

# 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](mailto: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](mailto:mail@swek.wa.gov.au) who will assist you with your application or direct you to the relevant staff member.

## 1. APPLICANT DETAILS

Organisation					
Type of Organisation	Not-for-profit <input type="checkbox"/>	Private <input type="checkbox"/>	Government <input type="checkbox"/>		
Contact Person			Position		
Postal address					
Residential address					
Home phone		Work phone		Mobile	
Email				Fax	
Are you the contact person during the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, provide contact details below:		
Contact Person				Mobile	
Identification attached	Driver's Licence <input type="checkbox"/>	Passport <input type="checkbox"/>	Other <input type="checkbox"/>	Please state:	

## 2. EVENT DETAILS

Event name					
Event venue					
Is this a Shire owned or managed property?	Yes <input type="checkbox"/>	If yes, a Shire Facility Booking Form <b>must be</b> completed			
	No <input type="checkbox"/>	<p>If no, the below landowners declaration is required:</p> <p>I, _____ being the  owner/agent of _____  Apply under section 176 of the <i>Health Act 1911</i> to construct or extend a public building.</p> <p>Signature: _____ Date: ____ / ____ / ____</p>			
Event date					
Event time:	From	____:____ am/pm	To	____:____ am/pm	
Number of attendees					
Participants		Spectators		Maximum at any one time	
Description of event (eg. concert, exhibition, fair)					
Additional comments					

**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 <a href="#">Page 151</a>
Potable Water	Please see required quantities at <a href="#">Page 83</a> Do you comply with these requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>
Toilets	Please see required quantities at <a href="#">Page 137</a> 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:                      Female:                      Disabled: Urinals:                      Hand Wash Basins:
Risk / Emergency Management Plan	For information about these plans, please see <a href="#">Page 26</a> The <a href="#">Tourism WA's Introduction to Risk Management for Event Holders</a> may be of assistance to you. If required, please see <a href="#">Risk Management Plan Template</a>
Current Public Liability Insurance is required prior to event commencement	Do you have / have you organised public liability insurance? Yes <input 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 <a href="#">Page 102</a> 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 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 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 type="checkbox"/> If yes, see please <a href="#">Page 75</a> and <a href="#">Application for Noise Regulation 18 Approval</a>
Will you be providing additional lighting or bins at the venue for the event?	Yes <input type="checkbox"/> No <input 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 type="checkbox"/> If so, a <a href="#">Certificate of Electrical Compliance</a> 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 type="checkbox"/> If yes, see <a href="#">Page 45</a> If required, please complete a <a href="#">Certificate of Structural Integrity</a>
Will persons be camping on site due to the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, you must comply with this <a href="#">CP/HTH-372 Licensing of Temporary Caravan Parks and Camping Grounds</a> Setback from road should be 6 metres Please complete <a href="#">Temporary Licence Application</a> if camping more than 3 nights
Will there be security / crowd controllers?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see information on <a href="#">Page 56</a>
If Yes, Name of business or person(s):	How many?

Will food and drink (other than water) be sold or provided?		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, see <a href="#">Page 84</a>
If yes, will this be provided by a registered food business?	Yes <input type="checkbox"/>	Business Name:
	No <input type="checkbox"/>	Complete a <a href="#">Temporary Food Stall Application</a>
Will there be alcohol at the event?		Yes <input type="checkbox"/> No <input type="checkbox"/> Please see <a href="#">Page 66</a> for information
If yes, please indicate in which form:		Sold <input type="checkbox"/> BYO <input type="checkbox"/> Provided <input type="checkbox"/>
Will there be Pyrotechnics / Lasers?		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, see <a href="#">Page 78</a>
Will temporary signage be erected as part of the event?		Yes <input type="checkbox"/> No <input type="checkbox"/> Please see <a href="#">Main Roads WA Guidelines</a> If yes, an <a href="#">Application to Register a Portable Sign</a> must be completed
Are you aware of and agree to abide by <i>Working with Children Act 2004</i> ?		Yes <input 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 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 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 type="checkbox"/> If yes, a Traffic Management Plan will be required. Please see 7.1 of the <a href="#">MRWA Traffic Management for Events Code of Practice</a> for definition.
Will a road, roads or part of a road be closed due to the event?		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, an application for Road Closure can be obtained from the local Police Station or at the <a href="#">WA Police website</a> . 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..... On behalf of (Organisation Name).....

Signature .....

Date / /