

## Event Application

### *Do I need to submit an Event Application?*

An event application is required when the event is open to the public and where additional approval is required to protect the health and safety of those attending. Refer to: [Guideline for concerts events and organised gatherings](#)

#### ***Why do public events need Shire approval?***

In Western Australia, public events are regulated primarily through the Health Act 1911 and the Health (Public Buildings) Regulations 1992. Under these regulations, it is an offence to hold a public event without first obtaining Local Government Approval.

The Shire of Nannup is therefore responsible for ensuring that public events within its boundaries comply with all legislative requirements and that the event organiser has been issued with valid Event Approvals. Having approved an event, the Shire is also responsible for monitoring compliance.

#### ***These guidelines aim to:***

- Ensure that all applications for public events meet statutory requirements.
- Assist organisers by establishing a coordinated and consistent approach to facilitating event approvals.
- Ensure the safety of event patrons and minimise adverse impacts on local residents and businesses.
- Reduce Council's exposure to liability risk from large public events at Council venues; and
- Limit the potential for damage to council buildings, facilities and infrastructure.

Below is a criteria checklist, please refer to this to establish if your public event requires an event application form to be completed and approval sought from the Shire of Nannup.

- ☐ The venue will be used for a purpose other than its regular intended use.
- ☐ The event is not a private function (entry fee applies).
- ☐ A Traffic Management Plan and/or road closure is required.
- ☐ Car park areas need to be blocked or reserved.
- ☐ Marquees, tents, or other temporary structures will be erected.
- ☐ The event will be publicly advertised.
- ☐ Portable toilets are proposed or required
- ☐ Equipment such as bouncy castles or amusement rides will be used.
- ☐ Temporary lighting is proposed or required.
- ☐ Food will be available at the event.
- ☐ Alcohol will be available at the event.
- ☐ Temporary camping will be permitted or provided.

# EVENT APPLICATION PROCESS

## STEPS

## ACTIONS

### STEP 1- APPLICATION PROCESS

Applicant reads event guidelines

Applicant completes relevant Event Application Form

Applicant lodges Event Application Form, Site Plan, Risk Management Plan and Public Liability Insurance

### STEP 2- REVIEW PROCESS

Shire commences assessment of event application

Shire contacts applicant & requests any additional documentation or information that may be required

Shire completes assessment

Applicant is notified of assessment outcome or conditions and any fees associated

### STEP 3- APPROVAL PROCESS

Applicant to pay all fees prior to issue of permits/ approval letters

Event is then delivered in accordance with Shire of Nannup Event Permit Conditions

## 1. APPLICANT DETAILS

Organisation Name	
Type of organisation	<input type="checkbox"/> Private <input type="checkbox"/> Government <input type="checkbox"/> Not for Profit
Contact person	
Postal address	
Residential address	
Contact number	Mobile: Work: Home:
	Email:
Are you the contact person during the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please provide contact details below)
Contact person	
Mobile	
Email	

## 2. EVENT DETAILS

Event Name			
Event Date(s)	Event Time:		
Bump In: date/time	Date(s):	Times from:	To:
Bump Out: date/time	Date(s):	Times from:	To:
Is this a Shire Venue	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please complete a <a href="#">Shire Facility and Equipment Hire Form</a>	
Have you checked that the venue is available	Check the dates on the Shire of Nannup Website, Facilities online booking or contact the Shire Admin on 9756 1018		
Event Description (Fair, Exhibition, Concert etc)			
Estimated number of	participants/competitors:		
Total anticipated event attendance			
Target Audience			
Have you conducted this event before	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, when/Where was it held?			
Notes / extra information			

### 3. ATTENDEES

Maximum number of attendees	Staff:	Participants:	Total:
Who is your target group? (Tick all applicable)	<input type="checkbox"/> Children (0-16yrs) <input type="checkbox"/> Youth (16yrs – 25yrs) <input type="checkbox"/> Adults (25yrs +) <input type="checkbox"/> Elderly (65yrs +) <input type="checkbox"/> Families		Anticipated number of people at any one time: _____
Will your event be free to the public?	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No	Will you be charging a fee upon entry?	<input type="checkbox"/> Yes \$ <input type="checkbox"/> No
		Will you be preselling Tickets?	<input type="checkbox"/> Yes Qty:      \$ <input type="checkbox"/> No
Notes / extra info			

### 4. FOOD

Will food and non - alcoholic drinks be sold at the event?	<input type="checkbox"/> Yes	Will this be provided by a registered food business?	<input type="checkbox"/> Yes	There is a fee for temporary food businesses to operate at an event. Please request an online link to pass onto your food business attending.
			Name of business:	
				<input type="checkbox"/> No
	<input type="checkbox"/> No	Please continue to next question		
Notes / extra info				

### 5. ALCOHOL

Will there be alcohol at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> Provided <input type="checkbox"/> BYO	Please complete a ' <a href="#">Request for the Consumption of Liquor</a> ' on Shire land or property.
		<input type="checkbox"/> Sold	You are also required to apply for a License' through The Department of Creative Industries, Tourism and Sport <a href="#">Liquor</a>   <a href="#">LGIRS</a> and provide a copy to the Shire.
	<input type="checkbox"/> No	Please continue to next question	
Notes / extra info			

## 6. WATER

Will there be water supplied at the event?	<input type="checkbox"/> Yes	How many litres of potable/drinking water will be provided? _____L / unlimited
	<input type="checkbox"/> No	Please refer to the Department of Health's <a href="#">Guideline for concerts events and organised gatherings</a> to establish minimum water requirements.
Notes / extra info		

## 7. TOILETS

Will there be ablutions available for use at the event? Please show toilets on Site Map. (Temporary toilets may need to be brought in and must include accessible toilets)	<input type="checkbox"/> Yes	Male	Toilets: Urinals: Hand basins:
		Female	Toilets: Hand basins:
		Accessible	Toilets: Hand basins:
	<input type="checkbox"/> No	Please refer to the Department of Health's <a href="#">Guideline for concerts events and organised gatherings</a> to establish minimum Toilet requirements.	
Notes / extra info			

## 8. ELECTRICAL SUPPLY

Will electricity be used at the event?	<input type="checkbox"/> Yes	How will this be provided?	
	<input type="checkbox"/> No	Please continue to next question	
Will temporary electrical installations be carried out for the event? (This does not include portable equipment or cords)	<input type="checkbox"/> Yes	All electrical appliances including extension leads must be tested and tagged. Testing must have been completed within the previous 12 months.	<a href="#">FORM 5: A certificate of Electrical Compliance</a> must be completed by an electrical contractor and submitted to the shire prior to the event
	<input type="checkbox"/> No	Please continue to next question	
Notes / extra info			

## 9. TEMPORARY STRUCTURES

Will any temporary spectator stands or stages be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> Stage	Qty:	Dimensions:
		<input type="checkbox"/> Spectator stand	Qty:	Dimensions:
	<input type="checkbox"/> No	Please continue to next question		
Will any marquees/tents or other temporary structures be used?	<input type="checkbox"/> Yes (bigger than 55sqm)	Structures over 55sqm must fill out a <a href="#">FORM 6 - Certificate of Temporary Structure Compliance</a>		
	<input type="checkbox"/> Yes (smaller than 55sqm)	Type:	Qty:	Dimensions:
	<input type="checkbox"/> No	Please continue to next question		
Notes / extra info				

## 10. CAMPING

Will people be camping on site due to the event? (Including staff)	<input type="checkbox"/> Yes	Please submit a <a href="#">Temporary Caravan or Camp Ground License Application Form</a> a minimum of 6 weeks prior to the event
	<input type="checkbox"/> No	Please continue to next question
Notes / extra info		

## 11. LIGHTING

Will there be additional lighting provided at the event?  Please show lighting in Site Plan	<input type="checkbox"/> Yes	Please specify:  Company name:
	<input type="checkbox"/> No	Please continue to next question
Notes / extra info		

## 12. SECURITY

Will there be security at the event?	<input type="checkbox"/> Yes	Number of security guards:
	<input type="checkbox"/> No	Please continue to next question
Notes / extra info		

### 13. WASTE MANAGEMENT

Do you have a waste management plan for your event?	<input type="checkbox"/> Yes	Please attach Waste Management Plan
(Will you be providing bins and properly disposing of waste?) Please show locations of bins on Site Map	<input type="checkbox"/> No	A Waste Management Plan is required for events over 500 attendees Please refer to the Department of Health's <a href="#">Guideline for concerts events and organised gatherings</a> to establish minimum waste requirements.
How many general waste bins will you provide?	QTY _____	Recommended: 1 per 100 attendees
How many Recycling bins will you provide?	QTY _____	Recommended: 1 per 200 attendees
Will you provide Containers for Change bins?	<input type="checkbox"/> Yes	Please explain:
	<input type="checkbox"/> No	
Will you provide signage to guide proper bin use?	<input type="checkbox"/> Yes	Please explain:
	<input type="checkbox"/> No	
How will waste be removed from the site after the event?	Please Provide information:	
Sustainable Waste Management Checklist & Tier Recognition - <a href="#">Click here for further information on Tier Recognition:</a>	<input type="checkbox"/>	I have completed the Shire of Nannup's Sustainable Waste Management Checklist and would like the event to be assessed for tier recognition.
	<input type="checkbox"/>	I do not wish to be assessed for tier recognition.

## 14. AMUSEMENTS/RIDES

Will there be any amusements or rides at the event?	<input type="checkbox"/> Yes	Please submit <a href="#">Plant design and registration - WorkSafe – LGIRS</a> documentation for each amusement and ride. All amusements/rides must comply with AS3533
	<input type="checkbox"/> No	Please continue to next question
Notes / extra info		

## 15. NOISE

Will there be entertainment with amplified noise at the event? i.e. recorded music, live music, buskers, PA system or generators.	<input type="checkbox"/> Yes	<input type="checkbox"/> Live music <input type="checkbox"/> DJ/Recorded music <input type="checkbox"/> PA System <input type="checkbox"/> Generators <input type="checkbox"/> Other (please specify)	An application for an Event Noise Exemption may be required if excessive noise will occur e.g. music concert. Refer to <a href="#">Environmental Protection (Noise) Regulations 1997 - [02-i0-00].docx</a>
	<input type="checkbox"/> No	Please continue to next question	
Notes / extra info			

## 16. FIRST AID

Will there be first aid at the event?  ***Please notify the Nannup District Hospital of your event for their staffing needs.	<input type="checkbox"/> Yes	<input type="checkbox"/> Paramedic on site <input type="checkbox"/> St Johns ambulance on site <input type="checkbox"/> Qualified first aider on site <input type="checkbox"/> First aid kit available <input type="checkbox"/> Defibrillator available <input type="checkbox"/> Other (please specify)
	<input type="checkbox"/> No	Must comply with the minimum first aid requirements established in the Department of Health's <a href="#">Guideline for concerts events and organised gatherings</a>
Notes / extra info		

## 17. SIGNAGE

Will temporary signage be erected as part of your event?  (Advertisement or safety)	<input type="checkbox"/> Yes	Type of signage:	You will need to complete an <a href="#">Acknowledgement of Signage Requirements</a> . Please refer to <a href="#">traffic-management-for-events-code-of-practice.pdf</a> and Shire of Nannup " <a href="#">Roadside Advertising Signage Policy</a> ".
		Location of signage:	
	<input type="checkbox"/> No	Please continue to next question	
Notes / extra info			



## 18. WORKING WITH CHILDREN

Will your event involve working with children?	<input type="checkbox"/> Yes	Any adult working or volunteering with children under the age of 18 at your event is required to hold a valid <a href="#">Working With Children Check (WWCC)</a> . Event organisers are strongly encouraged to ensure all relevant staff and volunteers have obtained their WWCC prior to the event. To apply for a WWCC or to learn more, please visit the <a href="#">Working With Children Check website</a> .
	<input type="checkbox"/> No	Please continue to next question
Notes / extra info		

## 19. PUBLIC LIABILITY INSURANCE

Do you have current Public Liability Insurance?	<input type="checkbox"/> Yes	Name of Insurance Company Coverage amount \$ You must attach a copy of your Public Liability Insurance Certificate with your application. Certificate of Currency (CoC).
	<input type="checkbox"/> No	For the Shire of Nannup to approve your event you must hold a public liability policy with an APRA Approved Insurer - minimum coverage of \$20 million.
Notes / extra info		

## 20. SITE PLAN

Do you have a site plan for your event? Please attach a copy of your Site Plan to this application.	<input type="checkbox"/> Yes	All event applications must include a neat, legible Site Plan. Please refer to " <a href="#">Site Plan Requirements</a> " checklist and complete required information to include with the event application.
---	------------------------------	---

## 21. RISK MANAGEMENT PLAN

Do you have a risk management plan for your event? Please attach a copy of your RMP to this application.	<input type="checkbox"/> Yes	All event applications must include a comprehensive Risk Management Plan. Please submit this with the Event Application Form. If you do not have a Risk Management Plan, please refer to <a href="#">Risk Management Plan Template and Guidelines</a> and complete required information.
--	------------------------------	---

## 22. POLICE NOTIFICATION

<p>A police notification form must be filled out and sent with the Event Application. We will send this to the Police for comment.</p>	<input type="checkbox"/> Yes	<p>Please fill out the <a href="#">Police Notification form</a>. All event applications are sent to the Nannup Police for comment and will be sent back to the organiser, signed with any comments as necessary. For more information or sending the information yourself please contact: <a href="mailto:nannup.police.station@police.wa.gov.au">nannup.police.station@police.wa.gov.au</a></p>
--	------------------------------	--

## 23. TRAFFIC

<p>Will the event impact road users?</p>	<input type="checkbox"/> Yes	<p>How will the event impact road users? (Road closures, participants on/near road, etc).</p> <p>What roads will be affected?</p>	<p>You may be required to have a Traffic Management Plan.</p> <p>Please see section 7.1 of the <a href="#">"Main Roads WA Traffic Management for Events Code of Practice"</a> for definition.</p>
	<input type="checkbox"/> No	<p>Please continue to the next question</p>	
<p>Will there be parking at the event? Please indicate parking on site map.</p>	<input type="checkbox"/> Yes	<p>Please consider safety and volumes of parking required (e.g. disability and pedestrian access ways, 1 car bay per 4 attendees on site, drop-off areas).</p>	
	<input type="checkbox"/> No	<p>Please continue to the next question</p>	
<p>Will the event or event parking impede on the road reserve area between the road and lot boundaries containing nature strips and footpath?</p>	<input type="checkbox"/> Yes	<p>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.</p>	
	<input type="checkbox"/> No	<p>Please continue to next question</p>	
<p>Notes / extra info</p>			

## 24. OTHER LICENSES

<p>Do you require approval or a licence from other departments or agencies for use of the following areas?</p> <p>Trails Gravel Roads Blackwood River</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> DBCA <input type="checkbox"/> OTHER	<p>DBCA - Department of Biodiversity Conservation and Attractions (Specify the relevant authority and provide documentation with the application)</p>
		<input type="checkbox"/> WATERWAYS	<p>Department of Transport - Waterways Permit Please provide documentation with the application</p>
	<input type="checkbox"/> No	<p>Please continue to next question</p>	
<p>Notes / extra info</p>			

## 25. ADVERTISING

Would you like this event to go on the Shires Calendar of Events?	<input type="checkbox"/> Yes	Please include a picture you would like to be associated with your event. Check out our current events here: <a href="https://www.nannup.wa.gov.au/events/">https://www.nannup.wa.gov.au/events/</a>
	<input type="checkbox"/> No	Please continue to next question
Notes / extra info		

## 26. MEDIA KIT

A comprehensive media pack is material that provides information about your event that can be used by the Shire of Nannup.	These materials may include:	
	<input type="checkbox"/> Your branding (Logo and event title) <input type="checkbox"/> Do you have links to your event page or booking page <input type="checkbox"/> Posters, images and social media tiles	
Name		
Phone		
Email		
Notes / extra info		

## 27. DISABILITY ACCESS AND INCLUSION

We encourage all event organisers to consider how accessible and inclusive their event is to all members of the community	<input type="checkbox"/> Yes	The Shire of Nannup Disability Access & Inclusion Plan (DAIP) can be found: <a href="https://www.nannup.wa.gov.au/community/connect/access-and-inclusion.aspx">https://www.nannup.wa.gov.au/community/connect/access-and-inclusion.aspx</a>
---	------------------------------	---

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

--

## Disability Access and Inclusion Checklist for Events

Many people in our community experience difficulty in hearing, seeing and communicating with others. There are many simple ways to ensure your invitations and promotional material are accessible to people with disabilities.

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Have you used a san serif (non cursive) font (such as Univers, Helvetica or Arial) in your invitations and promotional material?               |
| <input type="checkbox"/> | Is the text uncluttered with no background graphics, patterns and watermarks?  |
| <input type="checkbox"/> | Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs?                               |
| <input type="checkbox"/> | Did your invitation include information about the accessible facilities at the venue such as the location of parking or nearest set down area? |
| <input type="checkbox"/> | Is written promotional material available on request in alternative formats?   |

People with disabilities require a continuous, even, accessible path of travel. An accessible path of travel means there are no obstacles in the internal or external environment such as revolving doors, Kerbs or steps.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Does your event have an accessible parking bay?   |
| <input type="checkbox"/> | Is the distance from the car park to the entrance less than 40m or a safe drop off point at the door      |
| <input type="checkbox"/> | Is there a continuous accessible path of travel, including kerb ramps to the event area from the parking? |
| <input type="checkbox"/> | If there are steps to the event, is there also a ramp and handrails?                                      |
| <input type="checkbox"/> | What surface is the event on (Tile, carpet, concrete, grass etc)  |

People with disabilities require you to consider your surroundings for events so it is inclusive of everyone. Everyone wants to be able to see the stage, hear the speeches and have their needs are met.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Are food and drink services being readily accessed or reached by people in a wheelchair                 |
| <input type="checkbox"/> | Is the entrance walkway and doorway level ('no bumps or step overs')                                    |
| <input type="checkbox"/> | Are entrances easy to open  |
| <input type="checkbox"/> | Are doors at least 800mm wide?  |
| <input type="checkbox"/> | Does the venue have an accessible path of travel to all areas that guests will use                      |
| <input type="checkbox"/> | Are facilities clearly signed   |
| <input type="checkbox"/> | Is the event well lit?  |
| <input type="checkbox"/> | Is there a unisex accessible toilet?  |
| <input type="checkbox"/> | Is there sufficient walkways (1000mm or wider) in the function areas?                                   |
| <input type="checkbox"/> | If there are tables, are there 900mm space between tables and at least 710mm of space under the tables? |

## PLEASE TICK WHEN COMPLETED

<input type="checkbox"/>	Event Application		
<input type="checkbox"/>	Public Liability Insurance Certificate		
<input type="checkbox"/>	Site Plan		
<input type="checkbox"/>	Risk Management Plan		
<input type="checkbox"/>	<input type="checkbox"/>	NA	Shire Facility and Equipment Hire Form
<input type="checkbox"/>	<input type="checkbox"/>	NA	Temporary Food Stall Application
<input type="checkbox"/>	<input type="checkbox"/>	NA	Temporary Caravan or Camping Application
<input type="checkbox"/>	<input type="checkbox"/>	NA	Liquor Application
<input type="checkbox"/>	<input type="checkbox"/>	NA	Copy of Liquor License
<input type="checkbox"/>	<input type="checkbox"/>	NA	Acknowledgement of Signage Requirments
<input type="checkbox"/>	<input type="checkbox"/>	NA	Police Notification Form
<input type="checkbox"/>	<input type="checkbox"/>	NA	Road Closures - Shire
<input type="checkbox"/>	<input type="checkbox"/>	NA	Traffic Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	NA	Waterways Permit - Department of Transport and or DBCA License

### 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 willful 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 endeavors to cooperate with each other, at their own cost, in respect of the conduct of any defense, 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)

Signature

The recommended format of completing and submitting this form is by email. For additional information, please contact Community Development Officer on 9756 1018.

**Email:**

Community Development Officer  
nannup@nannup.wa.gov.au

**In Person:**

Community Development Office  
15 Adam Street  
Nannup, WA 6275

**By Mail:**

Shire of Nannup  
PO Box 11  
Nannup, WA 6275