

Minor Event Approval Application (100 – 500 people)

Shire of West Arthur
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Health (Miscellaneous Provisions) Act 1911
Health (Public Buildings) Regulations 1992

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

If your event is expected to host more than 500 people, please obtain a copy of Major Event Approval Application from the Administration Office.

ADDITIONAL DOCUMENTS

The documents listed below may be required, before an approval can be considered:

- Approval to serve alcohol on Shire property – *Permission to Serve Alcohol* can be obtained from the Administration Office.
- A copy of approved Liquor License.
- Form 5 Electrical Compliance, a copy can be obtained from the Administration Office.
- Temporary Food Stall Application, can be obtained from the Administration Office.
- Certificate of Currency (Public Liability) may be required to provide evidence of Public Liability Insurance.

EMERGENCY AND RISK MANAGEMENT

You can submit a Risk Management Plan for your event, or you can complete and submit the *Risk Assessment Checklist*. A copy can be obtained from the Administration Office.

The following document may be of assistance when completing your event approval application and risk assessment. [Guidelines for Concerts, Events and Organised Gatherings](#)

Event Details

Name of Event: _____

Name of Event Organiser: _____

Telephone (hm): _____ (wk): _____ (mb): _____

Email Address: _____

Date of Event: _____ Time of Event: _____

How many people will be attending (approx.) _____

Do you have a Risk Management Plan? If no, please obtain a copy of the Risk Assessment Checklist from the Administration Office and submit it together with this form. Yes No

Please provide details of activities planned for your event. _____

AT YOUR EVENT

Will alcohol be sold, BYO or provided to guests?

If yes, please obtain a copy of *Permission to Serve Alcohol* from the Administration Office. If alcohol is being sold, please contact the Department of Local Government, Sport and Cultural Industries.

Yes No

Will food be sold or served?

If yes, please obtain a copy of *Temporary Food Stall Application* from the Administration Office.

Yes No

Will you be erecting any temporary structures?

i.e. marquees bigger than 3m x 3m; temporary fencing; grandstand seating; stages; inflatable platforms or structures of any kind.

If yes, please obtain a copy of *Form 1 Application to Construct, Extend or Alter a Public Building* from the Shire Administration Office.

Yes No

If yes, please obtain a copy of *Certification of Temporary Structures* from the Administration Office.

Will First Aid be available?

Yes No

Will security be present?

Yes No

Have you notified the WA Police, Collie Hospital and DFES of your proposed activities?

Yes No

Have you organised a site clean up after the event?

Yes No

Will you be using electrical leads, power boards, equipment and devices?

If you, you are required to provide evidence of current testing and tagging

Yes No

Do you require additional toilets at the event?

Yes No

Men's

Ladies

Accessible

Baby Change

Signature of Event
Organiser:

Date:

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

NOTE: The purpose of this form is for the Shire of West Arthur to ascertain whether you will need to complete a Major Event Approval Application for your proposed event.

Office Use Only

Date Received:		Received By:	
Temporary Food Stall application attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Temporary Food Stall approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Risk Assessment Checklist required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Risk Assessment Checklist attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certificate of Currency of Public Liability required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate of Currency of Public Liability attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Permission to Serve Alcohol attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Permission to Serve Alcohol approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Environmental Health Officer approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	
EHO conditions			
Date applicant notified Application approved/declined	Date:	Signature:	