for the event? <i>(Ensure safety & volumes have been considered (e.g. disability & pedestrian access ways, 1 car bay per 4 attendees on-site, drop-off areas))</i>	<input type="checkbox"/> Yes	Please include parking arrangements of you site map
	<input type="checkbox"/> No	Continue to next question
Will the event or parking for the event impede on the road reserve? <i>(The 'road reserve' is the area between lot boundaries comprising of road, nature strip and footpath. Please contact the Shire if you require confirmation of the road reserve boundaries for your event.)</i>	<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	Continue to next question

23. TRAFFIC MANAGEMENT

Will the event impact on road users?	<input type="checkbox"/> Yes	How will you event impact road users? (road closures, participants on/ near roads etc) : _____ _____ _____ _____ Please list roads that will be effected: _____ _____ _____ _____	A Traffic Management Plan may be required. Please see 7.1 of the MRWA Traffic Management for Events Code of Practice for definition. https://www.mainroads.wa.gov.au/Documents/Traffic%20Management
	<input type="checkbox"/> No	Continue to next question	

24. WORKING WITH CHILDRENS CHECK

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 WWCC. We recommend that you check all staff hold this prior to your event
	<input type="checkbox"/> No	All Adults/ supervisors working with children under the age of 18 are required to hold a WWCC. Applications can be sourced online at https://workingwithchildren.wa.gov.au/

25. RISK MANAGEMENT

Does your event have a Risk Management Plan?	<input type="checkbox"/> Yes	Please submit with Event Application Form
	<input type="checkbox"/> No	Please refer to Risk Management Template on the SWEK website and complete required information

26. SITE PLAN

Do you have a site plan for your event?	<input type="checkbox"/> Yes	Please submit with Event Application Form Please refer to the site plan checklist and complete asSite plan for you event
	<input type="checkbox"/> No	A site plan is a requirement for all events Please refer to the site plan template example and checklist to complete a Site plan for your event

27. PUBLIC LIABILITY INSURANCE

Do you have current public liability Insurance?	<input type="checkbox"/> Yes	Name of Insurance Company <hr/> Coverage amount: \$ <hr/> Please provide a copy of you PL Insurance certificate upon lodging this application
	<input type="checkbox"/> No	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

28. ADVERTISING

Would you like the Shire to advertise your event on our website?	<input type="checkbox"/> Yes	Please include a picture you would like to be associated with your event
	<input type="checkbox"/> No	
If your event has received funding / sponsorship from the Shire, would you like an electronic copy of the Shire logo for your event publications?	<input type="checkbox"/> Yes <input type="checkbox"/> No	