

## Application for Public Events in the East Pilbara

A Public Event is included within the definition of a “Public Building” contained within the provisions of Part 6 of the Health Act 1911, The Health (Public Buildings) Regulations 1992 and the various amendments and guidelines. Reference is also made to the Building Code of Australia and Local Laws.

### Definition- Public Building

- a. A building or place or part of a building or place where persons may assemble for;
  - Civic, theatrical, social, political or religious purposes;
  - Educational purposes;
  - Entertainment, recreational or sporting purposes; and
  - Business purposes; and
- b. Any building, structure, tent, gallery, enclosure, platforms or other place or any part of a building, structure, tent, gallery, enclosure, platform or other place in or on which numbers of persons are usually or occasionally assembled, **but does not include a hospital, schools or events such as weddings and private parties.**

**Note:** in certain instances private parties may be subject to the provisions of the Health (Public Buildings) Regulations 1992.

**If you are holding an event that falls within this definition then you need to obtain a permit under the Act.** Please contact the Events Officer to discuss the events application process and additional information, requirements and fee and charges.

The level of information required by Council depends on whether the event is considered low, medium or high risk. The Shire will be able to assess these requirements and ensure the event organiser complies with legislative requirements and local laws.

**It is an offence to hold a Public Event without a certificate of approval issued under the Health Act 1911.** You will be advised accordingly should additional information be required.

This form should be submitted 90 days prior to your event.

## Event Risk Classification Tool

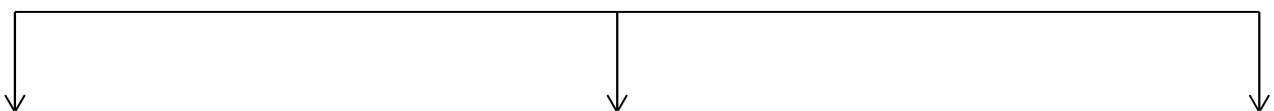
All public events are assessed using the event risk checklist and are categorised into low, medium and high risk. The approvals process varies depending on risk. Please complete and calculate the Events Risk Classification Tool below to assess whether your event is a low, medium or high risk event. It is the full responsibility of the event organiser to complete and assess their level of risk for the event. Please note: this is not a risk management plan and is only an initial guide to assist in understanding the level of risk and responsibility involved in managing an event.

Number of Patrons Attending ( <i>maximum at any one time</i> ) Does not include staff	Risk numbers	Calculate number in this column
Less than 50	0	
50-100	1	
100-200	2	
200-500	5	
500-1000	15	
1000-5000	20	
>5000	30	
<b>Entry Restrictions</b>		
Functions for selected memberships- pre sold tickets, RSVP to event	2	
Open to general public, Free, Prior to numbers not known	4	
<b>Crowd Dynamics</b>		
Healthy- static crowd and good mobility around venue	0	
Young children requiring close supervision	2	
Hostile elements- reasonable crowd pressure at some stage i.e. family concert	7	
Harsh- common crowd pushing and competition for positions i.e. rock concert	15	
<b>Lighting</b>		
Held during daylight hour- open air or buildings with windows	1	
Light dimmed or extinguished- evenings, night or darkened room	10	
<b>Duration</b>		
Up to one hour	0	
1-2 hours	1	
2-4 hours	2	
4-8 hours	4	
Greater than 8 hours	10	
<b>Entry and Exits</b>		
Open Air- no restriction on entry or exit points	0	
Simple- simple single storey buildings or/ one main entry and exit	1	
Complex- single storey building, multiple areas of entry and exit	4	
Two Storey buildings or access by stairs and ramps	6	
Multi Storey building or basement	10	
<b>Structures</b>		
Small marquees & stalls- less than 55m <sup>2</sup> ( <i>Multiply score by no. of marquees/stalls</i> )	1x (Stall)=	
Medium Marquees- 55m <sup>2</sup> - 200m <sup>2</sup> ( <i>Multiply score by no of marquees/stalls</i> )	2x (Stall)=	
Large Marquees- greater than 200m <sup>2</sup> ( <i>Multiply score by no of marquees/stalls</i> )	4x (Stall)=	
Permanent stage or simple temporary structures	2	
Temporary stage and support system complex	4	
Temporary facilities or one off event	5	
Temporary spectator stand	10	

Type of Use		
Low Risk Activities- e.g. children’s concert, classical music	0	
Medium Risk Activities- e.g. family events and shows, sporting events	1	
High Risk Activities- e.g. festivals, major sporting events, concerts	2	
Very High Risk- e.g. rock concert, extreme sport	10	
Pyrotechnics		
Firework Display	10	
		<b>TOTAL (please calculate total numbers):</b>
Drugs and Alcohol (multiply the total)		
Alcohol free event or traditionally consumed in moderation	x2	
Alcohol is sold, provided or allowed & or illicit in moderation	x3	
		<b>TOTAL:</b>

Score	Risk	Likelihood	Approval	Surveillance
<21	Low risk	Serious incident unlikely	Lodge Event Application 30 days before the event.	As deemed by Shire
21-60	Medium risk	Serious incident may occur at some stage	Lodge Event Application 60 days before the event.	As deemed by Shire
>60	High risk	Serious incident likely	Lodge Event Application 90 days before the event.	Inspect and Monitor

The above table is a guide only. Additional factors that may influence the risk rating include but are not limited to: previous experience from similar events and or operators, access to medical assistance i.e. remoteness of events, political sensitivity or cultural significance of the event, proximity to dangerous areas i.e. rivers and dams. **The Coordinator Community Services will contact you for any additional requirements.**



LOW RISK EVENT	MEDIUM RISK EVENT	HIGH RISK EVENT
<ol style="list-style-type: none"> <li>Lodge Event Application 30 days prior to Event start date to the Shire of East Pilbara.</li> <li>Event assessed and approved/disapproved.</li> <li>Event organiser notified.</li> </ol>	<ol style="list-style-type: none"> <li>Lodge Event Application 60 days before event.</li> <li>Shire Representative will contact event manager for applicable forms/processes and pre event meeting if identified.</li> <li>Event approved – certificate provided.</li> <li>Post evaluation meeting with all stakeholders involved in the event i.e. event management team, police, stall holders, patrons, etc.</li> </ol>	<ol style="list-style-type: none"> <li>Lodge Event Application 90 days before event.</li> <li>Shire Representative will contact event manager for applicable forms/processes and pre event meeting if identified.</li> <li>Event approved – certificate provided.</li> <li>Post evaluation meeting with all stakeholders involved in the event i.e. event management team, police, stall holders, patrons, etc.</li> </ol>

## Event Permit Application

### Contact Details *(all sections must be completed)*

Organisation:	_____		
Organisation Type:	_____	ABN:	_____
Contact Name:	_____		
Position Title:	_____		
Preferred contact number:	_____		
Secondary contact number:	_____		
Email:	_____		
Contact Name: <sup>(2)</sup>	_____		
Position Title:	_____		
Contact Number:	_____		
Public Liability:	<input type="checkbox"/> \$10 million	<input type="checkbox"/> \$20 million	
Public Liability Insurance must be provided to the value of \$10million <i>(unless there are additional factors involved i.e. Fireworks, motor sports activities, in which case \$20million cover is required).</i> <b>Copy Attached</b> <b>YES</b> <b>NO</b>			

### Event Details

Name of Event:	_____		
Purpose of the Event:	_____		
List of activities taking place:	_____		
	_____		
	_____		
Estimated Numbers:			
Ticketed Event:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, Price: \$ _____

### Dates and Timeframes

Bump in Date:	_____	Bump in Time:	_____
Event Start Date:	_____	Event Start Time:	_____
Event Finish Date:	_____	Event Finish Time:	_____
Bump out Date:	_____	Bump out Time:	_____

## Location

Newman

Marble Bar

Nullagine

**Venue Name:** \_\_\_\_\_

i.e. Boomerang Oval, Kangaroo Oval, Recreation Centre, The Square.

Please be advised that fee's will apply if the event is held on any sporting ovals. A\$2,000 bond payment (paid at the Shire Administration front reception in Newman and Marble Bar) will be required if utilising a sports oval, an oval booking form must be completed and an *Oval Usage Bond* form completed.

## Permits, Bonds and additional hire conditions may be required for the following:

Is this a one off event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish to consume alcohol at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish to sell alcohol at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will food or drinks be sold or served at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any children's / adult's rides at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any animals involved in the event: rides or on show?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require vehicle access to the reserve?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish to construct, extend or alter a Public Building i.e. tents, marquees, temporary structures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have ticked **No to all of the above** please read, complete and sign the last page.

If you have ticked **Yes to any of the above** please complete the 'Further Information Required' section of this application.

## Further Information Required:

### Risk and Emergency Management

**Depending on the scale and nature of the event the following documentation may be required:** If you believe the below apply to your event please see the Shire of East Pilbara's Event Factsheet 2, or contact the Shire of East Pilbara Events Team.

- To help manage the risks of your event you may be required to submit a **Risk Management Plan** in accordance with AS/NZS ISO 31000:2009.
- The event organiser may also be required to formulate an **Evacuation Plan** as per the Health (Public Building) Regulations 1992.
- Low risk events may not require a Risk management plan – A **safety assessment** can be submitted in its place. A copy can be found on *page 10* of this document.

## Environmental Health

**1. Do you wish to consume alcohol on council land?**

Yes  No

If **Yes**, Please complete the *Application for Permit to Consume or to Consume and Sell Alcohol on Council Reserve or Property* and attach a Public Liability Certificate.

**2. Do you wish to consume and sell alcohol at the event?**

Yes  No

If **Yes**, please complete *Application for Permit to Consume or to Consume and Sell Alcohol on Council Reserve or Property* and apply for a Liquor License through Department of Racing, Gaming and Liquor. [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)

Expected numbers in the licensed area/s? \_\_\_\_\_

**3. Will food or drinks be sold or served at the event?**

Yes  No

If **Yes**, Any persons trading in food/drinks must complete an *Application for Food Premise/ Traders Permit* with their Public Liability attached and provide evidence of Food Registration Certificate or complete the form: *Food Act 2008 Notification/ Registration Form*. It is the responsibility of the event organiser to compile this information and provide to Shire before the cut-off date.

**4. Will there be trading on council land/ at the event?**

Yes  No

All *traders* must complete an *Application for Food / Traders Permit* with their Public Liability attached to the application if they are trading on council land.

**5. Will you be using your own generator or will there be any electrics at the event?**

Yes  No

If **Yes**, you may be required to complete a *Certificate of Electrical Compliance*.

**6. Will there be amplified noise? (i.e. recorded or live music, buskers, public address system, generators)**

Yes  No

If **Yes**, Please specify: \_\_\_\_\_

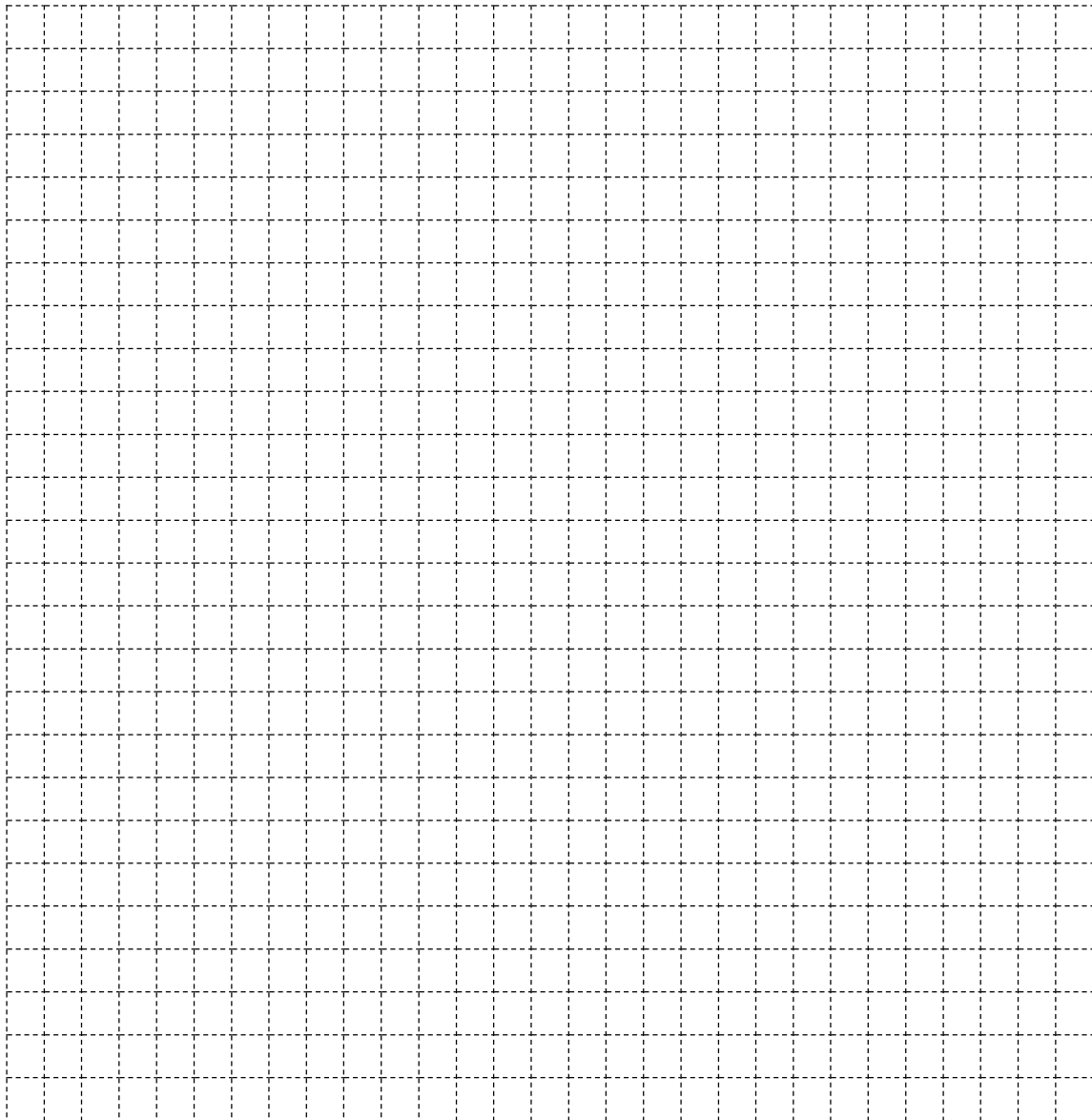
Generally, noise emitted from any premises must comply with provisions of Environmental Protection (Noise) Regulations 1997. Please provide details of

**7. A detailed layout of the event is to be included with your application. Please ensure the following are indicated on the site plan (if applicable)**

- |   |   |
|---|---|
| • Stage (incl. measurements or size)    | • Vehicle Access Points                         |
| • Seating                               | • Location of marquees, tents (m <sup>2</sup> ) |
| • Food stalls                           | • First Aid Post(s)                             |
| • Lighting                              | • Site signage                                  |
| • Fenced off Areas (incl. measurements) | • Location of additional toilets                |
| • Licensed Areas (m <sup>2</sup> )      | • Emergency Exits (incl. widths)                |
| • Animals                               | • Location and sizes of bins (L)                |

## Site plan

Please use the below table as a guideline for your event site plan, or alternatively attach your completed site plan with this document on application.



## Planning and Building

8. Do you wish to construct, extend or alter a Public Building i.e. tents, marquees, temporary structures, spectator stands etc.?  Yes  No

If yes, please specify: \_\_\_\_\_

If **yes**, complete *Application to Construct, Extend or Alter a Public Building*. Once this is approved by Council you must complete an *Application for Certificate of Approval*, once your Public Building is constructed Shire must inspect and approve the Public Building before the event opens to patrons.

9. Will there be camping at the event for more than three (3)  Yes  No

10. Do you require signage or fencing of your event to be placed around town?  Yes  No

If **Yes**: Please provide a marked location map of signage placements.

## Technical Services

11. Do you require vehicle access on council reserves and sporting  Yes  No

If **Yes**, please attach to site plan. Once approved please organise with the Shire Parks and Gardens Supervisor (Mobile: 0439 942 704) to discuss oval access. **No vehicle is to access council land / reserves without the presence of a Shire Representative and Event Manager.**

12. Does your event require a Temporary or Partial Road  Yes  No

If **Yes**, you may be required to complete a Traffic Management Plan including road closure points and other relevant information.

## Waste Management

13. Does the venue have re-existing waste bins, is so how many?  Yes  No

Examine event location and what pre-existing waste facilities there are and how many expected patrons are attending the event.

14. Do you require additional bins?  Yes  No

100 people = 100 Litres (50L recycling + 50L General waste) If food or alcohol is being served this formula then doubles.

15. Do you require additional toilets?  Yes  No

If **Yes**, how many (*please specify the number of male, female and unisex*): \_\_\_\_\_

\_\_\_\_\_



## Ranger and Emergency Services

**16. Do you intend to hold fireworks or pyrotechnics display at this event?**

Yes  No

Approval must be given by the CEO if the fireworks display is after 9pm Sunday-Thursday or 10pm Friday-Saturday. Once approved you must submit an application to Department of Industries and Resources. <http://www.doir.wa.gov.au/>

**17. Are there any animals involved in the event?**

Yes  No

If **Yes**, please specify: \_\_\_\_\_  
Ensure Public Liability covers Animals. Animals are only allowed on the following areas if approved: Boomerang Oval, Boorthanna Crescent, Kangaroo Oval, Emu Oval, Goanna Oval.

**18. Could your event possibly disrupt local residents in any way? E.g. traffic flow, ability to access parking etc.**

Yes  No

If **Yes**, please explain in further detail: \_\_\_\_\_

*WA Police and the Chief Bushfire Control Officer must approve this application*

## General Information

**19. Disability Access and Inclusion:**

1. The Shire of East Pilbara has a statutory requirement under the Disability Services Act 1993 to ensure that access to building and facilities is equitable to people with disabilities.
2. The Shire of East Pilbara Disability Access and Inclusion Plan 2010-2014 can be viewed on the Shire's Website at [www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au).

**The Shire of East Pilbara endeavors to provide universally accessible and inclusive services and facilities for all people within the community.**

We encourage event organisers to follow the Accessible Events Checklist which can be found at [www.disability.wa.gov.au/understanding-disability1/understandingdisability/accessibility/services\\_events/](http://www.disability.wa.gov.au/understanding-disability1/understandingdisability/accessibility/services_events/)

**Safety Assessment – Low Risk Event**

**20. As a host you have a duty of care for the safety of your guests:**

The Shire of East Pilbara needs to be satisfied you have considered any risks your event may pose to the health and safety of any person in attendance or nearby. As long as you act in good faith to do what is reasonable and practical to address foreseeable risks you are ensuring good risk management. **Please give as much detail as possible**

Area of Assessment	Safety Plan or Action Taken
First aid kits have been checked and appropriately stocked and persons with first aid qualifications have been recruited to attend the event.	
The likelihood of anti-social behavior or intoxication has been assessed and the need for security personnel has been considered and, if applicable, security staff have been rostered appropriately.	
Fire hazards have been identified and all reasonable steps have been taken to reduce the risk of fire, including the provision of fire extinguishers & blankets.	
All food providers and contractors are registered Food Businesses with their relevant local government authority.	
Potential safety hazards have been identified (Inc. electrical, tripping, noise, dust, chemicals, machinery, burns, traffic, broken glass, unsafe structures) and strategies implemented to minimise risk.	
A quick and reliable communication strategy between event organisers, staff, stall holders, contractors, attendees, first aid posts and security, where applicable has been established and distributed.	
An evacuation plan and procedure has been developed and documented and evacuation coordinators have been appointed and briefed.	
The contact details of the police, fire services, SES and any other relevant emergency services are available in case of an emergency.	
Event details and a copy of the finalised site plan has been issued to police, fire services, SES and any other relevant emergency services.	

Other Safety Comments or Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*If unsure about the above please contact the Shire of East Pilbara Events Officer on (08) 9175 8000 or at [events@eastpilbara.wa.gov.au](mailto:events@eastpilbara.wa.gov.au)*

## Fees and Charges

Please be aware there are new fees and charges for Public Event Applications. Please see below

	GST applic.	Fee incl. GST	Description
<b>Public Events - Application</b>			
Application Fee (exclusive use)	No	50.00	Local Government Act 1995, s 6.16(2)(a)
Late Application Fee	No	100.00	Local Government Act 1995, s 6.16(2)(a)
Fireworks Application Fee	No	50.00	Local Government Act 1995, s 6.16(2)(a)
<b>Public Events – Permit Fee</b>			
Category 1 (500 patrons)	No	Free	Local Government Act 1995, s 6.16(2)(a)
Category 2 (500-2500 patrons)	No	150.00	Local Government Act 1995, s 6.16(2)(a)
Category 3 (2500-5000 patrons)	No	300.00	Local Government Act 1995, s 6.16(2)(a)
Category 4 (5000-8000 patrons)	No	500.00	Local Government Act 1995, s 6.16(2)(a)
Category 5 (8000-12000 patrons)	No	700.00	Local Government Act 1995, s 6.16(2)(a)
Late Application Fee	No	100.00	Less than stipulated time frame for event
<b>Public Building</b>			
Application to Construct, Extend and Alter a Public Building	No	100.00	Health ( <i>Public Building</i> ) Regulations 1992 ( <i>Schedule 1</i> )
Application for a Public Building Certificate	No	100.00	Health ( <i>Public Building</i> ) Regulations 1992 ( <i>Schedule 1</i> )
Reissue of a Certificate of Approval	No	50.00	Local Government Act 1995
Late Application Fee	No	50.00	Less than 7 days before event
<b>Environmental Protection</b>			
Application Fee for Approval Under Regulation 18(6)(b)	No	100.00	Environmental Protection (Noise) Regulations 1997
Late Application Fee for Approval Under Regulations 18(6)(b)	No	100.00	Local Government Act 1995
<b>Public Places &amp; Local Government Property</b>			
<b>Local Law 2011 Trading in Public Places</b>			
One Day Permit - Not for Profit & Community Organisations	No	20.00	Local Government Act 1995, s 6.16(2)(a)
One Day Permit - Other	No	45.00	Local Government Act 1995, s 6.16(2)(a)
<b>Application for a Temporary Trading Permit at a Public Event approved by the Shire</b>	<b>Fees below are included in Public Event Fee</b>		
One Day Permit	No	No Fee	Trading application fees and licence fees are not required where the trading is part of an event approved by the Shire
One Day Permit - Other	No	No Fee	Trading application fees and licence fees are not required where the trading is part of an event approved by the Shire

Please return the completed application to the Shire of East Pilbara Administration office with any required documents to enable your event to be approved.

<p>Hand Deliver to: (Newman) Environmental Health Officer Shire of East Pilbara, PMB 22 Newman, WA 6753 Corner Kalgan and Newman Drive Phone: 08 9175 8000 Fax: 08 9175 2668 Email: <a href="mailto:eho@eastpilbara.wa.gov.au">eho@eastpilbara.wa.gov.au</a></p>	<p>Hand Deliver: (Nullagine and Marble Bar) Shire of East Pilbara, Francis St Marble Bar, WA 6760 Phone: 08 9177 8062 Email: <a href="mailto:eho@eastpilbara.wa.gov.au">eho@eastpilbara.wa.gov.au</a></p>
--	---

Office Use Only		
	Date Approved	Approved by
Technical	_____	_____
Health	_____	_____
Rangers	_____	_____
Building	_____	_____
Rec & Events	_____	_____
WA Police	_____	_____

### Acknowledgement

I, \_\_\_\_\_ as the event organiser applying for approval to host an event in the Shire of East Pilbara acknowledge that the information and completed actions in my application are true and correct. I accept full responsibility of the facilities and/or reserve during the specified event period and will ensure compliance with the Shire of East Pilbara's conditions of approval.

I will indemnify the Shire of East Pilbara and all relevant landowners 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 willful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted, with evidence in this regard to be presented to the Shire of East Pilbara prior to commencement of the event.

I understand and acknowledge the Event Application Package has been compiled according to a number of Statutory requirements are lawfully binding and can be enforced pursuant to the Health (Public Building) Regulations 1992. Furthermore I understand there could be other requirements outside of this package and that, as the event organiser, I am responsible to meet.

\_\_\_\_\_  
*Signature Event Organiser*

\_\_\_\_\_  
*Date*