

# MINOR EVENT APPROVAL APPLICATION

- LESS THAN 500 ATTENDEES (FPS012)



Shire of  
**Narrogin**  
*Love the life*



89 Earl Street  
PO Box 1145  
Narrogin WA 6312



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

*Health (Miscellaneous Provisions) Act 1911*  
*Health (Public Buildings) Regulations 1992*

Please use this form for outdoor events and gatherings on Shire of Narrogin property with more than 100 and less than 500 people.

If your event is expected to cater for more than 500 people, please obtain a copy of Major Outdoor Event Approval Application from the Administration office or download it [here](#).

The following document may be of assistance when completing your event approval application and risk assessment.

[Guidelines for Concerts, events and organised gatherings](#)

Name of Event			
Name of Event Organiser			
Phone Number			
Email			
Date of Event		Time of Event	
Proposed Venue			
How many people will be attending (approx.) If you expect more than 100 people to attend, please obtain a copy of the <i>Risk Assessment Checklist</i> from the Administration office, or download it here and submit it together with the Minor Outdoor Event Application form			
Please provide details of activities planned for your Event:			
Signature of Event Organiser:		Date:	

Please attach a copy of your Certificate of Currency (Public Liability) with this form.

AT YOUR EVENT:	YES	NO	DETAILS	
<b>Will alcohol be provided?</b> If yes, please obtain a copy of <i>Permission to Serve Alcohol</i> from the Administration office or download it <a href="#">here</a> . If alcohol is being sold please contact the Department of Local Government, Sport and Cultural Industries.				
<b>Emergency and risk management</b> Have you completed the Risk Assessment Checklist				
<b>Will food be sold or served?</b> If yes, please obtain a copy of <i>Temporary Food Stall Application</i> from the Administration office or download it <a href="#">here</a> .				
<b>Will you be erecting any temporary structures?</b> i.e. marquees bigger than 3m x 3m; temporary fencing; grandstands seating; stages, platforms or structures of any kind. If yes, please obtain a copy of ' <i>Form 1 Application to Construct, Extend or Alter a Public Building</i> ' from the Shire administration office or download it <a href="#">here</a> If yes, please obtain a copy of <i>Certification of Temporary Structures</i> from the Administration office or download it <a href="#">here</a> .				
<b>Will first aid be available?</b> If so, who will be supplying first aid?				
<b>Will security be present?</b>				
<b>Have you notified the police and emergency service of your proposed activities?</b>				
<b>Have you organised a site clean up after the event?</b>				
<b>Have you considered waste management?</b> (general waste and recycling)				
<b>Do you require additional toilets at the venue?</b>	Mens	Ladies	Accessible	Baby Change

**NOTE:** The purpose of this form is for the Shire of Narrogin to ascertain whether you will need to complete a Major Event Approval Application for your proposed event. Should this not be the case, we will keep the details contained on your completed notice of event form for our records as official notification of your event.

#### OFFICE USE ONLY

Date received		Application recorded by	
Application approved	Yes	No	Event details entered into Calendar
Permission to serve/sell alcohol	Yes	No	Temporary Food Stall
Other permissions			
It is recommended that the organiser submit a Major Event Approval Application:			Yes
Applicant notified date		ICR Number	
Notes			