

# Shire of Northampton



## Event Application Package

Issued to: \_\_\_\_\_ Date Issued: \_\_\_\_\_

### **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.

## EVENT APPLICATION

This form is an application only. You will be notified in writing when your event Application has been processed. Applications must be submitted at least 8 weeks prior to your event.

### Organiser's Details

Name of event: .....

Applicant/organisation: .....

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

Postal address: .....

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

Email address: .....

### Event Details

Date: .....

Actual set up date: .....

Actual event start date: .....

Actual event finish date: .....

Actual completion of clean up date: .....

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

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Event description: (eg. Sporting, commercial, entertainment and in addition please state whether the event is a one-off or proposed as an annual event)

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Entertainment: Brief details (number of stalls/products/entertainment-bands, amplified music/animals/activities/farm machinery/rides)

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Primary purpose of event: (eg. fundraiser for community group)

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.....

Will alcohol be available/consumed on site?

Yes

No

Will food be available?

Yes

No

Details of any tents, marquees, stages etc. to be used for the event:

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

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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?

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### Expected Attendance

Maximum number of people expected at any given time: .....

Anticipated total number for entire event: .....

Target audience: (eg. youth, adult, family etc.) .....

Have you ever conducted this event before and if so, when/where was it held?

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### Event Facilities

Power supply details: .....

.....  
.....

Water supply details: .....

.....  
.....

Number of toilets available:     Male:            Closets: .....

Hand Wash Basins: .....

Urinals: .....

Female:                    Closets: .....

Hand Wash Basins: .....

**YOU MAY WISH TO ATTACH ANY OTHER RELEVANT INFORMATION TO ASSIST WITH THE APPROVAL PROCESS**

## SITE PLAN

A detailed layout of the event is to be included with your application. Please ensure the following is indicated on the map (if applicable). It is suggested that a copy of the finalised site plan be issued to police, fire services, SES, and other relevant emergency services, First Aid and security personnel, and participants.

Stage  
Food stalls  
Electricity cables  
Parking areas  
Site signage

Seating  
First aid post(s)  
Emergency exits  
Fenced off areas  
Lighting

Vehicle access points (include street names)  
Location of marquees, tents etc.  
Sale or consumption of alcohol areas  
Location and number of additional toilet facilities  
Any other facilities relevant to your event

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## ACKNOWLEDGEMENT

I, \_\_\_\_\_ as the event organiser,

applying for approval to host an 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:** \_\_\_\_\_

### **Important Notes:**

- *You may not proceed with your event until written confirmation from the Shire advising that all Shire and other statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event.*
- *Any special conditions (if applicable to your event) will be outlined in your confirmation letter. It is your responsibility to adhere to the conditions or to remain in regular contact with the relevant Shire departments until necessary approvals are obtained.*
- *Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer Shire approval for an event to an alternative venue, date or time, without re-negotiating with the Shire.*
- *You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities. Post event arrangements should be considered to transport patrons from the event (eg. availability of taxis, buses, etc.).*

# INFORMATION AND GUIDE FOR APPLICANTS

## 1. LOCATION OF EVENT

If you intend on holding your event on property owned or managed by the Shire of Northampton you will be required to apply for use of those grounds.

If event is to be held on privately owned land, you will be required to provide the written consent of the owner to hold the event on their property.

## 2. SITE PLAN AND EVENT LAYOUT

A site plan with the layout of the event is to be provided to the Shire of Northampton which includes:

- fencing
- stage and sound equipment
- stalls of any kind (food, craft, etc)
- seating
- liquor licensed area/s
- electrical supply
- First Aid
- structures (tents, marquees, etc)
- toilet facilities (existing and additional)
- lighting
- emergency access and routes

## 3. EVENT TIME FRAME AND EXPECTED ATTENDANCE

The event organiser is to provide the Shire of Northampton with the time that the ground will be in use, including set up and clean up. This information will be used for booking of the grounds, toilet facilities and bin requirements.

The Shire of Northampton is to be provided with an expected number of patrons attending the event, which will be used to calculate toilet, waste and First Aid requirements.

## 4. ACCESS TO VENUE FOR SHIRE STAFF

Shire staff members are to be afforded access to the whole venue for the duration of the event. Authority cards can be made up for staff members that require access.

## 5. PUBLIC LIABILITY INSURANCE

Council requires public liability insurance be provided for all events to a minimum value of \$5,000,000. This insurance is the responsibility of the event organiser.

## 6. RISK MANAGEMENT PLAN

The event organiser is to provide a risk management plan to the Shire's Health/Building Department prior to the event.

## 7. LEGISLATIVE REQUIREMENTS

Under the Health (Public Building) Regulations 1992, outdoor events are considered public buildings. The following are requirements under the above regulations:

- application to erect a public building (Form 1) to be completed 2 weeks prior to the event
- toilet facilities relevant to the expected attendance
- disabled access (for both the event grounds in general and toilet facilities)
- evacuation plan and emergency lighting
- general lighting for evening and night events
- all electrical equipment, switches, meters are to be protected from the public and a certificate of electrical compliance (Form 5) must be completed 2 weeks prior to the event
- exit signs are to be provided
- fire equipment and telephones are to be supplied

Event organisers are to provide sufficient waste disposal facilities relevant to the expected attendance.

Any stalls or premises preparing and/or selling food is to comply with the Health (Food Hygiene) Regulations 1993. Applications to sell food at the event should be lodged with the Health Department 4 weeks prior to the event.

Under the Environmental Protection (Noise) Regulations 1997, noise levels are to comply with the levels set out in those regulations. If the Shire of Northampton deems it necessary to have an Environmental Health Officer present to monitor the noise levels of the event, the event organiser may be required to pay for these services. Any officer present to ensure compliance with the above noise regulations is not under the control of the organiser.

## **8. ALCOHOL AND LIQUOR LICENSING**

Event organisers are required to apply for a liquor licence through the Department of Liquor and Gaming, if alcohol is to be sold at the event. If the liquor licence is approved, details of the licence are to be provided to the Shire of Northampton at least 2 weeks prior to the event.

If alcohol is to be sold and/or consumed on Shire property, application should be made to the Shire for a permit to consume alcohol.

## **9. PROVISION OF FIRST AID**

The event organiser should provide First Aid facilities relevant to the size of the event.

## **10. EMERGENCY SERVICES**

Event organisers must notify the Police and Fire & Emergency Services of the event and the event time frame. A contact number for the event organiser should be given to these organisations in case of emergency.

Access must also be available to emergency vehicles.

## **11. NOTIFICATION OF ROAD CLOSURES**

The event organiser is to notify and seek approval from the Engineering Department (and Main Roads if necessary) for any road closures for the event, prior to lodging an application with the Police. Please note partial road closures or suspension of the Traffic Act requires approval and these forms/approvals need to be sourced from police, at least 6 weeks prior to the event to allow for separate processing.

## **12. WATER & POWER**

It is the responsibility of the event organiser to ensure that a water supply is made available for patrons at the event. Event organisers must organise independent power supplies for Shire grounds.

## **13. FIREWORKS**

Approval is required from the Department of Mines, the Police and the Shire of Northampton if you intend to discharge fireworks at your event. Applications can be obtained from the Department of Mines.

If approved, the SES and Fire & Emergency Services are to be notified and any conditions are to be complied with. Fire fighting equipment is to be supplied to the event.

## **14. Parking**

The event organiser is to ensure that sufficient parking is available for the expected number of patrons to the event.

## **15. FENCING**

If the event is to be fenced off, or have areas within the event to be fenced (eg. licensed area), the fencing is to be inspected by the Building Department prior to the event.

## **16. CONSULTATION WITH OTHER GROUND USERS**

Event organisers should ensure that all other ground users are contacted and informed of the event to ensure no clashes of ground use or parking.

## **17. CONSULTATION WITH NEIGHBOURING LANDOWNERS**

All neighbouring landowners should be consulted to ensure their operations and your event will not be affected by the each other.