

EVENT APPLICATION FORM



Please note that an event is not approved until the Shire of Nannup is satisfied that event organisers have met all conditions of the application, and approval has been granted in writing in the form of a permit.

EVENT DETAILS:

Name of Event:

Venue/s Requested:

Have you checked that this venue and date is available by contacting the Events Team? If no, please contact the Events Team on 08 9756 1018 to check the venue availability prior to completing this application form.

Setting up Date(s): and time(s) from: to:

Event Date(s): and time(s) from: to:

Pack down Date(s): and time(s) from: to:

HEALTH REQUIREMENTS:

Will food and beverages be available at the event? Yes No

If yes, please consider existing food or beverage vendors who currently trade at your event location prior to engaging additional food vendors. It is recommended that the event organiser approaches locally registered food and beverage vendors from within the Shire of Nannup before approaching vendors from further afield. Please note that all commercial food vendors are required to be registered as a food business with their local council.

Will alcohol be available at the event? (eg. sold or consumed) Yes No

Have you obtained the appropriate Liquor Licence for alcohol sales? Yes No

If you intend on selling alcohol, you will need to obtain the appropriate Liquor Licence from the Department of Racing, Gaming & Liquor, who can be contacted on (08) 9425 1888.

Please advise the number of additional toilets you will be providing (if applicable):

Please advise the number of additional accessible toilets you will be providing:

Power is available across certain venues and locations within the Shire of Nannup. If your event requires access to the Consumer Poles, please list all electrical equipment being used, including amperage requirements:

Please tick any of the below which apply to your event, and provide further information about each, including number/sizes/suppliers/how items will be secured or erected, etc:

- Will there be animals, such as petting zoos, horse rides, camel rides etc?
- Will there be fireworks or other pyrotechnics?
- Have you arranged security or crowd controllers?
- Will there be amplified sound such as recorded or live music, busking, PA announcements?
- If amplified sound, duration of amplified sound (eg. occasional, regular, constant)
- Are you installing tents or marquees larger than 3m x 3m?
- Are you installing stalls or stages?
- Are you installing any temporary fencing or barriers?
- Are you installing any lighting towers?
- Will there be any bouncy castles or inflatables?
- Will there be amusements/rides?
- Any other infrastructure you will be installing for the event?

Further information for any of the above marked applicable to your event:

OPEN SPACE:

Do you require the reticulation to be turned off? Yes No

Do you require the reticulation to be marked? Yes No

TRAFFIC MANAGEMENT:

Do you require the closure of any parking bays? Yes No

If yes, please specify where:

Do you require an open space area to be used as a temporary parking location? Yes No

If yes, please specify where:

Will any Public Roads be closed? If yes, please provide further details:

ACCESSIBILITY:

We encourage all event organisers to consider how accessible and inclusive their event is to all members of the community. This includes but is not limited to ramp access, accessible toilets, clear and easy to understand signage, path access for mobility aids and wheelchairs, viewing areas for people in wheelchairs, accessible parking options, and food and drink services being readily accessed or reached. More information can be found by visiting this link:

[Disability WA](#). The Shire of Nannup has information in their Access and Inclusion Plan which may assist Event Organisers in the planning of their event, the AIP can be found [here](#).

Please explain how you plan to make your event accessible and inclusive to all members of the community:

SITE PLAN:

An aerial view of the event site plan showing the location of each item below is required for assessment of your application. Your Event Application Form will **not** be assessed until this is provided. It is recommended that a map from Google or similar is used, with any below items clearly marked on the map.

Stage	Parking Areas	Emergency Exits
Inflatables/Bouncy Castles	First Aid Posts	Marquees or Tents
Seating	Vehicle Access Points	Sale or Consumption of Alcohol
Food Stalls	Fencing	Animals
Market Stalls	Additional Toilets	Areas

ADDITIONAL INFORMATION:

Please provide any further information you believe relevant to your application, which has not already been stated.

EVENT APPLICATION CHECKLIST:

Mandatory Requirements (your application will not be processed if the below are not provided):

All questions have been answered, and further information supplied as applicable.

Detailed Site Plan attached

Public Liability Insurance attached

Risk Management Plan attached

If applicable:

Traffic Management Plan attached

Liquor Licence from the Department of Racing, Gaming & Liquor attached

Pyrotechnics Permit attached

Covid Event Plan

Covid Checklist

DECLARATION:

We agree to indemnify the Shire of Nannup from and against any liability, loss, damage, costs and reasonable legal expenses incurred by the Shire of Nannup arising from any claim, suit, demand, action or proceeding to the extent that such liability, loss, damage, cost or expense was caused by our wilful or negligent act or omission.

Our liability to indemnify the Shire of Nannup shall be reduced proportionately to the extent that any act or omission of the Shire of Nannup's Personnel, agents or representatives contributed to the loss or liability.

Both Parties agree to their reasonable endeavours to cooperate with each other, at their own cost, in respect of the conduct of any defence, or the agreement of any settlement, of any third party action, suit, claim, demand or proceeding the subject of this indemnity.

Applicant name

Date

On behalf of (Organisation Name)

The recommended format of completing and submitting this form is by saving it onto your computer, completing it electronically, and emailing it to cdo@nannup.wa.gov.au. If you do not have an email account, it can be printed out and submitted in person or by mail.

In Person:
Community Development Office
15 Adam Street
Nannup, WA 6275

Mail:
Community Development Office
PO Box 11
Nannup, WA 6275



Photo Credit: Jessie Josie Photography