

Policy Number:	HLT5
Policy Type:	Health Policy
Policy Name:	<b>Events</b>
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

## **POLICY**

### **Introduction**

This Policy will be used to manage the application and approval process of all types of events conducted in the Shire of Nannup.

The Shire of Nannup will assess applications for the conduct of events in accordance with legislative requirements.

### **Objectives**

The objectives of the Policy are:

- To set standards for the conduct of events within the Shire of Nannup.
- To require the organisers to submit details for events and demonstrate compliance with all regulatory requirements and standards to ensure an enjoyable and safe environment is available for patrons.
- To ensure events are sited and conducted to minimise any adverse impacts on the amenity of the area and nearby land or roads.

### **Definitions**

For the purpose of this policy the following definitions apply:

“Event(s)” are any organised gathering of more than 200 people within the Shire of Nannup on private or public land, either indoor or outdoor by a person(s)/group/organisation, where people assemble at a given time for entertainment, recreation or community purposes.

“Event Application Form” (Attachment 1) is required to be completed for any proposed event. Form requests details of size, nature, date, time, purpose, activities and facilities in relation to the event.

“Event Applicant” means the person, company or organisation, excluding Shire of Nannup managed events, who is responsible for organising an event and who makes application to the Shire of Nannup for approval to stage an event.

“Public Place” means any street, way or place including but not limited to community reserves, facilities, halls or public open space.

“Shire of Nannup Facility or Reserve” means any property owned by the Shire of Nannup and includes buildings, recreation centres, community centres, halls and reserves (passive and active).

“Reserve Area” means a designated reserve area within the shire utilised for recreational or community purposes/groups, sporting bodies etc.

### **Assessment Criteria**

If one or more approvals are required from the following list then the event requires formal Shire of Nannup approval:

#### Environmental Health Services:

- Preparation or sale of food to the public;
- Erection of tents, marquees, stages and other structures for public use;
- If the event proposed exceeds any established accommodation numbers or differs in nature to any approvals already in place in accordance with the Health Act and associated Regulations and the current Shire of Nannup Local Planning Scheme 3;
- Any noise being created including music, use of amplified equipment, extraordinary vehicle noise;
- Supply or installation of electrical equipment including generators, cabling, extension cords switches, fuses;
- Risk management process for events attracting more than 5000 people;
- Signage for the event is proposed to be erected;
- Sale or consumption of alcohol;
- Additional parking areas will be required;
- Additional toilet facilities will be required;
- Crowd control or security may be an issue;
- First aid may need to be considered; and
- Amusement structures will be used.
- Patrons will pay an entry fee.

#### Community Infrastructure:

- Event involves use of a road for any purpose including temporary road closure or suspension of Road Traffic Act / Regulations;
- Event affects the flow of traffic on any road for any reason;
- Hire of the Shire of Nannup refuse receptacles; and
- Fireworks are proposed.

Formal event approval is not required if the application is only a request for:

- Hire of Shire of Nannup reserve area or equipment. This however would require the completion of a Facility Hire Form for each occasion.

This policy does not cover:

1. Events to be held at:

- Educational premises including primary, secondary and tertiary centres,
- Religious centres including churches and worship centres;
- A birthday party, anniversary, funeral, private picnic, weddings and ANZAC Day ceremonies.

2. An event approval is not required providing there is no variation from the following existing approvals:

- Conditions associated with a Planning Consent under the Shire of Nannup Local Planning Scheme 3.
- Approvals as required in accordance with the Health (Miscellaneous Provisions) Act 2016 and associated Regulations. However if the event proposed exceeds any established accommodation numbers or differs in nature to any approvals already in place then an event approval is required and the requirements of this Policy apply.

### **Event Application Process**

1. Applicants are required to complete the Event Package (attachment 1) which consists of the following:

- Event Application Form;
- Event Checklist which is to be read in conjunction with the Event Information to Applicants to identify approvals and forms as required for the event;
- Event Site Plan; and
- Complete all relevant Forms included in the Event Application Package and obtain any other approvals as required.

2. The completed Event Application Form, Event Checklist, Site plan and any additional Forms or details of other approvals must be submitted to the Shire of Nannup a minimum of six (6) weeks prior to the proposed date of the event. The form must be signed by the Authorised Officer.

3. All sections of the Event Application Form and Event Checklist must be completed in order for the application to be eligible for assessment.

4. The applicant must submit a risk management plan that complies with the requirements of AS4360 if the event participation is for greater than 5000

people. The Shire may request a Risk Management plan for any event if the risks are deemed to be significant.

5. The Shire of Nannup may request any additional information to be supplied by applicants in order to ensure comprehensive assessment of the application.
6. The applicant must ensure any appropriate forms are completed and submitted with the event application.

### **Assessment of Applications**

The following issues will be considered by the Shire of Nannup in the assessment and approval process of event applications:

- The nature, size and suitability of the event in relation to the venue requested (including the presence of alcohol) and the likely impact of the event on the facility;
- The amenity of the event;  
The ability of the facility to accommodate the event at the proposed time (taking into account open space);
- The likely impact on residents as a result of the event (including noise, dust, excessive light, or other adverse effects perceptible outside the venue);
- The availability of the venue at the required time(s) and on the required day(s);
- The period of time for which the event will operate and the proposed times of operation;
- Conflict or potential conflict with other events in that location or a surrounding location;
- The estimated number of participants associated with the special event in relation to the carrying capacity of the facility;
- The benefits to the Nannup community;
- Reputation of the operator; and
- Any other factors that may be considered necessary in relation to a particular event.

### **Fees for Event Approval**

- All events will attract an application fee in accordance with the Shire of Nannup Schedule of Fees and Charges.
- The applicant will be advised of any additional fees and charges upon event approval. These must be paid at least 7 days prior to the event.
- Refund of fees will only be considered in the event of a cancellation notice being received at least 7 days prior to the event date and may attract an administration fee.

## Bonds for Events

- Additional Bonds may be requested for events in accordance with Council direction and/or the Shire of Nannup Schedule of Fees and Charges.

Related Policies	
Related Procedures/Documents	Attachment 1: Event Application form
Delegated Level	
Adopted	OM 25 January 2017
Reviewed	<a href="#">OM 25 January 2018</a>