



PO Box 614 Kununurra 6743
20 Coolibah Drive KUNUNURRA

Koolama Street WYNDHAM

T | 9168 4100

F | 9168 1798

E | mail@swek.wa.gov.au

W | www.swek.wa.gov.au

8.00am - 4.00pm MON - FRI

Application for Temporary Caravan Park and Camping Ground Licence

CARAVAN PARKS AND CAMPING GROUNDS ACT 1995, s7

CARAVAN PARKS AND CAMPING GROUNDS REGULATIONS 1997, r54

COUNCIL POLICY CP/HTH-3762 LICENSING OF TEMPORARY CARAVAN PARKS AND CAMPING GROUNDS

Facility Name or Proposed Name:

ASSEMBLIES OF GOD CHURCH, WYNDHAM

Applicant Details

Name	ASSEMBLIES OF GOD	Email	lrokoduru@yahoo.com
Postal Address	P.O. Box 57, WYNDHAM, 6740		
Phone	0487 148731	A/H	Fax
Contact Person	LAISENIA ROKODURU		
Signature		Date	

Property Details

Lot	1757	House	21	Location	
Street	1 CIVIC WAY	Suburb	WYNDHAM		
Nearest Intersection					
Assessment No.	285	Diagram / Plan No.		Folio No	
Certificate of Title Vol. No.					
Title Encumbrances (If any)					

Land Owner/s

1. Only necessary if applicant does not own the land referred to above.
2. Details to be provided in respect of each land owner

Name	AOG Church - WA Conf.	Email	
Postal Address	P.O. Box 57, Wyndham		
Phone	0487 148731	A/H	Fax
Contact Person	PASTOR LAI ROKODURU		
Signature		Date	30/05/19

Facility Details

Please specify the number of Sites the park is to be Licensed for:

Short Stay Sites: To be occupied consecutively by the one person or group or persons for no longer than 3 consecutive months — 5 day stay. ✓

Camp Sites: Sites which may be occupied by those camping (includes camp in a vehicle but not a caravan)

Please specify the dates of operation for the temporary facility:

26/06/19 to 30/06/19

Site Plan

Please attach a Site Plan to this application detailing the following:

(a) The location and type of sites on the facility	<input checked="" type="checkbox"/>
(b) The buildings (including numbers of toilets, hand basins, showers etc.)	<input checked="" type="checkbox"/>
(c) The roads and paths	<input checked="" type="checkbox"/>
(d) The drainage and wastewater disposal systems - <i>underground drainage.</i>	<input checked="" type="checkbox"/>
(e) The location of fire hoses, fire hydrants and fire extinguishers	<input checked="" type="checkbox"/>

Policy Compliance:

Please provide the following information in accordance with Council Policy CP/HTH-3762:

(a) What is the need for the temporary facility?

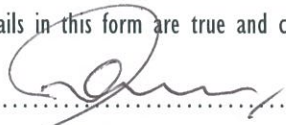
To host a campers attending the convention.

(b) Who will the main users of the facility be?

Campers only in tents. Other attendees will be booked @ The Caravan Park.

Declaration:

I/We declare that all details in this form are true and correct.

Signature of applicant:  Date: / /

Signature of applicant: Date: / /

OFFICE USE ONLY

Date Received	
Fees to be Paid	
Receipt No	
General Ledger Account	1070413
EHO Approved	

Document No:	
Officer	
Response	
File	PH.12.5
License Issued	

Event Notification



To be completed for **ALL** Public Events within the Shire unless the event is held on private property and is compliant with the current Public Building Certificate of Approval. Bookings and permits are not confirmed until approval has been granted by the Shire of Wyndham East Kimberley.

Whilst the Shire encourages the staging of events within the Shire of Wyndham East Kimberley and recognise the benefits they can bring to the community, the Shire has a responsibility to ensure they are managed in an appropriate manner. Therefore, all public events **MUST** have a Public Building Certificate of Approval, a Shire of Wyndham East Kimberley Event Permit, and ensure they comply with the Government of Western Australia Department of Health Guidelines and legislation, before they can proceed.

A Public Building Certificate of Approval specifies what the venue can be used for and the maximum occupancy. An event, public or private, held at a venue with a current Public Building Approval must comply with the terms of this Certificate. Details can be obtained from the landowner. Shire facilities with Public Building Approvals can be found [here](#).

An event which has an existing Approval to Construct, Extend or Alter a Public Building from a previous event and will comply with this approval, must confirm this in writing when submitting this form.

A private event held on a property that does not require a public building approval, must ensure that they have landowner's permission, and the event complies with all relevant legislation. These events may require permits from other authorities and the Shire will refer organisers to the appropriate authority where possible.

Event Notification Forms must be completed and submitted with ALL supporting information to the Shire of Wyndham East Kimberley **8 weeks prior to the commencement of the event**. Any forms received less than 4 weeks prior to the event **may be** refused. Submissions can be made by:

- Email: mail@swek.wa.gov.au
- Mail: PO Box 614 Kununurra WA 6743
- In person: 20 Coolibah Drive, Kununurra or Koolama Street, Wyndham

The Shire will provide a written decision within 4 weeks of receiving all required documentation, which will include confirmation of related fees.

Any questions or queries, do not hesitate to contact the Community Development Officer on 9168 4100 or mail@swek.wa.gov.au who will assist you with your application or direct you to the relevant staff member.

1. APPLICANT DETAILS

Organisation	REVIVAL LIFE CENTRE - AOG CHURCH		
Type of Organisation	Not-for-profit <input checked="" type="checkbox"/>	Private <input type="checkbox"/>	Government <input type="checkbox"/>
Contact Person	LAISENIA ROKODURU	Position	PASTOR
Postal address	P.O. Box 57, WYNDHAM, WA, 6740		
Residential address	1 CIVIC WAY, WYNDHAM		
Home phone	Work phone	Mobile	0477148731
Email	lrrokoduru@gahog.com	Fax	
Are you the contact person during the event?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If no, provide contact details below:
Contact Person	LAISENIA ROKODURU	Mobile	04871
Identification attached	Driver's Licence <input checked="" type="checkbox"/>	Passport <input type="checkbox"/>	Other <input checked="" type="checkbox"/> Please state: MEDICARE.

2. EVENT DETAILS

Event name	R.L.C. INDIGINEOUS CONVENTION		
Event venue	P.R. HALL, WYNDHAM		
Is this a Shire owned or managed property?	Yes <input checked="" type="checkbox"/>	If yes, a Shire Facility Booking Form must be completed	
	No <input type="checkbox"/>	If no, the below landowners declaration is required: I, _____ being the owner/agent of _____ Apply under section 176 of the <i>Health Act 1911</i> to construct or extend a public building. Signature: _____ Date: ___/___/___	
Event date	27 th June, 2019 - 30 th June, 2019		
Event time:	From	10:00 am/pm	To 9:00 am/pm - Breaks in Between
Number of attendees	50-100		
Participants	Spectators	Maximum at any one time	100 Total for event 160
Description of event (eg. concert, exhibition, fair)	CONVENTION - TRAINING FOR LEADERS - 10:00am - 12:00 pm - EVENING RALLY - 6:00pm - 9:00pm		
Additional comments	The Convention has been booked at the Peter Reid Memorial Hall for the 27 th - 30 th June, 2019.		

The noted links below refer to pages within the **Government of Western Australia Department of Health Guidelines for concerts, events and organised gatherings 2009.**

3. MANDATORY REQUIREMENTS FOR ALL EVENTS

Site Plan	For requirements for site plans, please see Page 151
Potable Water	Please see required quantities at Page 83 Do you comply with these requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>
Toilets	Please see required quantities at Page 137 A minimum of 1 disability access WC is required and will count as one toilet for each sex
Available toilets for the event: Please demonstrate on Site Plan	Male: 3 Female: 3 Disabled: <i>Disability friendly toilets.</i> Urinals: Hand Wash Basins: 3 each
Risk / Emergency Management Plan	For information about these plans, please see Page 26 The Tourism WA's Introduction to Risk Management for Event Holders may be of assistance to you. If required, please see Risk Management Plan Template
Current Public Liability Insurance is required prior to event commencement	Do you have / have you organised public liability insurance? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Please submit with this application if possible
Will you have adequate first aid at your event?	Please see required quantities at Page 102 Please note. A "post" is a location where attendees can go to receive treatment. Attendees must be made aware of this location Do you comply with these requirements? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Please ensure detailed information is included in your Risk / Emergency Management Plan

4. EVENT SPECIFICS

Will there be amusement rides or bouncy castles at the event?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, Worksafe certificates from vendor must comply with AS 3533.
Is it possible that the volume of amplified sound may disturb neighbouring residents / businesses?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, see please Page 75 and Application for Noise Regulation 18 Approval
Will you be providing additional lighting or bins at the venue for the event?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, please ensure location and amount are indicated on your site plan
Will temporary electrical installations be carried out for the event? (This does not include portable equipment or cords)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, a Certificate of Electrical Compliance must be completed by an electrical contractor and submitted prior to the event
Will any spectator stands or stages be used? Will any marquees or tents larger than 55sqm be used?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, see Page 45 If required, please complete a Certificate of Structural Integrity
Will persons be camping on site due to the event?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, you must comply with this CP/HTH-372 Licensing of Temporary Caravan Parks and Camping Grounds Setback from road should be 6 metres Please complete Temporary Licence Application if camping more than 3 nights
Will there be security / crowd controllers?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Please see information on Page 56
If Yes, Name of business or person(s):	How many?

Will food and drink (other than water) be sold or provided?		Yes	No <input checked="" type="checkbox"/>	If yes, see Page 84
If yes, will this be provided by a registered food business?	Yes <input checked="" type="checkbox"/>	Business Name: <u>Ohana Catering</u>		
	No <input type="checkbox"/>	Complete a Temporary Food Stall Application		
Will there be alcohol at the event?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Please see Page 66 for information
If yes, please indicate in which form:		Sold <input type="checkbox"/>	BYO <input checked="" type="checkbox"/>	Provided <input checked="" type="checkbox"/>
Will there be Pyrotechnics / Lasers?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, see Page 78
Will temporary signage be erected as part of the event?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Please see Main Roads WA Guidelines If yes, an Application to Register a Portable Sign must be completed
Are you aware of and agree to abide by <i>Working with Children Act 2004</i> ?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Pursuant to the <i>Working with Children Act 2004</i> , supervisors and other adults working with children under the age of 18 are required to possess (or make application for) a current Working with Children Check and/or National Police Check.
Do you have adequate parking for the event? Ensure safety & volumes have been considered (e.g. disability & pedestrian access ways, 1 car bay per 4 attendees on-site, drop-off areas).			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Please include parking arrangements on your map.				
Will the event or parking for the event impede on the road reserve? 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.		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If 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.
Will the event impact on road users? This includes events that are taking place on or near roads		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, a Traffic Management Plan will be required. Please see 7.1 of the MRWA Traffic Management for Events Code of Practice for definition.
Will a road, roads or part of a road be closed due to the event?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, an application for Road Closure can be obtained from the local Police Station or at the WA Police website . Approval of this application will also require submission of a Traffic Management Plan.

Traffic Management Plans

- Require a minimum of five working days for assessment and approval. Should the Traffic Management Plan require revision or amendment a further five working days should be allowed for re-assessment and approval.
- Are not required if the event is contained within the private property.

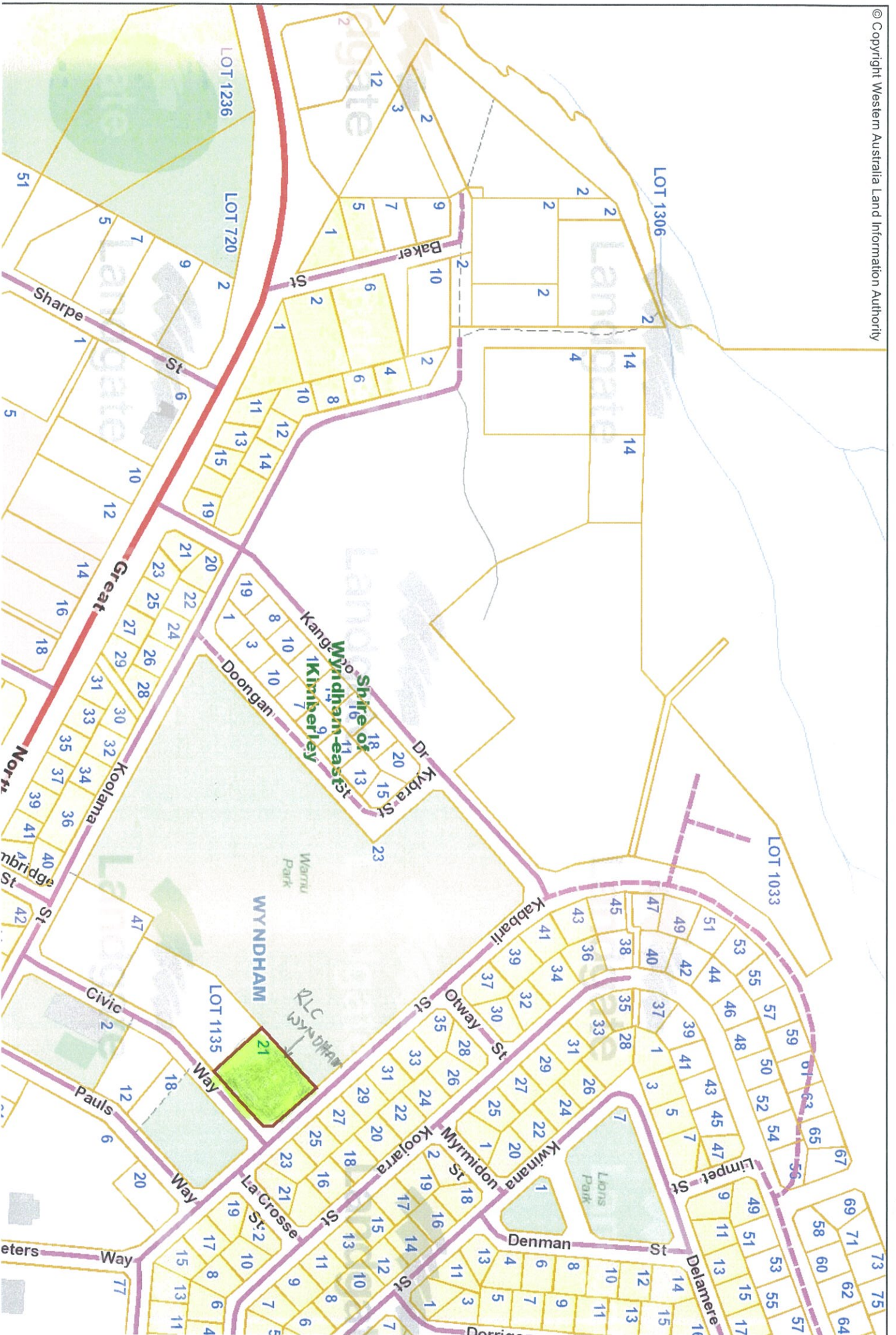
Declaration

I/we agree to indemnify the Shire of Wyndham East Kimberley against all actions, claims, demands, or costs arising out of connection with the booking of an event or the hire of a facility or equipment. In consideration for the use of facilities owned by the Shire of Wyndham East Kimberley, I/we agree to hold the Shire of Wyndham East Kimberley harmless for any damages, acts or incidents that occur as a result of the above event held by me/us. Further, I/we assume all liability for specific losses arising from the event listed above and release the Shire of Wyndham East Kimberley from all liability and costs incurred arising from or incident to the event.

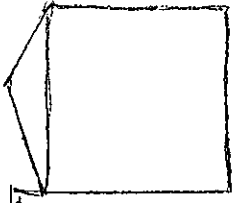
Name: Laisehia Rokoduru On behalf of (Organisation Name) AOG Church Wyndham

Signature: [Signature]

Date: / /



TEMPORARY CAMPING GROUND



FENCE

ROAD

DRIVEWAY

ROAD

FOOT PATH / WALK WAY

Church Hall

Verandah

BBQ

EXIT Door

SINK

Sunday School Area

BACK GATE

OFFICE

Wash bowls

LADIES TOILET

TOILET
TOILET
TOILET
SHOWER
SHOWER

DOOR



MENS TOILET

TOILET + SHOWER
TOILET
TOILET
SHOWER
SHOWER

DOOR

Wash bowls

DOOR

DOOR

DOOR