

# Shire of Wyndham – East Kimberley



## Local Planning Policy 4 Events Application Package

August 2009

### FEES AND CHARGES

A planning application fee in accordance with the Shire's current Schedule of Fees for a 'Change of Use' applies to an application for an event. Health fees also apply for consideration of an application in compliance with the Health (Public Building) Regulations 1992 and other related legislation.

Additional fees may apply should a building licence or other particular health licences be required.

### DISCLAIMER

This package details the requirements of the Shire of Wyndham – East Kimberley only. Additional information and/or approvals may be required from other agencies and Government organisations. It is the sole responsibility of the Applicant, not the Shire, to ensure all relevant information and approvals are obtained in relation to each particular event.

OFFICE USE ONLY – NOTE APPLICATION CAN NOT BE PROCESSED UNTIL FEES ARE PAID IN FULL

Date Received	
Fees Paid -Planning	
Fees Paid - Health	
Receipt No	

Document No	
File	
Officer	
Licence Issued	

TOWN PLANNING SCHEME No.6

AND TOWN PLANNING SCHEME No.7

**APPLICATION FOR PLANNING CONSENT**

AND

**HEALTH (PUBLIC BUILDING) REGULATIONS 1992**

**APPLICATION FOR HEALTH APPROVAL**



**Events Application Form**

*This form is to be completed and submitted together with the other information outlined in this package. Please signify with N/A if a particular question or field does not apply to your event. You will be notified in writing when your event application has been processed. Applications must be submitted at least 8 weeks prior to your event.*

**Landowner's Details**

Name: .....

Address: .....

..... Postcode:.....

Phone: (wk) ..... (fax) ..... (mobile) .....

Contact Person: .....

Signature/s: ..... Date: .....

..... Date: .....

**Organiser's Details**

Name of event:

.....

Applicant/organisation: .....

Contact person (if different from above): .....

Postal address:

Telephone (hm): ..... (wk): ..... (mb): .....

Email address: .....

**Event Details**

Date: .....

Actual set up date: .....

Actual event start date: .....

Actual event finish date: .....

Actual completion of clean up date: .....

Proposed venue details: (eg. name of reserve, building or public open space)

Shire venues or facilities can be reserved through the Kununurra leisure centre

.....  
.....  
.....

Event description: (eg. Sporting, commercial, entertainment and in addition please state whether the event is a one-off or proposed as an annual event)

.....  
.....  
.....

Entertainment: Brief details (number of stalls/products/entertainment-bands, amplified music/animals/activities/farm machinery/rides)

.....  
.....

Primary purpose of event: (eg. fundraiser for community group)

.....

Will alcohol be available/consumed on site? (tick) For Sale  BYO  No Alcohol

Refer to Information Note No.7 of this package for guidance.

Will food be available? (tick) Yes  No

All food stalls require approval from Shire's Health Department.

Application form attached (appendix 1)

Details of any tents, marquees, stages etc. to be used for the event:

.....

Details of any road closures or use of roads for the event: (Note: separate approvals required through police services)

.....

Will the event have implications for local residents, (eg. Noise, traffic management, parking) and if so how is it proposed to manage these implications?

Noise

.....

Traffic Management.....

.....

.

.....

Parking.....

.....

.....

How will crowds be managed during entry to and exit from the event? Consider procedures to control excessive queuing or crushing (gate control, pathways, exits)? Include considerations for persons with disabilities.

.....  
.....

Will security be needed/provided? If so provide details

.....  
.....

Have you notified the following key stakeholders/emergency services personnel of the event?

- Police
- Ambulance
- First Aid
- FESA
- Hospital
- SES

**Expected Attendance**

*Maximum number of people expected at any given time:* .....

*Anticipated total number for entire event:* .....

*Target audience: (eg. youth, adult, family etc.)* .....

*Have you ever conducted this event before and if so, when/where was it held?*

.....  
.....  
.....

*Have you determined whether a risk assessment needs to be done? (tick) Yes  No*

*Do you require guidance with the preparation of a risk assessment? (tick) Yes  No*

**Event Facilities**

*Power supply details:* .....

All electrical equipment, switches and meters are to be protected from the public and a certificate of electrical compliance (Form 5, appendix 2) must be completed and lodged with the Shire prior to commencement of the event.

*Water supply details:* .....

Number of toilets available: Male: Closets: .....

Urinals (number or length):.....

Hand Wash Basins: .....

Female: Closets: .....

Hand Wash Basins: .....

Is there disabled access to toilet facilities? .....

Detail waste removal plans? (Number of bins, size of bins, site clean-up and surrounds)

.....  
.....

**YOU MAY WISH TO ATTACH ANY OTHER RELEVANT INFORMATION TO ASSIST WITH THE APPROVAL PROCESS**



## ACKNOWLEDGEMENT

I, \_\_\_\_\_ as the event organiser applying for approval to host an event in the Shire of Wyndham – East Kimberley acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified event period and will ensure compliance with the Shire of Wyndham - East Kimberley's conditions of approval.

I will indemnify the Shire of Wyndham - East Kimberley and all relevant landowners against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted, with evidence in this regard to be presented to the Shire of Wyndham East - Kimberley prior to commencement of the event.

I understand and acknowledge the Event Application Package has been compiled according to a number of statutory requirements, and any forthcoming Planning Consent (including conditions of approval) are lawfully binding and can be enforced pursuant to the Shire of Wyndham - East Kimberley Town Planning Schemes No.6 and No.7, the *Planning and Development Act, 2005* and the Health (Public Building) Regulations 1992. Furthermore I understand there could be other requirements outside of this package and that, as the event organiser, I am responsible to meet.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

### ***Important Notes:***

- *You may not proceed with your event without written planning consent being issued by the Shire and all other statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event.*
- *All conditions will be outlined in a formal notice of Planning Consent. It is your responsibility as the applicant/event organiser to adhere to the conditions of approval.*
- *Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer Shire approval for an event to an alternative venue, date or time, without further consent being granted by the Shire.*
- You must ensure the event adequately caterers for the needs of people with disabilities.
- You may be required at the request off the Shire to attend a 'de-brief' of the event to discuss any associated issues and/or possible improvements to the ant future events.



# INFORMATION AND GUIDE FOR APPLICANTS

## 1. LOCATION OF EVENT

If you intend on holding your event on property owned or managed by the Shire of Wyndham - East Kimberley or any other government agency you are required to obtain that organisations consent prior to lodging an application. This includes the signing of the application for under 'Landowners Details' by the appropriate authorised person.

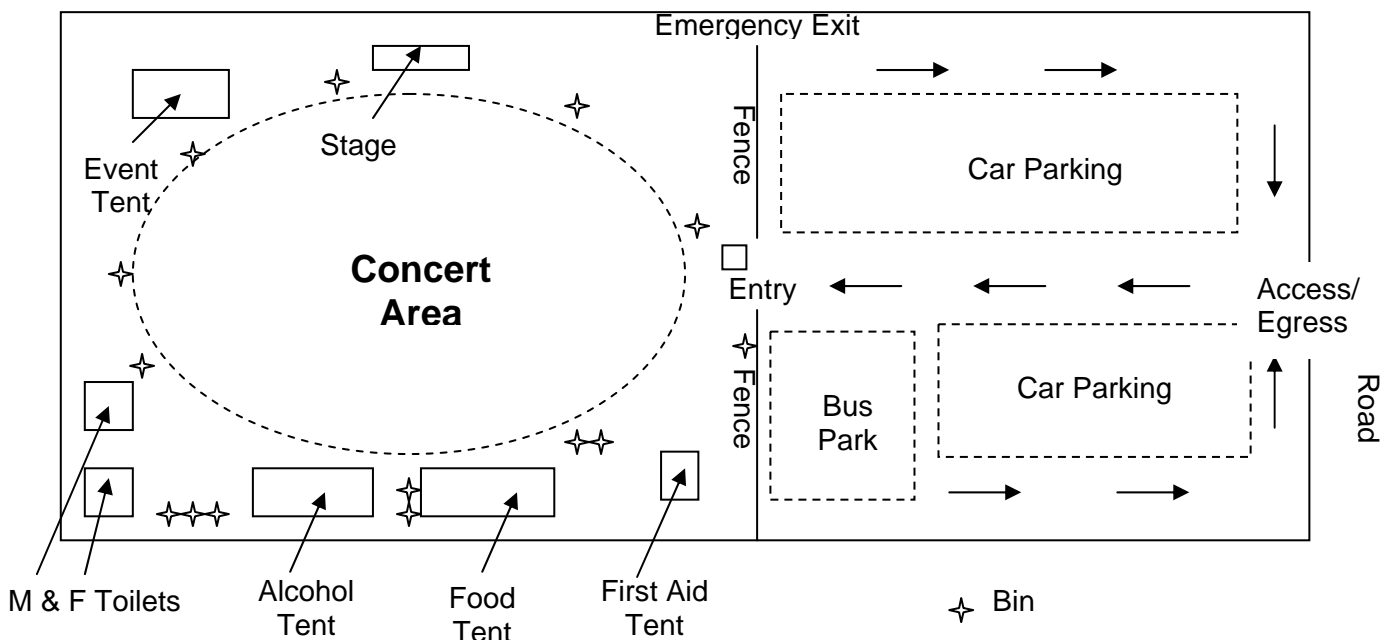
If event is to be held on privately owned land, you will be required to have land owner/s sign the application form.

## 2. SITE PLAN AND EVENT LAYOUT

A site plan with the layout of the event is to be provided with your application, which shall include location of:

- vehicular access
- onsite car parking and bus drop off areas
- barrier fencing
- stage and sound equipment (if applicable)
- stalls of any kind (food, craft, etc)
- competitor and spectator areas/seating
- liquor licensed area/s (if applicable)
- electrical supply
- first aid facilities/ambulance (if applicable)
- fire fighting vehicle (if applicable)
- structures and buildings (pavilions, sheds, tents, marquees, etc)
- toilet facilities (existing and additional)
- location of bins/waste facilities
- walkways
- external lighting (if applicable)
- emergency access and routes
- over night camping areas (if applicable)
- independent power supply/generators (if applicable)

The following diagram provides a typical example of the site plan required.



### **3. EVENT TIME FRAME AND EXPECTED ATTENDANCE**

The event organiser is to provide the Shire of Wyndham - East Kimberley with dates and time/s the ground/reserve is to be used, including set up and clean up.

The Shire of Wyndham - East Kimberley is to be provided with the estimated number of patrons attending the event, which will be used to calculate toilet, waste and First Aid requirements.

Additionally, a Risk Management Plan may also be required should the event attract a large number of people. Further information on this matter can be obtained from [http://www.riskcover.wa.gov.au/riskmanagement/riskcover\\_riskmanagement\\_faq.shtml](http://www.riskcover.wa.gov.au/riskmanagement/riskcover_riskmanagement_faq.shtml) .

### **4. ACCESS TO VENUE FOR SHIRE STAFF**

Shire staff members are to be afforded access to the whole venue prior to and for the duration of the event. Authority cards can be made up for staff members that require access for compliance purposes only.

### **5. PUBLIC LIABILITY INSURANCE**

The Shire of Wyndham - East Kimberley requires public liability insurance be provided for all events to a minimum value of \$5,000,000. This insurance is the responsibility of the event organiser with evidence of such cover to be submitted as part of the application.

### **6. LEGISLATIVE REQUIREMENTS**

Application for the event must be lodged on the Form 1 – Application for Planning Consent and Health Approval contained in this package.

Under the Health (Public Building) Regulations 1992, outdoor events are considered public buildings. The following are requirements under the above regulations:

- toilet facilities relevant to the expected attendance
- disabled access (for both the event grounds in general and toilet facilities)
- evacuation plan and emergency lighting
- general lighting for evening and night events
- all electrical equipment, switches, meters are to be protected from the public and a certificate of electrical compliance (Form 5, appendix 2), must be completed and lodged with the Shire prior to commencement of the event.
- exit signs are to be provided
- fire equipment and adequate communications are to be supplied

Event organisers are to provide sufficient waste disposal facilities relevant to the expected attendance.

Any stalls or premises preparing and/or selling food is to comply with the Health (Food Hygiene) Regulations 1993. Applications to sell food at the event should be lodged with the Shire's Health Department at least 2 weeks prior to the event.

Under the Environmental Protection (Noise) Regulations 1997, noise levels are to comply with the levels set out in those regulations. If the Shire of Wyndham - East Kimberley deems it necessary to have an Environmental Health Officer present to monitor the noise levels of the event, the event organiser may be required to pay for these services. Any officer present to ensure compliance with the above noise regulations is not under the control of the organiser.

## **7. ALCOHOL AND LIQUOR LICENSING**

Event organisers are required to apply for a liquor licence through the Department of Racing, Gaming and Liquor, if alcohol is to be sold at the event. If the liquor licence is approved, details of the licence are to be provided to the Shire of Wyndham East Kimberley at least 2 weeks prior to the event. A copy of the Liquor Licence is to be submitted to the Shire prior to the event and also displayed in the licenced area in full view of patrons.

## **8. PROVISION OF FIRST AID**

The event organiser should provide First Aid facilities relevant to the size of the event.

## **9. EMERGENCY SERVICES**

Event organisers must notify the Police and Fire & Emergency Services of the event and the event time frame. A contact number for the event organiser should be given to these organisations in case of emergency.

Access must also be available to emergency vehicles as required.

## **10. NOTIFICATION OF ROAD CLOSURES**

The event organiser is to notify and seek approval from the Shires Engineering Department (and Main Roads if necessary) for any road closures for the event, prior to lodging an application with the Police. Please note partial road closures or suspension of the Traffic Act requires approval and these forms/approvals need to be sourced from Police, at least 6 weeks prior to the event to allow for separate processing.

Additionally, adequate time must be allocated to consultation with affected parties that may include local residents and business owners.

## **11. WATER & POWER**

It is the responsibility of the event organiser to ensure a potable water supply (to public health drinking standards) is made available for patrons at the event. Event organisers may need to organise independent power supplies for Shire grounds.

## **12. FIREWORKS**

Approval is required from the Department of Mines, the Police and the Shire of Wyndham - East Kimberley for the discharge fireworks at an event. Applications in this regard can be obtained from the Department of Mines.

If approved, the State Fire & Emergency Services are to be notified and appropriate fire fighting equipment is to be provided at the event.

## **13. PARKING**

The event organiser is to ensure sufficient parking and manoeuvring area is available for the expected number of competitors and patrons at the event. This shall include provision for bus drop off and parking, if applicable. All parking areas shall be clearly defined and may require onsite parking attendants depending on the nature and patronage of the event.

## **14. FENCING**

If the event is to be fenced off, or have areas within the event to be fenced (eg. licensed or competitor areas), the fencing is to be inspected by the Shires Building Department prior to the event.

## **15. CONSULTATION WITH OTHER GROUND USERS**

Event organisers should ensure that all other ground users are contacted and informed of the event to ensure there is no conflict of use and/or parking. For applications to conduct events in public areas the Shire in issuing approval may not grant exclusive use of the ground or reserve.

## **16. CONSULTATION WITH COMMUNITY**

All neighbouring landowners should be consulted to avoid any form of conflict. In this regard the Shire may seek comment from all or part of the community through the application process, which may incur an additional cost and reflect in the decision of the local government.

## **17. APPLICATION FEES**

A planning application fee in accordance with the Shire's current Schedule of Fees for a 'Change of Use' applies to an application for an event. Health fees also apply for consideration of an application in compliance with the Health (Public Building) Regulations 1992 and other related legislation.

Additional fees may apply should a building licence or other particular health licences be required

## **18. RIGHT OF APPEAL**

The applicant/owner has a right of appeal against the Council's decision, be it a refusal or any condition of approval, in accordance with the provisions of the *Planning and Development Act, 2005*. In this regard contact should be made with the State Administrative Tribunal on 9219 3111 or via website [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au) to obtain the relevant time limitations, appeal process, appeal forms and respective fees.

**ADOPTED: 18/8/09**

**REVIEWED:**

**AMENDED:**

**APPENDIX 1 - FOOD STALLS**



**SHIRE OF WYNDHAM EAST KIMBERLEY  
APPLICATION FOR A STALL HOLDER'S LICENCE**

**HEALTH ACT 1911**

This form and payment of application fees is NOT approval to conduct a stall. To ensure you receive approval, submit this form with the appropriate payment at least 7 days before you wish to conduct a stall.

**Particulars of Applicant**

Name \_\_\_\_\_  
Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_  
Lot No. \_\_\_\_\_ Street No. \_\_\_\_\_ Street Name \_\_\_\_\_  
Suburb \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Mobile \_\_\_\_\_

***Particulars of Stall***

Types of Goods or Services to be sold:  
NB: if food is being sold you must specify exactly what is contained in each food product \_\_\_\_\_

Address at which food will be prepared  
NB: if different from Residential address \_\_\_\_\_

Size of stall: \_\_\_\_\_

Method of Construction: \_\_\_\_\_

Place in which Stall to be set up \_\_\_\_\_

Date of operation: \_\_\_\_\_

Time of operation: \_\_\_\_\_

**Main purpose of business (fundraising, charity, business)**  
\_\_\_\_\_

**Declaration**

(Making a false statement may be an offence)

The applicant named above hereby applies for the issue of him/her of a Stall Holder's Licence in respect of the stall mentioned above. I declare that all details in this form are true and correct.

Signature \_\_\_\_\_ of \_\_\_\_\_ Date: \_\_\_\_\_  
applicant/s

**OFFICE USE ONLY – NOTE APPLICATION CAN NOT BE PROCESSED UNTIL FEES ARE PAID IN FULL**

Date Received	
Fees Paid	
Receipt No	
General Ledger Account	
EHO Approved	

Document No	
Officer	
Response	
File	
Licence Issued	



**APPENDIX 2 - CERTIFICATE OF ELECTRICAL COMPLIANCE**

**Form 5**

To the Shire of Wyndham East Kimberley                      Date: .....

I hereby certify that the electric light and / or power installation, alteration, addition at the undermentioned premise/event has been carried out in accordance with the Health (Public Building) Regulations 1992.

Name of Event:

.....

Address where electrical work was undertaken:

.....

Details of installation

.....

.....

.....

.....

Is there any work for which you are not responsible?

.....

.....

Signature of licensed electrical contractor or electrical worker authorised to sign on behalf of the electrical contractor/in-house installer.

Signature: .....

**Contractors / In-house Electrical Installers Details**

Name:..... Registration No.: .....

Business Name: .....Phone No.: .....

Address:.....