Shire of Northampton

Small Event Form

(less than 24 hours)

Event Name or
Applicant's Name: _____

Application Date: _____

DISCLAIMER

The information contained within this package has been provided as a guide only. Additional information or approvals may be required from other agencies and it shall be the sole responsibility of the Applicant, not the Shire of Northampton to ensure all relevant approvals and information is obtained in relation to each particular event.

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EVENT DETAILS

This form is designed to capture details relating to your proposed event, which will operate for less than 24 hours.

Organiser's Details

Applicant's Name: ……..

Organisation's Name (if applicable): .....

Contact person (if different from above): .....

Postal address: .....

Telephone (hm): …… (wk): ……..……..…. (mb): ……...

Email address: .....

Event Details

Name of event: .....

Date of event: .....

Proposed venue details: (eg. name of reserve, building or public open space)
.....
.....

Set up time: .....

Event start time: .....

Event finish time: .....

Completion time (following clean up) .....

Is the event open to the general public? Yes ☐ No ☐

Is the event invitation only? Yes ☐ No ☐

Is there an entry fee? Yes ☐ No ☐

Anticipated total number of patrons expected for event: .....

Maximum number of patrons expected at any one time: .....

Will crowd control or security be present? Yes ☐ No ☐

If yes, who is supplying this service? ……...

Event description: (eg. Sporting, commercial, entertainment)
.....
.....
.....
.....

Entertainment: Brief details (number of stalls/products/entertainment-bands, amplified music/animals/activities/farm machinery/rides). Attach an event program if available.

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.....
.....

Will food be available? Yes ☐ No ☐

Detail of foods available or food vendors attending:

……..……..
……
…….....

(Note: Food providers or stall holders are to contact the Shire to obtain a Temporary Food Stall Licence to attend this event).

Will alcohol be available at the event via a Bar (for purchase) or Provided as part of cost or as BYO?
(Please circle the appropriate one or state if there will be No Alcohol).
(Please attach copy of Liquor Licence issued by the Dept of Racing, Gaming & Liquor for this event).

Has an Application to Consume Alcohol on Shire Land been submitted? Yes ☐ No ☐

How will the event supply free drinking water? …….
……

Are any temporary structures to be used at the event (stages, gazebos, tents, bouncy castles, etc)?
……
……
……

Is access to power required? Yes ☐ No ☐

Will the event rely on existing toilet facilities? Yes ☐ No ☐

If yes, where are they located? …….

How many fixtures in total will be available?

Male:	Closets: ……	
	Hand Wash Basins: ……	
	Urinals: …….	
Female:	Closets: ……	
	Hand Wash Basins: ……	
Disabled:	Closets: ……	
(Accessible)	Hand Wash Basins: …….	

Will additional temporary toilets be provided at the event? Yes ☐ No ☐

If yes, how many?
Male:…….. Female: …… Accessible: ……

How will toilets be maintained during, and cleaned after the event? …….
……

Outline how waste from the event will be handled? ……..
……
……

Details of any road closures or use of roads for the event: (Note: separate approvals may be required through police services)

.....
.....
.....

Will the event have implications for local residents? (eg. Noise, traffic management, parking, crowds etc.) and if so how is it proposed to manage these implications?

.....
.....
.....
.....

Site Plans are a requirement for all events and should be submitted with this form. It is recommended that satellite images are used, such as Google Maps, as a base for outdoor events so that you can indicate the location and perimeter of the event area. Please contact the Event Officer at the Shire if you need assistance.

Event Promotion

Event website address: .....

Social media & other advertising: .....
.....

Public Liability Insurance

Council requires public liability insurance be provided for all events to a minimum value of $10,000,000. This insurance is the responsibility of the event organiser.

Policy No: _____ Value of Cover: _____

Insurer:_____ Name of Insured: _____

Event Risk Rating

All events have risk. Event organisers need to assess the risk of their event to ensure it is safe for participants, attendees, and the organisers and staff/volunteers. To assess the risk of the event, please complete the following quiz by choosing the appropriate value from each category.

Duration of Event	
<10 minutes	1
11 – 60 minutes	4
60 – 120 minutes	8
121 + minutes	14
Score	
Attendee Profile	
All ages, family groups	1
Predominantly adults (18 – 70yrs) (calm, orderly, compliant)	2
Predominantly young people (15 - 30yrs) (animated, excitable)	5
Predominantly elderly	5
Conflict / rival factions / protesters / non-compliant crowd	10
Score	
Time from Hospital or Medical Centre*	
*Does not include nursing post or first aid post	
<10 minutes	1

11 – 45 minutes	4
46 – 90 minutes	8
91 + minutes	14
Score	
Alcohol Available	
No alcohol is part of the event	0
Yes, alcohol is provided in limited quantity per person	3
Yes, alcohol is provided (no limits), sold, or BYO	10
Score	
Event Risk Score	**Total Score**

Risk Rating	Score	Action
Low Risk	0 – 20	Complete the Low Risk Event Management Plan on the next page.
Medium Risk	21 – 28	Do not complete Low Risk Event Management Plan, but complete an independent Risk Management Plan.
High Risk	29 +	Do not complete Low Risk Event Management Plan, but complete an independent Risk Management Plan.

Low Risk Event Management Plan

Only complete this section if the Event Risk Total Score from above is 20 or under.
Detail below how risk factors will be addressed.

Risk Area	Action Taken By Event Organisers
First Aid	(eg First Aid Kits have been checked and stocked. If applicable, people with first aid qualifications have been recruited to attend the event)
Weather	(eg Fire hazards have been identified, and reasonable steps have been taken to reduce the risk of fire and state what steps have been taken)
Food Safety	(eg Food handlers have demonstrated food safety knowledge, and their food businesses are registered with the relevant local government authority)
Hazards	(eg Potential slip, trip, and fall hazards have been identified and strategies implemented to minimise the risk and state the strategies implemented)
Emergency Management	(eg An evacuation plan and procedure are in place. The contact details of all relevant emergency services are available in case of an emergency)
Communications	(eg A contact list has been developed and will be circulated to all event staff/volunteers before the event commences)
Alcohol	(eg Responsible service of alcohol is followed at all times. Conditions stipulated by the Department of Racing, Gaming & Liquor are being followed at all times. Bar staff/volunteers hold relevant approvals)

Insurances	(eg Relevant insurance has been taken out and is in place for this event)

Submit Event Documents

Event applications should be submitted with as much supporting documentation as possible. Applications may not be able to be assessed on the application form alone. Please supply any of the applicable documents listed below with this application form.

- Comprehensive site plan (mandatory)
- Low Risk Event Management Plan (mandatory)
- Traffic and parking management plan
- Insurance certificate of currency
- List of all event vendors
- Occasional liquor licence
- Fireworks application
- Letter notifying emergency services about, and/or residents likely to be affected by the event
- Music reproduction licence

EVENT ORGANISER ACKNOWLEDGEMENT

I, _____ as the event organiser,

applying for approval to host a small event in the **Shire of Northampton** acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facility and/or reserve during the specified hire period and will ensure compliance with the Shire of Northampton's conditions of hire and local laws.

I will indemnify the Shire of Northampton against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Event Application Package is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package and that, as the event organiser, I am responsible for.

Signature: _____ **Date:** _____

Print Name: _____