MAJOR EVENT APPROVAL APPLICATION MORE THAN 500 ATTENDEES

(FPS017)

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Please use this form for outdoor events and gatherings on Shire of Narrogin property with more than 500 people.

Determined by the *Health (Miscellaneous Provisions) Act 1911* & *Health (Public Buildings) Regulations 1992*

Thank you hosting your event in Narrogin

Narrogin is home to a diverse community with an estimated population of 5,000. Narrogin is a busy and vibrant hub and catchment of the greater agricultural region of the South Central Wheatbelt. It is the service centre for many businesses servicing the local towns and agricultural region, community and health services, professional services, education, sports, arts and recreation.

Narrogin is a popular centre for hosting a variety of events and we are proud to have many attractive options, be they sporting events/matches, social and community events, concerts, field/market days or private functions. The Shire of Narrogin supports regular annual events including Australia Day Breakfast, the Narrogin Agricultural Show and Revheads.

Rate payers, residents and not-for-profits are offered special discounted rates for venue hire as it is the Shire's objective to make available to everyone the use of our fantastic facilities and to ensure these events are supported in a professional manner.

Please read the Major Outdoor Event Application Guidelines before commencing to fill out this form and contact the Administration Support Officer on 9890 0900 to discuss your proposed event.

The requested information is required for submission to the Shire as part of the process of approving your event. If you are completing this form electronically, links to websites where additional forms/information are required have been included for your convenience.

Please submit the completed Major Event Approval Application Form and supporting documents directly to the Shire for approval. (see below for details). There are a number of departments that assess aspects of the application. To enable a full assessment of your application, please provide all required information and submit the application a minimum of sixty (60) days prior to the proposed event.

If you require in-kind support from the Shire of Narrogin, please attach a letter outlining the services you require at your event.

The following additional information may be required before the application can be approved

- An approved Traffic Management Plan
- Risk Management Plan in accordance with AS/NZS-ISO3100 (for events of more than 5,000 patrons).

Additional information may be required where requested on the attached application form.

The Major Event Approval Application form may be submitted in person to the Shire of Narrogin administration building (89 Earl Street Narrogin), emailed to enquiries@narrogin.wa.gov.au or via post to:

CEO
Shire of Narrogin
PO Box 1145
NARROGIN WA 6312

MAJOR OUTDOOR EVENT APPLICATION GUIDELINE

A site plan is required detailing the following; (please use a Google map);

- All structures, fencing, food/non-food stalls, lighting, toilets and first aid posts;
- Area of land identified for patron use;
- Stage and speaker layout;
- Direction of nearest residential property;
- Location of fire extinguishers, exits, fire safety equipment and access points for vehicles;
- Location of Emergency Assembly points;
- Location of all electrical equipment, generators and primary power supply;
- Liquor licensed areas;
- Parking arrangements and road closure locations;
- Pyrotechnics location;
- Location of wheelchair access and disabled parking;
- Muster Points;
- Insurance - A copy of Certificate of Currency of Public Liability is required from the event organiser and all stakeholders

EMERGENCY AND RISK MANAGEMENT

Irrespective of the size of the event a Risk Management Plan is required by the Shire as part of this application.

You can obtain a copy of the *Risk Assessment Checklist* from the Administration office, or you can download it from the Shire of Narrogin website.

If the expected number of patrons at the event will be less than 5000 you are required to provide a Risk Management Plan that complies with Risk Management Guidelines as set out by the WA Local Government Insurance Commission.

If the expected number of patrons at the event will exceed 5000 a Risk Management Plan that complies with A/ANZ 4360:2004 must accompany this application.

The following document may be of assistance when preparing you event and Risk Management Plan if required:

Guidelines for Concerts, events and organised gatherings

1. EVENT ORGANISER DETAILS

Organisation Name:			
Address:			
Contact Person:			
Telephone No.:		Mobile No.:	
Email:			
Have you read the Event Application Guidelines?		☐ Yes	☐ No
Have you attached a copy of your event Risk Management Plan? *Required for events over 5,000 patrons, otherwise complete the Risk Assessment Checklist*		☐ Yes	☐ No
Does your organisation have adequate Public Liability Insurance?		☐ Yes	☐ No
Please provide a copy of Certificate of Currency of Public Liability Insurance		☐ Attached	
Please provide a copy of Certificate of Currency for all event stakeholders		☐ Attached	☐ N/A

2. EVENT AND PATRON DETAILS

Event Name:			
Brief description of the event .e.g. car show, expo, markets, music festival:			
Name of Event Manager:			
Email:		Contact Number:	
Proposed Location of Event			
A copy of the approved venue booking is attached.		☐ Attached	

**Bump in and Bump out times are the times that you arrive at the venue to set up for your event and the time you leave after everything has been packed away and everyone has left the venue*			
Bump In Date:		Time:	
Bump out Date:		Time:	
If your event runs over more than one day please provide start and finish dates and start and finish times			

Day 1 Date	Start time		End time	
Day 2 Date	Start time		End time	
Day 3 Date	Start time		End time	

Expected No of patrons	At any one time		Total no of patrons	
If this event has been held previously, please estimate the no of patrons	At any one time		Total no of patrons	

3. ALCOHOL

If you are intending to sell or serve alcohol at your event, you will require permission from the Shire of Narrogin and the Department of Local Government, Sport and Cultural Industries.

Please obtain a copy of the form *'Permission to Serve Alcohol'* from the Administration office or download it from the Shire of Narrogin website.

If applying for a Liquor License, please lodge an application with the Department of Local Government, Sport and Cultural Industries and submit a copy of the licence application to the Shire of Narrogin together with this application form.

Will there be alcohol at this event?	☐ Yes	☐ No
If yes, please attach a copy of the CEO approved Form A Permission to Serve Alcohol	☐ Attached	
Does your event require an approved liquor Licence from DLGS&CI?	☐ Yes	☐ No
If yes, please attach a copy of the Liquor Licence application	☐ Attached	
The approved licenced area is indicated on the attached site map	☐ Attached	

4. FOOD – Temporary Food Stalls

Food Act 2008.

Any public event where food is provided, whether sold or provided for free, requires a permit for a Temporary Food Stall in accordance with *Food Act 2008*. A permit is required for each provider or vendor.

The event organiser is responsible for ensuring all food stalls at the event receive a Temporary Food Business permit from the Shire's Environmental Health Officer.

Please obtain a copy of the form *'Temporary Food Stall Application'* from the Administration office or download it from the Shire of Narrogin website.

Will there be food / beverages provided or sold / served at your event?	☐ Yes	☐ No
If yes, please attach copies of Temporary Food Stall Applications	☐ Attached	

5. TEMPORARY STRUCTURES – Form 1 Application to Construct, Extend or Alter a Public Building

Health (Miscellaneous Provisions) Act 1911

Health (Public Buildings) Regulations 1992 [Reg.4]

Temporary structures are categorised as being greater than 3m x 3m and includes marquees, gazebos, inflatable devices, grandstands and stages. Approval to erect temporary structures should be obtained from the Shire of Narrogin by submitting *Form 1 Application to Construct, Extend or Alter a Public Building*.

Please obtain a copy of *'Form 1 Application to Construct, Extend or Alter a Public Building'* from the Shire administration office or download it from the Shire of Narrogin website.

Once the structures are erected, a Certification of Temporary Structures is to be submitted to the Shire by email or in person the day prior to, or on the day of the proposed event certifying that the structure has been erected in accordance with the manufacturers' details or submit structural certification from a structural engineer.

Please obtain a copy of *Certification of Temporary Structures* from the Administration office or download it from the Shire of Narrogin website.

Will you be using temporary structures; i.e. marquees, stages, tents, bouncy castles etc.? If yes, please indicate the type of structure below and indicate the location on the site plan.				☐ Yes	☐ No
Structure Type	Quantity	Size	Name of Company or person erecting structure	Will tent pegs be used	
Marquees/gazebos				☐ Yes	☐ No
Tents				☐ Yes	☐ No
Stage/s				☐ Yes	☐ No
Portable toilets				☐ Yes	☐ No
Bouncy castle or other inflatable devices				☐ Yes	☐ No
Grandstands				☐ Yes	☐ No

Locations of all temporary structures are indicated on the attached site map *Temporary structures may require additional tie downs on windy days.i.e.sand bags/water containers tied to poles*	☐ Attached

6. ELECTRICAL INSTALLATIONS – Form 5 Certificate of Compliance

Health (Miscellaneous Provisions) Act 1911
Health (Public Buildings) Regulations 1992 [Reg. 10]

If the proposed event contains electrical installations such as generators, lighting and electrical equipment etc. you must arrange for a licensed electrician to check all installations on the day of the proposed event and complete the *Form 5 Certificate of Electrical Compliance* and submit it by email to the Shire on the day of the event.

Ensuring electrical leads, appliances and installations are safe is paramount to patron safety. This includes;

- Having electrical leads adequately protected from the public by being dug into the ground (no deeper than 10mm); and
- All electrical leads and appliances must be tagged to indicate they have been checked by a licensed electrician within the last six (6) months.

Please obtain a copy of *Form 5 Certificate of Electrical Compliance* from the Administration office or download it from the Shire of Narrogin website.

**It is the responsibility of the event organiser to ensure stallholders are compliant with the above requirements.*

Will electrical leads be in use at your event?	☐ Yes	☐ No
Will leads be buried or covered?	☐ Yes	☐ No
Is there a generator being used at the event?	☐ Yes	☐ No
Will there be additional lighting installed for your event?	☐ Yes	☐ No
Will there be other electrical equipment in use at your event; lighting tower, sound system etc.? If so, please list below.	☐ Yes	☐ No
Please identify the power supply to your event	☐ Mains	☐ Generator
Location of the electrical installation/s are indicated on the attached site map		☐ Attached

7. EVENT PROMOTIONAL SIGNAGE

Local Law Public Places and Local Government Property Local Law 2016

(Former) Town of Narrogin Town Planning Scheme Nº 2

Bylaws relating to Signs, Hoarding & Bill Posting

If event promotional signage is being displayed on fences, road reserves or public places, approval shall be obtained from the Shire of Narrogin and where required Main Roads WA.

If event promotional signage is being displayed on private property, evidence of the owner's approval shall be provided. Approval from the Shire's Planning Officer may be required.

To enable an approval to display event promotional signage, on fences, road reserves or public places please include details of the signage; i.e. all wording, size, proposed location and how you intend to erect signage. A photo or diagram is recommended.

Will you be advertising your event on property owned by the Shire of Narrogin, public land, road reserves or private property?	☐ Yes	☐ No
If yes, have you obtained approval from the property owner to advertise your event on public land, road reserves or private property?	☐ Yes	☐ No
A copy of the approval and details of the signage including size, location and method of erection. including a photo or drawing are attached	☐ Attached	

8. NOISE

Environmental Protection Act 1986

Environmental Protection (Noise) Regulations 1997 [Reg 18]

If it is anticipated the event will emit excessive noise; i.e. amplified music, advice must be provided by a Sound Technician (Master of Ceremonies, DJ or sound mixer) as to the noise level that will potentially be emitted, when received at the nearest residential premises;

If the noise may potentially exceed the assigned levels as stated in the Environmental Protection (Noise) Regulations 1997, please complete and submit Regulation 18 Noise Application for Approval.

Please obtain a copy of *Regulation 18 Noise Application for Approval* from the Administration office or download it from the Shire of Narrogin website

**Events such as fetes, festivals, agricultural shows & exhibitions are 'exempt noise events'. Regulation 18 Noise Application for Approval is not required.*

Will there be amplified music or excessive noise at the event?	☐ Yes	☐ No
If yes, please identify the source of the noise and the potential level dB(A) at the nearest residence.		
Will there be a generator at the event? (Refer to Q5 for more information)	☐ Yes	☐ No
Location of the generator and / or amplified music are indicated on the attached site map	☐ Attached	

9. WASTE MANAGEMENT

The ratio of bins at an event shall be two (2) x 240ltr bins per 150 people unless otherwise approved by the Environmental Health Officer. Additional bins (skips) may be required to accommodate waste from Food Stallholders. It is the responsibility of the event organiser to arrange additional bins.

Removal of all windblown litter from the site and surrounding areas is the responsibility of the event organiser.

Please provide details of the waste management plans and indicate bin locations on the site map.

Type of bins	Quantity
240 ltr waste (wheelie bin)	
240 ltr recycle bin	
Skip bin / lidded	
Please describe the arrangements for event waste management and collection of windblown litter?	
Locations of rubbish bins are indicated on the attached site map	☐ Attached

10. TOILETS

Please indicate the number of existing toilet facilities for volunteers and patrons at your event.
It is the responsibility of the organiser to ensure all toilets (existing and additional) are serviced and cleaned for the duration of the event and at the conclusion of the event.

For further information relating to toilets, please refer to pages 137-138 in *Guidelines for Concerts, events and organised gatherings.*

	Toilets		Hand Basin		Urinals	
	Number of Existing	Additional Required	Number of Existing	Additional Required	Number of Existing	Additional Required
Male						
Female						
Accessible / disability friendly						
Parenting room						
Toilet locations are indicated on the attached site map					☐ Attached	
Is there lighting in place around the toilets?				☐ Yes	☐ No	☐ N/A
If no, what arrangements have been made for lighting in and around the toilets?						

11. FIRE SAFETY

For further information relating to fire safety please refer to page 52 in *Guidelines for Concerts, events and organised gatherings*

One 4.5kg B (E) dry chemical powder extinguisher must be located adjacent to;

- Any electrical generator or switch board;
- Any flammable liquid or gas containers;
- Any food preparation / cooking area;
- Pressured water type extinguishers or 4.5kg AB (E) dry chemical extinguishers must be provided;
- Within 10 metres of each exit (if designated exits are provided);
- Backstage.

Equipment	Type	Location	Quantity	
Fire Extinguishers				
Fire Extinguishers				
Fire Blankets	Location			☐ N/A
Fire Hose Reels	Location			☐ N/A
Other: Please Describe.				
	Location			
	Location			
Location of the firefighting equipment is indicated on the attached site map			☐ Attached	

12. FIRST AID AND INCIDENT CONTROL

For further information relating to first aid please refer to page 33 in *Guidelines for Concerts, events and organised gatherings*

- Location of the First Aid Post shall be indicated on the Site Plan;
- Qualified first aid personnel are to be present at all times during the event from commencement time to adequate dispersion of patrons from the event;
- First aid personnel must be tasked specifically for first aid/medical duties;
- All first aid personnel must have appropriate professional indemnity insurance and current first aid qualifications from an accredited training provider;

Location of the first aid post and incident control centre is indicated on the attached site map	☐ Attached

13. COUNCIL RESERVES – PARKS / RECREATION

Local Law Public Places and Local Government Property Local Law 2016

(Former) Town of Narrogin Town Planning Scheme Nº 2

Bylaws relating to Signs, Hoarding & Bill Posting

If your event is being held on council land: i.e. Memorial Park, Clayton Rd Oval, Thomas Hogg Oval, any recreation parks, please provide details relating to vehicle access, and the erection of temporary structures.

			Quantity	Access Times
Holes or trenches dug into the turf.ie. *make electrical leads safe*	☐ Yes	☐ No		
Use of tent pegs *(please do not use star pickets)*	☐ Yes	☐ No		
Lines marked on grassed areas *(please do not use herbicide)*	☐ Yes	☐ No		
Access for cars	☐ Yes	☐ No		
Access for light trucks	☐ Yes	☐ No		
Access for heavy vehicles (weight)	☐ Yes	☐ No		
Access for machinery / amusements on trailers etc.	☐ Yes	☐ No		
Other:				
The locations for vehicle access and any holes or trenches are indicated on the attached site map				☐ Attached

14. TRAFFIC MANAGEMENT and ROAD CLOSURES

Any event that will impact or alter vehicle and pedestrian movement may require a traffic management plan prepared by an accredited person or organisation. Please contact Main Roads or the Shire of Narrogin to discuss the event and determine if your event requires traffic management.

- Traffic Management plans (when required) must be prepared by persons with current accreditation and will require separate approval before this application can be considered.
- The Traffic Management Plan and the cost to implement it will be the responsibility of event organisers

An application for A Public Meeting and Procession, a Road Closure, or a Temporary Suspension of Road Traffic may be required in addition to this application. Forms can be downloaded from the WA Police website and should be submitted to the Narrogin Police Station for approval, fees may apply.

Will a road closure or any variation to existing traffic arrangements be required?	☐ Yes	☐ No

If yes, please provide a copy of the approved Event Traffic Management Plan (ETMP) and insert below the contact details of the contractor who will be preparing the Traffic Management Plan, and the group / organisation / contractor who will be implementing the Traffic Management Plan.

	Names	Phone number
Preparation of the TMP		
Name of contractor implementing the TMP		
A copy of the approved Permit to Hold a Public Meetings or Conduct a Procession is attached		☐ Attached ☐ N/A
A copy of the approved Traffic Management Plan is attached.		☐ Attached ☐ N/A
A copy of the approved Road Closure or Temporary Suspension of Road Traffic is attached.		☐ Attached ☐ N/A

15. PYROTECHNICS

Approval from the Department of Mines and Petroleum is required to discharge fireworks. Approval is required to be submitted together with the Event Approval Application.

Are pyrotechnics or fireworks planned for this event?	☐ Yes	☐ No
If yes, please provide a copy of the Department of Mines and Petroleum Approval Certificate.		
A copy of the approval from Department of Mines and Energy is attached.	☐ Attached	
The location of the pyrotechnics is indicated on the attached site map	☐ Attached	

16. SECURITY

Large events which have an approved liquor licence are required to engage the services of paid professional security personnel. Security is the responsibility of the event organiser. Please provide the details of security personnel in the application.

Does your event have an approved liquor licence?	☐ Yes	☐ No
If yes, please provide details below of the security arrangements planned for the event.		

	Name	Phone Number	No of staff	Date	Rostered Hours	
					Start	Finish
Licensed Security Personnel						

Volunteer Event Staff	Date	Rostered Hours	

17. PARKING FOR PATRONS

Please provide details of the parking arrangements for patrons at your event and mark the locations on the site plan.

	N/A	Number of Existing	Additional Required (please describe)
Standard vehicle bays			
Accessible parking			
Emergency vehicle access			
Oversized vehicles / caravans, buses			
Kiss & Drive facilities			
Disabled parking			
Location of patron car parking, accessible carparks and emergency vehicle access is indicated on the site map			☐ Attached

18. COMPLAINTS MANAGEMENT PROCEDURE

All events have the potential cause noise or disruption to nearby residents and traffic, and the size and nature of the event will determine the procedure for managing complaints. Please provide details of your complaints procedure.

Please provide details below of your procedure for minimising the occurrence of complaints and the procedure for handling complaints should they arise.

	Letter drop to residents with event time and event manager contact details;
	Undertake and record acoustic monitoring during the event to limit the effect of noise to nearby premises;
	Keep a register of any complaints (including contact details, time, description of complaint, action taken);
	Other – please specify:

A copy of the letter advising nearby residents of the event is attached	☐ Attached

19. ACCESS AND INCLUSION

When coordinating your event, you are asked to consider accessibility and inclusion for people with disabilities and those from diverse cultural backgrounds for example:

- The use of promotional signs and materials in large print or alternative languages;
- Printed promotional material using a 12 size font with no background pictures / images to enable vision impaired people to read your material;
- If the event is accessible by wheelchair and gopher this should be noted on promotional material.

A copy of the *Shire's Disability Access and Inclusion Plan* can be found on the Shire of Narrogin's website.

Is your event ticketed?	☐ Yes	☐ No
Will you allow a carer to attend the event at no charge?	☐ Yes	☐ No

20. AMUSEMENT RIDES

If amusement rides, bouncy castles, or other plant/equipment will be present at your event you need to be satisfied that the operation of these rides/structures comply with WorkSafe requirements. Receiving the following documents from the amusement operator is one way of ensuring that the rides/structures are safe to operate:

The amusement operator should be able to provide the following on request:

- A signed statement that amusement rides or structures comply with Worksafe requirements and are operated, maintained and inspected, and records kept in accordance with Australian Standard AS 3533 and the manufacturer's instructions or instructions developed by a competent person.
- Current Public Liability Insurance.

Items such as climbing walls, rope bridges and the like it is recommended the event organiser obtain a written statement from the installer that the structure is safe to use, along with Public Liability Insurance.

For all other activities such as face painting, craft activities, petting zoos and the like, it's recommended that you obtain a copy of the providers Public Liability Insurance certificate.

Please note all amusements and entertainment, rides or activities on your Event Application form and you will be advised of the requirements.

DECLARATION

I_____the undersigned, certify that I have authority on behalf of (*Organisation name*) _____ to submit this application and that the information contained herein and in the accompanying attachments is, to the best of my knowledge, true and correct.

Event organiser name	
Organisation name	
Position / title	
Date	
Signature:	

OFFICE USE ONLY

Date received			Recorded by		
Application approved	☐ Yes	☐ No	Event details entered into Calendar	☐ Yes	☐ No
Permission to sell alcohol	☐ Yes	☐ No	Permission to serve food	☐ Yes	☐ No
Other approvals. e.g Traffic Management					
Applicant notified date			ICR Number		
Notes					