SHIRE OF NANNUP

Shire of Nannup
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Small Community Event Application

The Shire of Nannup has two separate Event Application forms for different types of events. The Event Application Form is for most community events and the Small Community Event Application Form is for small, simple community events. To find out which application form you should fill out read the below guidelines.

Contact the Community Development Officer on 08 9756 1018 or email on nannup@nannup.wa.gov.au

Events in Nannup

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.

In Western Australia, public events are regulated primarily through the Health Act 1911 and under 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 legislated 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.

Below is a criteria checklist, please refer to this to establish if your public event requires an Event Application form to be complete and approval sought from the Shire:

- A venue is being used something other than its intended regular purpose,
- The event is not a private function,
- Traffic Management Plan / Road closure is required,
- Car-park needs to be blocked,
- Marquees, tents, structures will be erected,
- The event is advertised and fees charged,
- Portable toilets are proposed,
- Entertainment equipment is proposed (e.g. bouncy castle, amusement rides),
- Lighting is proposed/required,
- Food will be available, or
- Alcohol will be available.

A Small Community Event Application is accepted when your event meets any of the above criteria but your event:

- Will not have any food or items for sale (giveaway is fine)
- There is NO alcohol at this event
- Does not expect more than 100 people
- Is free to the public or donations are accepted for entry
- Is an information session for the community
- You have been instructed by a Shire Officer to fill in a Small Community Event Application

To find out if you can fill in a Small Community Event Application Form or if your event requires a full Event Application Form please contact the Community Development Officer on 9756 1018 or email nannup@nannup.wa.gov.au.

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 businesses,
- Reduce Council's exposure to liability risk from large public events at Council venues; and
- Limit the potential for damage to council buildings and facilities and infrastructure.

The WA Health Guideline for Concerts Events and Organised Gatherings is available here:

Guideline- for-concerts-events-and-organised-gatherings

If you have any queries, please contact the Community Development Officer on 08 9756 1018 or email nannup@nannup.wa.gov.au.

SUBMITTING YOUR APPLICATION

Please submit your application via email, post or in person.

(By email) **nannup@nannup.wa.gov.au**

Subject: Community Small Grant Application

(In person) **Shire of Nannup 15 Adam Street Nannup**

(By mail) **Community Development, PO Box 11**

Nannup WA 6275

Thank you for reading these guidelines – Good luck with your application

Small Community Event Application Process

Steps	Actions
Application Process	Applicant reads above event guidelines ↓ Applicant completes the Small Community Event application form ↓ Applicant lodges: - Small Community Event Application form - Public Liability Insurance Certificate - Any other relevant forms
Review Process	↓ Shire officers receive Application Form and begin assessment ↓ Shire officer contacts applicant to request any additional forms or information ↓ Shire receives requested documents and completes assessment ↓ Applicant is notified of assessment outcome and fees associated
Approval Process	↓ Applicant pays fees and receives Approval Letter and Conditions and Event Permit ↓ Event is then delivered in accordance with Shire of Nannup event permit conditions

1. Applicant Details

Organisation name			
Type of Organisation	☐ Private	☐ Government	☐ Not for profit
Organisation address			Postcode:
Postal address			Postcode:
Contact person			
Contact phone			
Contact email			

2. Event Details

Event name			
Event date	From To	Time	
Set up and pack down	Bump In	Bump Out	Include Times
Event venue			
Is this a Shire facility?	☐ Yes: Please complete a Shire Facility and Equipment Hire Form	☐ No	
Event description	Please include details such as what businesses/organisations are participating, what activities there will be, what you are aiming to achieve and any other relevant details.		

3. Attendees

Maximum expected number of attendees	Staff:	Attendees:	Total:
Who is your target audience: (tick all that apply)	☐ Children (0-12yrs)	☐ Adults (25yrs+)	☐ Families
	☐ Youth (12-25yrs)	☐ Elderly (65yrs+)	☐ Other:
Is your event free to the public?	☐ Yes	☐ No: You will need to fill out a full Event Application Form	

4. Food and Drink

Will there be alcohol at the event?	☐ Yes: Please fill out the Event Application Form or discuss with the Community Development Officer at the Shire of Nannup	☐ No
Will there be food SOLD at the event?	☐ Yes: Please fill out the Event Application Form or discuss with the Community Development Officer at the Shire of Nannup	☐ No
Will there be FREE food at the event?	☐ Yes: Please outline what food will be served, who will prepare it and how it will be prepared. A Food Business Certificate is required for any individual or organisation preparing and serving food to the public, even if the food is provided free of charge.	☐ No
Will there be free water available at the event?	☐ Yes:	☐ No:
Notes / Extra Info		

5. Other Details

Are there toilets?	☐ Yes: Refer to Guideline- for-concerts-events-and-organised-gatherings	☐ No
	Please add details:	
Will temporary electrical installations be carried out for the event?	☐ Yes: Electrical items must be tested and tagged within the previous 12 months. or a FORM 5: Electrical Compliance Form signed off by a qualified electrician	☐ No
	Please add details:	
Will any marquees/ Tents or other temporary structures be used?	☐ Yes: Outline with sizes. Refer to Guideline- for-concerts-events-and-organised-gatherings . Any structures over 55 square metres must me signed off by an engineer with the following form: Certificate of Temporary Structure Compliance	☐ No
	Please add details:	

Will your event involve working with children?	☐ Yes: All adults working with children under the age of 18 are required to hold a Working With Children Check, we recommend you ensure all staff hold this prior to your event. Applications can be sourced online at https://workingwithchildren.wa.gov.au/	☐ No
	Please add details:	
Will there be first aid at the event?	☐ Yes:Outline	☐ No: Your event may require a first aid kit and trained staff at a minimum.
Do you have current public liability insurance?	☐ Yes: please attach a copy of your Public Liability Insurance Certificate	☐ No: Your event will not be eligible for Shire approval without PLI
Do you have a Risk Management Plan for your event?	☐ Yes: Please attach a copy of your Risk Management Plan	☐ No: Your event will require a Risk Management Plan check out the Shires Template
Do you have a site plan for your event?	☐ Yes: Please attach a copy of your Site Plan	☐ No: Please refer to Site Plan Requirements

Waste Management and Sustainability (strongly encouraged)

Please tick the waste management practices you plan to implement at your event:	
☐	General Waste Bins will provided (recommended: 1 x 240L bin per 100 attendees)
☐	Recycling bins will be provided for cardboard or other recyclables (Recommended: 1 x 240L bin per 200 attendees)
☐	Containers for Change bins will be provided for eligible beverage containers
☐	Biodegradable or compostable food and drink containers will be used
☐	Single-use plastics (e.g. straws, cutlery, water bottles) will be avoided or minimised
Sustainable Waste Management (SWM) Checklist and Tier Recognition. Please refer to the Nannup Sustainable Event Checklist to receive recognition. Please attach your completed checklist to this application if seeking recognition.	
☐	I have completed the SWM Checklist and would like the event to be assessed for tier recognition.
☐	I do not wish to be assessed for tier recognition.

6. Disability Access and Inclusion Checklist for Events

Please describe how your event will be made accessible and inclusive for all members of the community. Use the attached Access and Inclusion Checklist as a guide to help identify key considerations and best practices.

The Shire of Nannup Disability Access & Inclusion Plan (DAIP) can be found:
https://www.nannup.wa.gov.au/community/connect/access-and-inclusion.aspx

7. 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

8. 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.

☐	Have you used a san serif (non cursive) font (such as Univers, Helvetica or Arial) in your invitations and promotional material?
☐	Is the text uncluttered with no background graphics, patterns and watermarks?
☐	Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs?
☐	Did your invitation include information about the accessible facilities at the venue such as the location of parking or nearest set down area?
☐	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.

☐	Does your event have an accessible parking bay?
☐	Is the distance from the car park to the entrance less than 40m or a safe drop off point at the door
☐	Is there a continuous accessible path of travel, including kerb ramps to the event area from the parking?
☐	If there are steps to the event, is there also a ramp and handrails?
☐	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.

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