

# Shire of Northampton



## Medium & Large Event Application Form (more than 24 hrs duration)

**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.

## EVENT APPLICATION

This form is designed to capture details relating to your proposed event, which will operate for more than 24 hours. You will be notified in writing when your event Application has been processed.  
**Applications must be submitted at least 90 days prior to your event.**

### Organiser's Details

Applicant's Name: .....

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

Organisation details:      Not-for-profit       Community Group       Commercial

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

Postal address: .....

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

Email address: .....

### Event Details

Name of event: .....

Date of event: .....

Set up date & time: .....

Event start date & time: .....

Event finish date & time: .....

Completion date & time (following clean up): .....

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

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

Does the event require approval from other agencies? (eg DBCA, Main Roads, Private Landowner, etc)

Yes       No

If yes, who? .....

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

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

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

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

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: .....

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

Will crowd control or security be present? Yes  No

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

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

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? .....

Details of any tents, marquees, stages etc. to be used for the event (include number of different stalls or vendors; and number of tents, marquees, stages, etc):  
.....  
.....  
.....  
.....

Is live or recorded music used at any point during the event? Yes  No

If yes, provide details: .....

Are speakers and/or amplified voices part of the event? Yes  No

If yes, provide details: .....

Are animals permitted at or included in any part of the event? Yes  No

If yes, provide details: .....

Are there any amusements at the event? Yes  No

If yes, provide details: .....

Will the event include fireworks? Yes  No

If yes, provide details of the nominated pyrotechnic contractor:  
Company, contact name and number: .....

Is the event relying on public toilets for the event? Yes  No

If yes, where are they located? .....

How many fixtures will be available?  
Male: Closets: .....  
Hand Wash Basins: .....  
Urinals: .....

Female: Closets: .....  
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? .....

How will waste be managed during the event? .....

Do you require the use of Shire power at the outside event venue? Yes  No

Do you require additional rubbish bins at the outside event venue? Yes  No

Describe any temporary fences or barriers to be used for the event (include type, where they will be used, and how they will be supported against falling over if lent on or climbed over: .....

If large inflatable items such as arches are used at the event, describe them, their use, whether they are connected to a fan to keep them inflated, and how they will be anchored to prevent them toppling over or flying away: .....

Details of any road closures or use of roads, verges, or footpaths used for the event: (Note: separate approvals 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. You can also use the graph sheet below to draw and mark out your event site plan.

### 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.

Risk Factor	Value
<b>Event Nature*</b>	
(*For events with multiple natures, please apply only the highest value)	
Politician / dignitary visit	1
Classical / folk / theatrical performance	1
Athletics / sport (spectator event)	1
Fetes / fundraisers	1
Parades / carnivals / circuses	2
Fireworks displays	2
Children's event – fair, playground, carnival, etc	2
Food and wine shows / expos	3
Concerts – unlicensed or family concert (alcohol not present)	3
Agricultural show / horse racing / greyhound racing	3
Marathons / triathlons / fun runs	5
Aviation displays	5
Motor sports and displays	5
Concerts – licensed, alcohol/drugs possible or likely, animated	7
Marine / waterway events	7
Music festivals, large celebrations, licensed parties / raves	7
Electronic dance music (EDM) festival	10
Obstacle course / extreme sporting event	<u>12</u>
<b>Score</b>	
<b>Venue</b>	
Outdoor, defined boundaries	3
Indoor (including marquees)	5
Outdoor, widespread, street festival, cross country, etc	<u>7</u>
<b>Score</b>	

<b>Expected Numbers/ Attendees (at any one time)</b>	
<500	1
500 – 1,000	2
1,000 – 3,000	3
3,000 – 5,000	5
5,000 – 10,000	8
10,000 – 20,000	12
20,000 +	<u>17</u>
<b>Score</b>	
<b>Attendee Profile</b>	
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	<u>10</u>
<b>Score</b>	
<b>Time from Hospital or Medical Centre*</b>	
*Does not include nursing post or first aid post	
<10 minutes	1
11 – 45 minutes	4
46 – 90 minutes	8
91 + minutes	<u>14</u>
<b>Score</b>	
<b>Alcohol Available</b>	
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	<u>10</u>
<b>Score</b>	
<b>Event Risk Score</b>	<b>Total Score</b>

<b>Risk Rating</b>	<b>Score</b>	<b>Action</b>
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.

<b>Risk Area</b>	<b>Action Taken By Event Organisers</b>
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 or Risk Event Management Plan (as applicable) (mandatory)
- Emergency Management Plan
- 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

### 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.).*



## 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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# 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 \$10,000,000. 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.