



Event Application **INFORMATION PACKAGE**

This package is designed to help applicants plan, apply for and successfully implement an event in the Shire of Nannup

Document Date: March 2025

Shire of Nannup

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1. INTRODUCTION

1.1 Introduction

In order to conduct a public event, approval must be obtained from the Shire of Nannup's Event team including Health Services along with any other approvals or bookings that may be required.

This package is designed to help applicants plan, apply for and successfully implement an event in the Shire of Nannup.

To protect the health, welfare and safety of those attending, a number of aspects of the event must be considered. These include but are not limited to:

1. Venue safety
2. Fire safety
3. Electrical safety
4. Emergency evacuation plans and risk management
5. Toilet facilities
6. Noise emissions
7. Food safety and hygiene practices
8. Insurance

For most general events not involving significant noise considerations (like concerts) a completed public event application form should be submitted to Health Services at least 12 weeks prior to the event.

For large events (e.g. 5,000 or more attendees) and events with significant noise considerations such as concerts, the application should be received no less than 12 weeks prior to the event.

Please be advised that applications for events submitted outside of these timeframes may not be able to be processed, as this time allocation allows officers to assess the event and process relevant documentation and approvals. All supporting information and documentation should be provided on submission of the application.

Fees are confirmed once your application has been assessed and are outlined in the Shire of Nannup's *Schedule of Fees and Charges*. A preliminary permit will be issued, listing all required documentation and the applicable fees and charges.

1.2 Event Size Classifications – Shire of Nannup

Small Event:

50–200 people using Shire land or facilities.

Medium Event:

201–1,000 people.

Large Event:

1,001+ people.

2. PUBLIC EVENT APPLICATION

Public events are defined as regular or one-off indoor or outdoor events where people assemble for civic, theatrical, social, political, religious, educational, entertainment, recreational, sporting, business, or other purposes where a gathering of people are brought together for a common purpose (e.g. concerts, shows, festivals or exhibitions).

2.1 Public Building Requirements

Under the Health (Miscellaneous Provisions) Act 1911 and the Health (Public Buildings) Regulations 1992, the area where the event is held, indoor or outdoor, is considered a “public building” for the duration of the event.

The Event Organiser is required to submit a Public Event Application Form along with an accompanying Form 1 Application to Construct, Extend or Alter a Public Building and Form 2 Application for Certificate of Approval as required.

For most general events not involving significant noise considerations (like concerts) the required application and forms should be submitted to Health Services at least 12 weeks prior to the event. For large events (e.g. 5,000 or more attendees) and events with significant noise considerations such as concerts, the required application and forms should be submitted no less than 12 weeks prior to the event.

2.2 Facility Bookings

Council buildings, parks and facilities must be booked before they can be used to host an event. Please fill out the Facilities form to ensure your booking is secured.

2.3 Site Plan

A comprehensive site plan is required for each event. site plan is a diagram that shows the area where your event is being held and the infrastructure, existing services and temporary equipment that is being used for your event.

To help you complete and Event Site Plan, below are some suggested elements to be included.

Structures

- The stage and other structures such as barriers, tents, marquees
- Entertainment area
- Restricted access areas
- Approved liquor consumption areas
- Food vendors and/or stalls
- Amusements – ride, jumping castle
- Toilet facilities/ port-a-loos

- Sound and lighting control points

Access

- Emergency access
- All entrances and exists
- Accessible parking and access points
- Vehicle access points
- Paths and lighting for pedestrians
- Car parking

Facilities

- First aid facilities
- Water points
- Power outlets
- Waste bins

2.4 Insurance

The Event Organiser is required to have public liability insurance and is responsible for ensuring that public liability insurance with cover for a minimum of \$20 million is in place. Event organisers should contact their insurance company to ensure that the event and specific activities are covered by their insurance and to request a Certificate of Currency. A copy of the Certificate of Currency (covering the event date) must be submitted with the Public Event Application

2.5 Council Staff Access

The Event Organiser must ensure that Authorised Shire Officers have access to all areas at the event at all times. This can be arranged through the issuing of tickets/passes, advising security and/or having the Officer's name recorded at the gate/door.

2.6 Fees and Charges

A public event fee schedule is provided on the Shire Website as Schedule of Fees and Charges.

Depending on the size and nature of the event, the applicable fees vary. A full outline of the fees will be detailed in the preliminary permit to organisers.

The event organiser will be sent the invoice for all relevant event fees which must be paid for the event approval to be issued prior to the event. In some instances, a second invoice may arise post the event pending confirmation of participant numbers / temporary camping numbers, carparking numbers and Tank 7 Competitions etc.

3. VENUE SAFETY

3.1 Temporary Structures

Temporary structures that are erected as part of a public event must be approved by the Shire of Nannup. Items such as spectator stands, tents, marquees and stages are classified as temporary structures. For low-risk small structures such as 3m x 3m marquees certificates of structural sufficiency and detailed information for the structure is often not required.

For structures larger than 20m² or smaller high risk structures, further information and structural adequacy details are required to be submitted by the event organiser.

General Information - The purpose for which the structure will be used, number of people expected to use the facility, design integrity and ground conditions as well as the erector's competence.

Manufacturer's Information – Manufacturers details, description of the structure, codes to which it complies, structural adequacy, fabric fire indices, design parameters, instruction booklet, correct erection methods and training necessary to correctly erect the structure.

In some instances (particularly for structures greater than 55m²) certification by a practicing structural engineer may also be required.

After the structure is erected, Structural Certification for the erection of the structure must be signed and completed by a suitably qualified person and submitted to the Shire prior to the start of the event.

3.2 Electrical Safety

The Event Organiser is responsible for arranging the safe supply and installation of electricity for the event.

All generators, electrical cabling, switches, fuses, and the like must be kept clear of patrons and be properly and safely secured. Electrical cables must be laid underground or overhead in compliance with all necessary legislation. No cables can be laid on the ground without adequate protection, to eliminate potential electrical and trip hazards.

Residual Current Devices and circuit breakers must be used to protect electrical outlets and appliances in areas accessible to the public.

A licensed electrician must certify that temporary electrical installations comply with the relevant legislation by submitting a Form 5 Certificate of Electrical Compliance to the Shire prior to the start of the event. The Form 5 certification is intended to ensure that installations from the point of supply to the final distribution outlet available to the end user are compliant and safe.

A Form 5 Certificate of Electrical Compliance is not required if the equipment is being powered by an existing mains supply and the mandatory testing and tagging of all portable electrical equipment, plugs, sockets and leads has been undertaken.

Please note that if an event is planned to be held on the Shire's property and requires the use of the Shire's power supply, authorisation from the Shire must be obtained at the time of booking the venue.

3.3 Exits

Each separate area within the event must have a minimum of two exits located at opposite locations or at least spread as far apart as possible.

Exits must either be an opening of sufficient width or gates/doors that open in the direction of egress. It is not acceptable to have sliding doors, fencing panels or structures that require dismantling at exits.

Exits must be

- identified with appropriate signage
- accessible always with appropriate egress
- nothing in front of the exits or blocking the outside

For events held at night time or under low light conditions adequate artificial lighting of exits and external areas is required. Each exit must be identified by an electrically operated sign that complies with AS/NZS 2293.

3.4 Seating/Aisles

For seated audiences, the seats must be set out in accordance with the Building Code of Australia and the Health (Public Buildings) Regulations 1992. The basic requirements are set out below. –

- Aisles are required on both sides of every row of seats that are more than 10 seats in length.
- The clearance between rows of seats shall be:
 - 300mm if the distance to an aisle is less than 3.5 metres or eight seats.
 - 500mm if the distance to an aisle is more than 3.5 metres.
- The minimum width of a seat or seating space is 450 mm.
- Every aisle shall have direct access to an exit.

4. PUBLIC AMENITIES

4.1 Toilet facilities

In accordance with the Health (Public Buildings) Regulations 1992, public toilets must be provided. The Event Organiser is responsible for the provision of adequate ablution facilities for attendees.

The number of toilet facilities provided must comply with the recommended facility numbers outlined in the WA Department of Health Guidelines for concerts, events and organised gatherings 2022 - toilets for temporary events.

The Event Organiser will also need to ensure that:

- Disability accessible toilets are provided.
- Adequate gender signage is displayed on all toilets provided.
- Lighting is supplied to toilets if the event runs after sunset or in low light conditions.
- When portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be located so that they can be pumped out during the event.
- Toilets available for food handlers must always be clean. This may be easier to achieve by having separate staff toilets.

All toilet facilities must be maintained in a clean and working condition and regularly supplied with consumables throughout the duration of the event.

The number of toilets required will depend on the following:

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

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

Total Attendance	Male Facilities		Hand Basins	Female Facilities		Accessible Toilets
	WC's	Urinal Metres		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

4.2 Waste Management

The Event Organiser is responsible for the cleaning arrangements during and after the event. All premises and reserves are to be left completely free of rubbish and debris at the conclusion of the event.

It is also the Event Organiser's responsibility to ensure that there is sufficient waste receptacles provided to ensure all waste generated by the event is collected and disposed of offsite.

Consideration should also be given to the provision of recycling bins for cans, plastics and other recyclables generated at the event. This may require extra supervision to prevent contamination with non-recyclable material.

If permanently located Council bins are onsite (e.g. park bins) the Event Organiser is responsible for the collection, bagging and removal offsite of any overfill or spillage of rubbish.

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

4.3 Water

Drinking water must be made available and accessible to all patrons at all public events, especially when held outdoors during summer or for long durations. Refer to WA Department of Health Guidelines for concerts, events and organised gatherings 2022 - water for temporary events.

Potable drinking water must be provided free of charge at all events where alcohol is available for consumption.

It is recommended that potable drinking water also be provided to patrons free of charge at alcohol free events.

5. EMERGENCY MANAGEMENT

5.1 Emergency Evacuation Plan and Risk Management Plan

An Emergency Evacuation Plan for the public is required for all events to ensure the safety of attendees. Please note that Council-managed facilities already have Emergency Evacuation Plans in place; however, event organisers are responsible for ensuring these are reviewed and appropriately incorporated into their event planning.

For events with fewer than 1,000 attendees, the Shire of Nannup requires a Risk Management Plan to support effective planning and informed decision-making by event organisers.

Where the combined number of people at the event will be 1,000 or more, a Risk Management Plan that has been developed in accordance with AS/NZS ISO 31000:2009 is required.

Large events (over 1,000 attendees) or those held during the October–April bushfire season must include a comprehensive Emergency Management Plan aligned with Australian Standard 3745:2010.

All events must be submitted **at least 12 weeks** prior to the event date.

5.2 Fire Safety

All fire-fighting equipment must be kept fully charged and maintained in accordance with Australian Standard AS 1851: Routine service of fire protection systems and equipment. This Standard requires extinguishers to be tested regularly and the test details to be clearly identified on each extinguisher.

5.3 First Aid

For even medium size events it is recommended that the event organiser contact the Nannup Hospital to advise of your event to ensure hospital staff are made available.

The level of first aid required will be dependent on the nature of the event and the risk level. The WA Department of Health Guidelines for concerts, events and organised gatherings 2022 provides guidance on medical and first aid requirements.

All first aid personnel should hold current first aid qualifications from an accredited training provider.

First aid personnel must not have dual roles (i.e. security staff with first aid qualifications are considered to primarily be security staff).

5.4 Emergency Services

Adequate access for emergency service vehicles such as ambulances must be provided to the site at all times and should be shown on the event site plan.

The Event Organiser should liaise with emergency services such as the St John Ambulance State Operations and the nearest hospital to notify them of the event and determine if there are any special arrangements required. For medium and high risk events contact should be made with the WA Department of Health Disaster Preparedness and Management Unit to notify them of the event.

All public and private events with more than 500 patrons should be registered by the Event Organiser with the Department of Health before proceeding. Event Registration with the Department of Health can be completed online.

5.5 Security and Crowd Control

It is the responsibility of the Event Organiser to ensure adequate security and crowd control personnel are in attendance for the full duration of the event. It is important to note that these roles are not the same and these responsibilities must be clearly separated.

5.6 In the event of a Declared Emergency in the Shire of Nannup

In the event of an Emergency, the Shire of Nannup retains the right to activate our Primary (Nannup Sport and 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

6. FOOD SAFETY

The provision of food at events must comply with the requirements of the Food Act 2008. No food is to be prepared in a residential kitchen unless it is registered under the Food Act 2008 or approved by the Shire of Nannup.

6.1 Food for Sale

All vendors offering food or drink for sale to the public must submit an Application for a Temporary Food Business to the Shire of Nannup, and supply a copy of their registered food business.

If the vendor is already a registered food business within the Shire of Nannup, a new application is not required. However, event organisers must still provide a complete list of all food vendors as part of the event application process.

Food vendors require approval from the Shire of Nannup Health Services. Food vendor Stallholder's Permit applications are completed online and a fee is paid directly to the Shire of Nannup at least two weeks prior to the event. An online link for the event will be provided by the Shire of Nannup once the event application has been received.

All food outlets must comply with the Food Act 2008, Food Regulations 2009 and the Australia New Zealand Food Standards Code. Temporary food premises must also follow the Shires Guidelines for Temporary Food Premises.

The event organiser is responsible for collating a list of all food vendors at least 2 weeks before the event listing who are attending the event, so Shire Officers may check that all online submissions have been received.

7. TRADING IN PUBLIC PLACES

7.1 Amusement Rides and Inflatable Structures

Amusement Rides must comply with Australian Standard 3533 be inspected by a competent person to determine the class of the structure and be maintained.

Yearly inspections of structures, and regular maintenance, should be recorded in a logbook. The Event Organiser should ensure each operator has an up-to-date logbook and plant registration with WorkSafe (where required).

Evidence of registration (if applicable) and annual inspection and service records are required to be submitted to the Shire.

Current Public Liability Insurance to a minimum value of \$20 million, valid for the date(s) of the event, must also be provided with a traders permit application.

7.2 Petting Zoos and Animal Farms

Animals are prohibited from all events unless prior approval is obtained from the Shire. Some situations where animals might be used at events include petting zoos, pony rides and dog shows.

If animals have been approved at the event, any faecal matter and soiled items must be cleaned up, contained, and disposed of appropriately.

Other considerations would include hand washing facilities or the provision of hand sanitiser for patrons and event staff, the proximity of animals to food vendors, and possible nuisance issues associated with the dispersion of dust, dirt, and odours from animals

7.3 Face Painting

Where face or body painting will be conducted at the event, the painters must be familiar with the Department of Health Guidelines for painting faces and bodies.

- Single-use disposable colour applicators, for example cotton swabs and sponges are strongly recommended.
- Reusable paint brushes should be cleaned and disinfected after every client.
- Artists should wash their hands or use hand wipes or hand sanitiser between clients.
- Artists should check with clients (or their parent/guardian) if they have sensitive skin, allergies or reactions to soaps, creams or dyes.

8. NOISE

Noise from an event must comply with the Environmental Protection (Noise) Regulations 1997 at all times.

If any amplified equipment such as stereos, musical instruments, PA systems or similar are to be used, consideration must be given to locating the equipment to minimise the noise impact to neighbouring properties.

It is normally an event condition that nearby residents are notified (via a letter drop) of the event in writing at least seven days prior to the event. In notifying residents ensure that a contact number for the Event Organiser, which will be answered in person during the event, is included so any noise complaints can be brought to the Event Organisers' attention immediately during the event.

9. TEMPORARY CAMPING

Applications may be submitted to Health Services for assessment by completing the Shire of Nannup's Application for Temporary Camping form. Please refer to the HEALTH -Policy HLT3 – Temporary Caravan Parks and Camping Grounds.

A plan of the proposed facility, (when calculating sites please refer to the attached Policy) showing -

- the sites, and where applicable, denoting the types of sites.
- the location of fire hoses, fire hydrants and extinguishers
- location of toilets and showers
- location of bins
- potable water location
- roads and pathways

Note that 1 tent/camping site can accommodate 10 people and must be a minimum of 25 square meters. The number of sites will depict the number of toilets and showers needed.

10. TRAFFIC MANAGEMENT

10.1 Traffic Management

Should any temporary, part or full road closures be required for an event, a traffic management plan must be prepared in most cases. Main Roads Western Australia provides information regarding Traffic Management for Roadworks & Events and access to the Traffic Management for Events Code of Practice.

Approval for traffic management on or affecting roads that are controlled by Main Roads Western Australia must be sought from them directly. For further information please visit the Main Roads Western Australia website.

Should the event or traffic management be on or affect a road under the control of the Shire of Nannup approval must be sought from the Shire. The Shire's review and approval process for a submitted Traffic Management Plan requires a minimum of 30 working days.

10.2 Parking

Parking on the Shire's reserves or the Nannup Golf Club requires approval from the Shire of Nannup. Parking on Council reserves must be raised when booking the reserve and will incur a cost per vehicle, if approved parking may require parking marshals. See fees and charges.

A Parking Plan may need to be submitted with your Event Application. This should include a Parking Management Protocol, incorporating accessibility and ACROD bays.

10.3 Tank 7 Mountain Bike Park and Shuttle Bus

For an event in the Shire of Nannup, there is a fee per rider to use the Tank 7 Mountain Bike Park. Refer to the Shire of Nannup Fees and Charges.

11. COMMUNICATIONS / PROMOTION

All events are shared on the Shire of Nannup Website under EVENTS. This can be linked to your own website if required and will happen once the Event Application has been received.

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, including Website, Facebook, Nannup Connect.

12. MISCELLANEOUS

12.1 Fireworks

If fireworks are required at an event, approval must be obtained from the Department of Mines, Industry Regulation and Safety. Copies of approval documents must be submitted to the Shire with the event application.

For further information visit the Department of Mines, Industry Regulation and Safety website.

12.2 Use of Airspace

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

12.3 Events held on Water

For events held on navigable waters beyond the low water mark require approval from the Department of Transport.

12.4 Alcohol

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
- 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.

12.5 Advertising/Signage

There is legislation, local laws and requirements that control signs including advertising signage. A person must not, without the permission of the Shire of Nannup, erect or place an advertising sign or post any bill or paint, place or affix any advertisement, or place any other sign whatsoever on local government property. Refer to the Requirements of Signage Plan.

Should you wish to have advertising signage as part of your event ensure that approval is obtained from the Shire of Nannup prior to putting the signage in place.

Please be aware that while certain activities may be allowed with permission there is no guarantee that permission will be granted by the Shire for all of these activities, this included the use of the banner space at the entry too Nannup.

12.6 Smoke Free Event

The Shire strongly encourages Smoke Free events. For Shire of Nannup venues including parks it is a condition of booking that the event is smoke free. Smoking is not permitted in any enclosed public places as well as some outdoor areas.

12.7 Access & Inclusion

The Shire of Nannup encourages all Event Organisers to align their Event Planning within the checklist attachment in the event application Form

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.

12.8 Sustainability

The Shire of Nannup encourages all event organisers to adopt sustainable practices that minimise environmental impact and promote community responsibility. Waste management is a key part of this commitment.

Waste Management Requirements

- A Waste Management Plan is required for events expecting more than 500 attendees.
- For all events, organisers must indicate how waste will be managed, including the number and type of bins provided, and how waste will be removed from the site.

Recommended Bin Ratios:

- **General Waste:** 1 x 240L bin per 100 attendees
- **Recycling:** 1 x 240L bin per 200 attendees

- **Containers for Change:** Optional, but encouraged for eligible beverage containers

Organisers are also encouraged to provide **clear signage** to guide correct bin use and reduce contamination.

Sustainable Practices (Strongly Encouraged)

Please indicate which of the following sustainable practices your event will implement:

- General waste bins will be provided
- Recycling bins will be provided for cardboard and other recyclables
- Containers for Change bins will be available 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

12.9 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 will need to obtain permissions forms for the event routes from:

- Department Biodiversity, Conservation and Attractions (DBCA)
- Forest Product Commission (FPC)
- Private Landowners

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

Attachments (Links):

Shire of Nannup Event Guidelines

Event Application (small event under 100 people or event)

Site Plan Requirements

Liquor Consumption

Temporary Food stall application

Road closure form

Risk Management template and guidelines

Police Notification form

Acknowledgement of Signage Requirements

Risk Management Plan

Police Notification Form

Event Emergency Management Plan

Form 5: Certificate of Electrical Compliance

Form 6: Certificate of a Temporary Structure