



Event Application Guidelines



To assist you in the planning process of your event, within the Shire of Nannup and other regulatory requirements.

Contents

Introduction	1
Application Process	2
What to Consider	
Access & Inclusion	3
Sustainability	3
Insurance Requirements	3
Risk Management	4
Emergency Management	4
Traffic Management	4
Emergency Services	5
Security	5
First Aid	5
Use of Airspace	6
Cycling Events	6
Events held on Water	6
Amusement Rides and Structures	6
Liquor Consumption	7
Food/Beverages	7
Marketing	8
Signage	8
Camping	8
Ablutions	8
Temporary Structures	9
Electricity	9
Tables	
Ablutions	10
First Aid	11

Introduction

The Shire of Nannup is the proud host to many events throughout the year. Events are defined as follows:

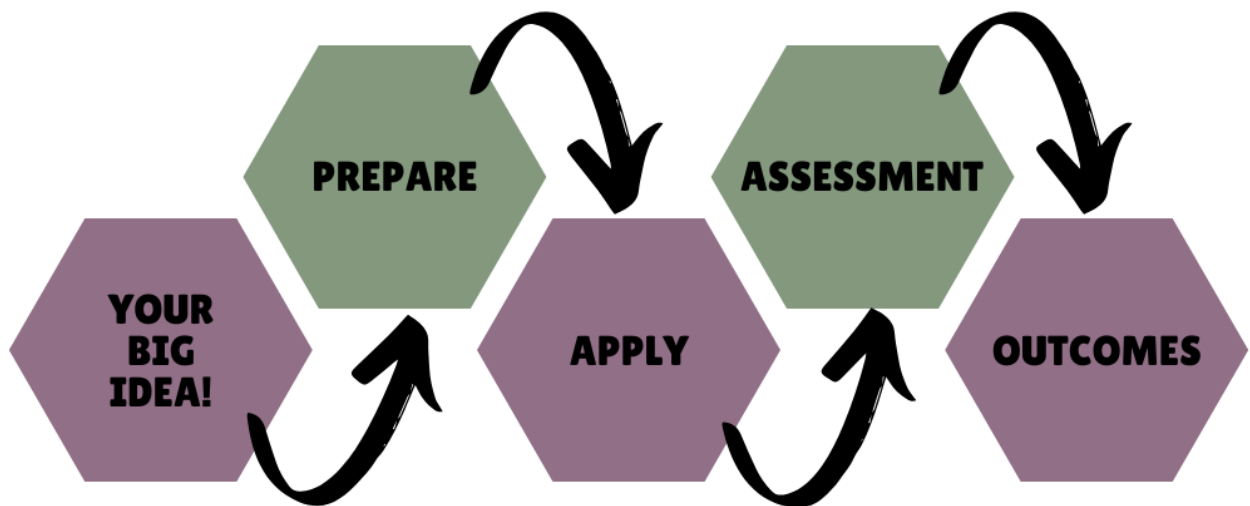
- Small Event - 50-200 people using Shire Land or Facilities.
- Medium Event - 200-1000 people
- Large Event - 1000 + people.

This guide has been created to assist in the planning process of your event within the Shire of Nannup, providing you with the relevant legislation and Shire requirements.

We are committed to consolidating our practices to maintain an accessible process for all Event Organisers. To ensure that your event application is processed in a timely manner, please utilise our Event Checklist to make sure that all appropriate documentation has been included with your application. All event applications need to be submitted for processing at least 12 weeks prior to the event start date.



Application Process



Prepare:

Please contact the Shire of Nannup Event's Team to confirm the suitability of the location and date for your event, complete the self-assessment checklist to confirm what approvals and permits may be required, and book an appointment to meet us.

Apply:

Once you are confident you have all of the appropriate documentation, complete and lodge relevant event application forms and documents.

Assessment:

Depending on your application requirements; you may be asked to provide further information, or provide evidence of communication with other agencies. If your event requires inspections and on the day permits, these will be communicated to you.

Outcomes:

After your event, an invoice for fees and services by the Shire of Nannup will be issued. A debrief meeting will be arranged with you, and commencement of planning for the event the following year can begin, if applicable.

What to Consider

Access & Inclusion:

The Shire of Nannup encourages all Event Organisers to align their Event Planning within the scope of the Shire of Nannup's Access and Inclusion Plan. This includes consideration for Australian Council for the Rehabilitation of Disabled (ACROD) Parking Bays, ablution facilities and ensuring accessibility within the event space, establishing appropriate on-ground support.



Australia Day Breakfast | Photo Credit: Nannup CRC

Sustainability:

The Shire of Nannup promotes methods of sustainability wherever feasible. Some ideas you may wish to incorporate include:

- Utilising the local LIONS Club recycling program
- Providing free, potable drinking water for patrons
- Offering bio-degradable crockery and cutlery options
- Limiting single-use plastic options.

It is recommended that your event has one 240L bin per 100 people. Bins can be hired from a local supplier.

Insurance Requirements:

Events must have Public Liability Insurance, and your Certificate of Currency must be provided with your application.

Examples of other insurances that may be required include;

- Workers Compensation
- Volunteers
- Motor Vehicle.

Risk Management:

Risk Management Plans are a legislative requirement for all events over 1,000 attendees. A Risk Management Plan template is available [here](#). Key stakeholders that may need to be involved with the creation of the Risk Management Plan, include:

- [Nannup Police](#)
- St John's Ambulance
- [Nannup State Emergency Services](#)

Emergency Management:

Events that host over 1,000 people or fall between the period of the October to April bushfire season must have an [Emergency Management Plan](#) to AUS Standard 3745:2010. This plan must include the event's process for stopping or cancelling an event. The Event Organiser is responsible for patrons and a plan for their safety must be included in the case of an evacuation.

Traffic Management:

Any event that may potentially have an impact to traffic, or create a pedestrian hazard will need to have a Traffic Management Plan. This may include consultation with the Police, and [Main Roads](#).

A Parking Plan may need to be submitted with your Event Application. This should include a Parking Management Protocol, incorporating accessibility and ACROD bays. For further information, please refer to the Shire of Nannup's [Access and Inclusion Plan](#).



Tour of Margaret River 2016

In the event of an Emergency:

In the event of an Emergency, the Shire of Nannup retains the right to activate our Primary (Nannup Recreation Centre) and Secondary (Nannup Bowling Club) Welfare Centres. In the instance of an emergency being declared before an event begins, all bookings for these locations will be cancelled. If an Emergency emerges during your event, the Event Organiser will be informed if an evacuation will be required.

Emergency Services:

It is the responsibility of the Event Organiser to ensure that local Emergency Services are notified of the expected event. Depending on your Event type, these may include;

- Nannup Police
- Nannup Fire & Rescue
- St Johns Ambulance Nannup
- Nannup SES
- Nannup Hospital.

A copy of your Risk Management Plan may be required with the notification.

Security:

For fenced events, all entry/exit points are to be marshalled, and security personnel are to be present at stage/s and ablution facilities to ensure Public Safety in these areas.

The applicant must ensure that some security personnel are female for appropriate access to female toilets and dressing areas at venues.



Nannup Music Festival 2021 | Photo Credit: Wendy Slee

First Aid:

The level of First Aid required for events will vary. Organisations such as St John's Ambulance can be contacted, and a request made for their support at your event.

The Shire of Nannup's Environmental Health Services may require different numbers for your event, according to the potential risks your event activities may pose.

The recommended minimum number of first aid personnel and first aid stations can be found on page 11.



St. John Ambulance Service, Nannup

Use of Airspace:

Contact the Civil Aviation Safety Authority for use of airspace and air-site facilities on 131 757 or by visiting www.casa.gov.au. This includes the flight of drones, and hot air balloons.



Tank 7 | Daniela Tommasi Photography

Events held on Water:

For events held on navigable waters beyond the low water mark require approval from the [Department of Transport](#).



Kayaking on the Blackwood River

Cycling Events:

Cycling is a popular activity within the Shire of Nannup. Event Organisers must be aware of the different procedures and regulations for cycling events utilising roads managed by [Main Roads](#).

Events involving cycling have different Road Management and Communication requirements, including Emergency Services Notifications. Event Organisers planning gravel and trail events need to obtain landowner permissions.

You can view the Tank 7 Cycling Events information online [here](#).

Amusement Rides/Structures:

Events hosting amusement rides must comply with all relevant Australia Standards, and be inspected and maintained by a competent person. Amusement rides must be registered with Worksafe in the current owner's name.



Nannup Family Fun Day 2023 | Fox Folly Photography

Liquor Consumption:

A permit to sell, serve or supply alcohol is required from the Department of Racing, Gaming and Liquor. Applications must be submitted at least 30 days prior to the event. Please contact the Department for further information on 1800 634 541.

Permission for consumption of alcohol should also be obtained from relevant organisations/individuals such as;

- Local Government Authority
- Clerk of Courts
- Police
- Owner of the Premises.

A copy of your permit from the Department of Racing, Gaming and Liquor will need to be submitted as part of your event application.

Food/Beverages:

All events that will be selling or serving food/beverages must state this on their Event Application Form.

All food vendors/suppliers are required to supply their current Certificate of Registration. It is recommended that Event Organisers approach local approved vendors before contacting outside vendors for your event.

All food vans and vehicles are to comply with the Food Act 2009, Food Regulations 2009 and Food Standards Code, and may be inspected by an Environmental Health Officer, prior to or at the event.

Further information may be requested by the Shire of Nannup's Environmental Health Services after the application has been submitted.



Tank 7 Mountain Bike Park Official Opening | Photo Credit: Daniela Tomasi Photography

Marketing:

Sharing general information online and within your community can start 4-6 months prior to the event and further details shared closer to the event.

You may want to create a Marketing and Communication Plan to include:

- Overview of the event
- Primary & Secondary audiences
- Communication objectives
- Stakeholders
- Communication channels
- Timeline.

The Shire of Nannup's Community Development Team are happy to work with Event Organisers to ensure that cohesive messaging is broadcast across the Shire's various channels.

Signage:

If signage is to be used for your event, please complete the Signage Acknowledgement Form, and view the associated map for appropriate signage locations within the Shire of Nannup.

Camping:

Several options are available to campers in Nannup. In addition to the Nannup Caravan Park, there are other venues to accommodate visitors within our Shire. Find these and more information on the Experience Nannup App, downloadable on both Apple and Android services.

You can view the Camping Information online [here](#).

Toilets:

There are limited ablution facilities within the Shire of Nannup that can be utilised for an event. Existing or additional toilet facilities must:

- Be accessible for people with disability
- Be located away from food
- Be well lit to reduce the security and safety risks
- Provide soap and hand drying equipment
- Be signposted, and on all event maps.

The number of toilets required will depend on the following:

- Anticipated event numbers
- Event duration
- If alcohol is available
- Gender of attendees.

A table can be found on page 10 which indicates the number of toilets required for events.

Temporary Structures:

Temporary Structures can include but are not limited to; marquees, tents, stages, movie screens, spectator stands, fencing and barriers.

Any temporary structure larger than 3m x 3m requires approval. The person who constructs the structure is required to provide a Form 6 Certificate of Temporary Structure.

Electricity:

All electrical cabling, generators, switches, fuses and the like should be kept clear of patrons and be properly and safely secured.

An Event Organiser is required to have a licenced electrician complete a Form 5 Certificate of Electrical Compliance. Submission of this form must be completed within 48hrs from the start of the event.



Australia Day Breakfast 2021 | Photo Credit: Nannup Community Resource Centre

Tables

Ablutions:

The table below provides the facility requirements for events when alcohol is available. If alcohol is not available, reduce the requirements by 50%

	Male Facilities			Female Facilities		Accessible Toilets
Total Attendance	WC's	Urinal Metres	Hand Basins	WC's	Hand Basins	
0-1000	2	1.5	1	5	1	1
1000-2000	3	3	2	10	2	1
2000-3000	4	4.5	3	15	3	1
3000-4000	5	6	4	20	4	1
4000-5000	6	7.5	5	25	5	1
5000-6000	7	9	5	30	6	1
6000-7000	8	10.5	6	35	7	2
7000-8000	9	12	7	40	8	2
8000-9000	10	13.5	8	45	9	2
9000-10,000	11	15	9	50	10	3



Nannup Flower & Garden Festival 2022 | Photo Credit: Jessie Josie Photography

First Aid:

The table below provides the minimum number of First Aid Personnel and First Aid Stations. An Officer from the Shire of Nannup's Environmental Health Services may require different numbers in accordance with your specific event.

Number of Patrons	First Aid Stations	First Aid Personnel
500	1	2
1000	1	4
2000	1	6
3000	1	7
4000	1	8
5000	2	10
6000	2	11
7000	2	12
8000	2	13
9000	2	14
10,000	To be determined by the Shire's Environmental Health Officer	



St. John Ambulance Service, Nannup