



# SHIRE OF WYNDHAM EAST KIMBERLEY

## 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](mailto:events@swek.wa.gov.au) or deliver in person to either the Kununurra or Wyndham Sire Office.**

# 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

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

## 2. EVENT DETAILS

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

## 3. ENTRY AND EXITS

<b>Will your event be indoors or outdoors?</b>	<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

<b>Maximum number of attendees</b>	Staff: _____	Participants: _____	Total: _____
<b>Who is your target group? (tick all applicable)</b>	<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		
<b>Will your event be free to the public?</b>	<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
<b>Notes / extra info</b>			

#### 5. FOOD

<b>Will food and non-alcoholic drinks be sold at the event?</b>	<input type="checkbox"/> Yes	Will this be provided by a registered food business?	<input type="checkbox"/> Yes	Please provide a copy of the “ <i>Certificate of Registration</i> ” for the food business.
			Name of business: _____ _____	
				<input type="checkbox"/> No
	<input type="checkbox"/> No	Please continue to next question		
<b>Notes / extra info</b>				

#### 6. ALCOHOL

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

## 7. WATER

<b>Will there be water supplied at the event?</b>	<input type="checkbox"/> Yes	How many litres of potable/drinking water will be provided? _____/unlimited
	<input type="checkbox"/> No	Please refer to the Department of Health's " <a href="#">Guidelines for concerts, events and organised gatherings</a> " to establish minimum water requirements.
<b>Notes / extra info</b>		

## 8. TOILETS

<b>Will there be ablutions available for use at the event?</b>  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 " <a href="#">Guidelines for concerts, events and organised gatherings</a> " to establish minimum water requirements.	
<b>Notes / extra info</b>			

## 9. WASTE MANAGEMENT

<b>Do you have waste management procedures in place (will you be providing bins and properly disposing of waste)?</b>  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 " <a href="#">Guidelines for concerts, events and organised gatherings</a> " to establish minimum water requirements.
<b>Notes / extra info</b>		

## 10. LIGHTING

<b>Will there be additional lighting provided at the event?</b>  Please show lighting in Site Plan	<input type="checkbox"/> Yes	Please specify: _____ _____ _____
	<input type="checkbox"/> No	Please refer to the Department of Health's " <a href="#">Guidelines for concerts, events and organised gatherings</a> " to establish minimum water requirements.
<b>Notes / extra info</b>		

## 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 ' <a href="#">electrical compliance</a> ' 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 " <a href="#">Temporary Caravan or Camp Ground Licence Application Form</a> " (if camping for more than 3 nights)
	<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 <a href="#">AS3533</a>
	<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 " <a href="#">Temporary Permit (Registration)</a> " 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 approval.
	<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 " <a href="#">Regulation 18 Application</a> " (Application for an Event Noise Exemption) if excessive noise will occur e.g. music concert.  Refer to <a href="#">Environment Protection (Noise) Regulations 1997</a>
	<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	Must comply with the minimum first aid requirements established in the Department of Health's " <a href="#">Guidelines for concerts, events and organised gatherings</a> ".
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 " <a href="#">Application to Register Portable Sign</a> "  Refer to " <a href="#">Main Roads WA Guidelines</a> " and SWEK " <a href="#">Roadside Advertising Signage Policy</a> ".
	<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 <a href="https://workingwithchildren.wa.gov.au/">https://workingwithchildren.wa.gov.au/</a>
	<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: \$ _____  You must attach a copy of your Public Liability Insurance certificate when you submit this event 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
Notes / extra info		



## 22. TRAFFIC

<b>Will the event impact road users?</b>	<input type="checkbox"/> Yes	How will the event impact road users? (road closures, participants on/near road, etc) <hr/> <hr/> <hr/> <hr/> What roads will be affected? <hr/> <hr/> <hr/> <hr/>	You may be required to have a "Traffic Management Plan"  Please see section 7.1 of the " <a href="#">Main Roads WA Traffic Management for Events Code of Practice</a> " for definition.
	<input type="checkbox"/> No	Please continue to next question	
<b>Will there be parking at the event?</b>  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	
<b>Will the event or event parking impede on the road reserve</b> (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	
<b>Notes / extra info</b>			

## 23. RISK MANAGEMENT PLAN

<b>Do you have a risk management plan for your event?</b>  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 <a href="#">Risk Management Template</a> and <a href="#">Guidelines</a> on the SWEK website and complete required information.
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## 24. SITE PLAN

<b>Do you have a site plan for your event?</b>  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 " <a href="#">Site Plan Requirements</a> " checklist on the SWEK website and complete required information.
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## 26. ADVERTISING

<b>Would you like this event to go on the Shires Calendar of Events?</b>	<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.
<b>If your event has received funding/sponsorship from the Shire, would you like an electric copy of the Shire logo for your event publication?</b>	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	
<b>Notes / extra info</b>		

## 27. COVID REQUIREMENTS

<b>Will your event have 500 attendees or more?</b>  Please attach a copy of your Covid Event Checklist or Covid Event Plan to this application	<input type="checkbox"/> Yes 500-2500 Attendees	Please fill out a " <a href="#">Covid Event Checklist</a> " and attach it to this application. Find Guidelines here: <a href="#">Phase 5 COVID Event Checklist</a>
	<input type="checkbox"/> Yes More than 2500 attendees	Please fill out a " <a href="#">Covid Event Plan</a> " and attach it to this application. Find Guidelines here: <a href="#">COVID-19 Event Plan</a> <a href="#">COVID-19 Event Guidelines</a>
	<input type="checkbox"/> No, Less than 500 attendees	
<b>Notes / extra info</b>		

**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	COVID Event Checklist (500-2500 attendees)
<input type="checkbox"/>	<input type="checkbox"/> NA	COVID Event Plan (more than 2500 attendees)
<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](mailto:events@swek.wa.gov.au) or in person to the Shire Administration Office.