



Event approval application

Application procedure

1. Read the Shire of Ravensthorpe event approval guidelines.
2. Contact the Shire by phone to discuss your application on 9839 0000, or send all the details in an email with the event name in the subject heading to: shire@ravensthorpe.wa.gov.au
3. Complete the event application form and submit it at least 30 days prior to your event, in person at a Shire office or via email to the above email address.

Event approval

Approval may take 2-3 weeks depending on the scale of the event. Any special conditions deemed necessary for your event will be listed on your approval letter. It is the responsibility of the event organisers to adhere to the conditions.

Event application fees

If you are a charitable organisation or community group your event application will be exempt from fees.

THE SHIRE OF RAVENSTHORPE



Event approval application

All questions must be addressed. The Shire of Ravensthorpe requires applications to be submitted a minimum of 30 days prior to your event.

A. CONTACT DETAILS	
Name of the person organising the event:	
Name of the organisation/ business name:	
Position of person within organisation/ business:	
Postal address:	
Mobile number of organiser:	
Email address:	
I have read and understood the event planning guidelines: Yes <input type="checkbox"/> No <input type="checkbox"/> The event approval guidelines are available online at: www.ravensthorpe.wa.gov.au . The guidelines for concert, events and organised gatherings can be found at: www.health.wa.gov.au	
B. EVENT DETAILS	
Event title:	
Detailed event description:	
Bump-in date:	
Bump-in time:	
Bump-out date:	
Bump-out time:	
Actual event dates and duration:	
Is the event raising money for charity?	Yes <input type="checkbox"/> If yes, please provide charity registration number: No <input type="checkbox"/>
Are you a community group or organisation?	Yes <input type="checkbox"/> If yes, please provide Incorporation Number: No <input type="checkbox"/>
Anticipated attendance:	Participants/ registrations: _____ Spectators: _____



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<p>Other: please provide details if food other than the options specified above are being served at your event</p>	
<p>Please note, if food is being provided please ensure a continuous power source is available to all vendors that require it e.g. 15 amp is not compliant to plug food and beverage vans into domestic power points. You may be required to hire a commercial generator for this purpose. Power boards and double adaptors are <i>not permitted</i>. <i>Fire extinguishers must be provided with all generators.</i></p>	
<p>Alcohol</p>	
<p>Is this an alcohol free event?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If alcohol is being provided at your event but not a BYO, please contact the Department of Racing, Gaming and Liquor on 1800 634 541 to determine if you require a liquor license.</p>	<p>I have attached a copy of the liquor license from The Dept. of Racing, Gaming and Liquor:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Or <input type="checkbox"/></p> <p>Department of Racing, Gaming and Liquor confirms that a liquor license is not required.</p>
<p>Noise management</p>	
<p>Will there be amplified noise? (i.e music, buskers, public address system, generators)</p>	<p>Yes <input type="checkbox"/> If yes, please answer questions below: No <input type="checkbox"/></p>
<p>Type of noise (music, generators, other):</p>	
<p>Please provide equipment details:</p>	
<p>How will the event monitor and minimise noise levels?</p>	
<p>Temporary structures</p>	
<p>Please note, a Form 2 – application for certificate of approval will be required for each structure over 3 x 3m². The Event Approval & Project Officer will provide when event approval is granted.</p>	
<p>Will your event include temporary structures? (i.e. marquees, stage, bouncy castle, or movie screen etc.)</p>	<p>Yes <input type="checkbox"/> If yes, provide locations on Site Map No <input type="checkbox"/></p>
<p>Description</p>	<p>Size (m²)</p>
<p>Will your event include amusements? (i.e. Amusement rides, petting zoo, etc.)</p>	<p>Yes <input type="checkbox"/> If yes, please provide details: No <input type="checkbox"/></p>
<p>Business name</p>	<p>Type of amusement</p>
<p> </p>	<p> </p>
<p> </p>	<p> </p>



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Signage & fencing	
Will your event have temporary signage?	Yes <input type="checkbox"/> If yes, provide location on site map No <input type="checkbox"/>
Please note , that third party signage on private property is not permitted in the Shire of Ravensthorpe. This means that signage advertising an event is not permitted on land other than where the event is located.	
Will your event include boundary, crowd control fencing or barriers installed?	Yes <input type="checkbox"/> If yes, provide supplier and installation details: No <input type="checkbox"/>
Is your event sanctioned by a peak body?	Yes <input type="checkbox"/> If yes, provide the name of the peak body No <input type="checkbox"/>
Camping	
Will there be overnight camping as part of your event	Yes <input type="checkbox"/> How many nights? No <input type="checkbox"/>
Toilets	
Are there public toilets available at or near your location	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please note , that additional servicing of public toilets may be required depending on event size. Fees may apply. Areas that do not have sufficient toilets available, may require the hire of facilities according to the <i>Event Approval Guidelines</i> .	

F. TRAFFIC MANAGEMENT	
Once your traffic management plan has been approved by the Shire of Ravensthorpe, you may also need to seek approval from Police and Main Roads.	
Will there be road closures, traffic modifications, additional parking or a transport network (i.e. Buses)?	Yes <input type="checkbox"/> If yes, A full traffic management plan is required No <input type="checkbox"/>
I have attached all relevant permits/traffic management plans:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tip: Encouraging patrons to walk, cycle or carpool to your event can ease traffic congestion. Consider promoting these alternatives in your event advertising.	

G. COMMUNITY ENGAGEMENT	
Are there residential properties and/ or businesses adjacent to the event site?	Yes <input type="checkbox"/> If yes, provide evidence of notification No <input type="checkbox"/>
If you are unsure about what notification is required for your event, please contact the Shire of Ravensthorpe for advice.	



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I. OTHER ASSOCIATED ACTIVITIES

<p>Are there activities that have not been mentioned? (E.g. Fireworks, aerial display, drone activity, etc.)</p>	<p>Yes <input type="checkbox"/> If yes, please provide details:</p>	<p>No <input type="checkbox"/></p>
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J. SITE MAP

Ensure the following are indicated clearly on your locations site map (if applicable):

- First aid
- Food vendors
- Stage (dimensions)
- Emergency service access
- Water
- Toilets
- Evacuation/ musterpoints
- Liquor Licence area
- Parking
- Generators
- Amusement rides (specify)
- Permanent structures on the site i.e. Buildings, toilet blocks
- Lighting towers
- Marshalls
- Ambulance services (if applicable)

Example of a Site map:

Map Labels:

- Muster Point (Red arrow)
- Stage (Green rectangle)
- Main area (White circle)
- Albany Town Hall (Blue label)
- York St (Street name)

Legend:

- Event Information
- Parking
- ACROD Parking
- Public Toilets
- Market Stalls
- Food Stalls
- Emergency entry/ exit points
- First Aid
- Power
- Water
- Flags/ Signage
- Marshal



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K. PUBLIC LIABILITY INSURANCE

In accordance with the Event Approval Guidelines, event organisers may be required to provide evidence of Public Liability Insurance to the value of \$20million.

Do you have Public Liability Insurance that covers the event?	Yes <input type="checkbox"/> If yes please attach a copy	No <input type="checkbox"/>
If yes, please provide amount you are insured for:	\$	

L. EMERGENCY MANAGEMENT DETAILS

Depending on the size, location and the time of your event, you may be required to provide a full Emergency Management Plan including Evacuation and Communication plans.

Who will communicate and coordinate any emergency service response?

Name:	
-------	--

Mobile number:	
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Who will be the second contact in case the first person is unavailable?

Name:	
-------	--

Mobile number:	
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Where will emergency services be directed to gain access to your event site?

--

Where will event patrons and staff be directed to in case of an evacuation?

--

How will the person coordinating the emergency service response be identified?

--

How will you communicate this information to your event staff and patrons?

(i.e. Run sheet, pre-event briefing)

--

How will first aid be administered to patrons?

--

How will a response to fire be managed /please detail any fire or first aid equipment located at the event site?

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M. FIRST AID/ AMBULANCE	
Will you have an ambulance on site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you have a first aid person on site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please note , first aid staff can <i>only</i> have <i>that role</i> for the duration of the event. Ensure that your nominated persons certification is current prior to your event.	
Name (primary):	
Phone:	
Accreditation:	
Name (secondary):	
Phone:	
Accreditation:	

THIS APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED

An event is not approved until the Shire of Ravensthorpe is satisfied that event organiser's compliance with all conditions of the application, and approval has been granted in writing.

Upon acceptance of the hire, the casual or annual hirer undertakes to hold the Shire of Ravensthorpe indemnified against all claims, losses, actions, damages, cost (including legal costs) and expenses whatsoever arising out of or in connection with the hiring of the venue.

Personal injury (including death or disease) to the hirer or any invitee of third party unless and then only to the extent that the hirer provides said injury was due to the negligence of the city: loss of or damage to any property owned by the hire, the city or anythird party.

Breach or non-compliance with any statute, regulation or local law of any public, municipal or other authority.

By signing this application I have read and understood the information provided and acknowledge that the information and completed actions in my application are true and correct.

Name (please print): _____

Signature: _____

Date: _____

**APPLICATION FOR CONSENT TO CONSUME ALCOHOL
WITHIN /ON SHIRE FACILITIES**



Name of Applicant			
Name of Person / Company Acting for			
Mailing Address			
Telephone No.		Mobile No.	
Email Address			
Facility Hired			
Name of Function			
Date of Function			

Under the requirements of the *Liquor Licensing Act 1988* Section 119(1), it is an offence to consume liquor on Shire premises without the consent of the Shire.

This form does not act as an approval for Facility Hire. This form must be submitted in conjunction with the Facility User Agreement.

Please note it is the Applicants responsibility to obtain a Liquor Licence from the Department of Racing, Gaming and Liquor if the intent is for the sale of alcohol either separately or by way of an inclusive charge / fee.

Print Name _____

Signature _____ **Date** _____

OFFICE USE ONLY

Received by _____ **Date** _____

Application **Approved** **Not Approved**

Authorising Officer _____ **Date** _____

Position Title _____