

Shire of Kalamunda Community Events Application & Checklist

The Shire of Kalamunda Community Events Application has been developed to assist individuals and groups planning to host public events and activities within the Shire of Kalamunda.

Fetes, fairs, sporting events, concerts, festivals, market stalls and fund raising events must be approved by Council. This includes events on private property.

These guidelines are provided to assist you in assessing what information to present with your application. The size and nature of the event will determine what issues need to be addressed. Importantly, you need to provide as much information as possible.

Issued to:

Date Issued:

Issuing Officer:

Key Council Contact:

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 Kalamunda, to ensure all relevant approvals and information are obtained in relation to each particular event.



EVENT APPLICATION

Please read and complete the Event Application Form carefully. Applications need to be submitted at least 10 weeks prior to your event. This information will help create a well organised and safe event for coordinators and patrons. If approved, your booking will be confirmed in writing.

Organisation Name:

.....

Contact Name 1:

.....

Contact Address 1:

.....

Contact Phone Numbers:

Home:

Work:

Mobile:

Email:

Secondary Contact Details

Contact Name 2:

.....

Contact Address 2:

.....

Contact Phone Numbers:

Home:

Work:

Mobile:

Email:

Event Details:

Title of Event:

.....

Date of Event:

.....

Time of Event:

From

To

Setting up time:

From

To

Pack up time:

From

To

Name of Venue or Reserve or Road:

Reserve /Facility/ Road.....

Note: **Environmentally sensitive locations will be subject to user conditions.**

Road Closures will require Traffic Management Plans.

If on Reserve, please provide a scaled drawing.



Do you require a Road Closure?

Yes No

Extent of road to be closed: Full carriageway Half carriageway

Roads to be closed:

Time and date of closure:

Duration of closure:
From To

Proposed Event Category

(Please tick)

Fete/Fair Sporting Event Fun Day
Concert Festival/Expo Other (please describe)

Primary Purpose of Event

Community Event Commercial Fundraiser

Participants Cost (Are you charging people to attend or be part of the event such as stallholders. If so, how much are the fees and what are the funds used for?)

.....

Expected Attendance Numbers

(If your event is greater than 200 you may require security and or crowd control.)

.....

Public Liability

Have you investigated Public Liability and Duty of Care issues and obtained appropriate insurance?

Yes No Attached

Services required where available

Electrical Power

Yes No Single Phase 3 Phase

Number of outlets required:

The applicant should establish if the existing power facilities (if any) are suitable for the event. Please consider the use of a generator for all your power requirements.

Lighting

Yes No

What electrical appliances are you proposing to use?

.....

Do you intend to attach anything to a Council building?

Yes No



Water

Yes No

Toilets

Yes No

Please note that hired facilities may be required.

Change Rooms

Yes No

If yes, do you require:

Showers Hot Water

Vehicle Access onto Reserve

Yes No

If yes, please nominate quantity, purpose, vehicle type.

.....
.....

Waste services

Do you require additional litter bins? Yes No

Number of bins required.

.....

Food Handling

Is there any sale or serving of food items? Yes No

If yes please complete the following:

Food van Yes No

Details:

Kiosk Yes No

Details:

BBQ Yes No

Details:

Drink Yes No

Sale or serving of alcohol details:

If you intend to have alcohol at your event you must complete an Application to Consume Alcohol permit.



Sound

Amplification

Yes No

Type of music

Concert Live music/band PA
 Acoustic Pre-recorded Other

Start time: _____ Finish time _____

Type of music

If live music, please provide names of participating bands.

.....

Name of qualified sound technician.

.....

Structures

Tents/Marquees

Are you erecting any tents or maquees? Yes No

Number _____
 Total area covered (m2) _____

Freestanding Secured

How will the structures be secured?

Enclosed Structure

Yes No

Details _____

Stages

Yes No

Details _____

Signage/Banners

Proposed signage

Yes No

If yes, please supply a map with location, size and format, plus construction/installation details. (Please attach).

Note that various banner locations are available to Community Groups.

Parking

Are special parking provisions needed to accommodate anticipated crowd or servicing of event?

Yes No



Fireworks

Yes

No

Acknowledgement

I/We.....as the event organiser, seeking approval to host an event within the Shire of Kalamunda acknowledge that the information and completed action in my application are true and correct. I accept full responsibility for any damages incurred to the premises, land under the care and control of Council or reserves including reticulation and sprinklers, water mains, electricity, toilets and change rooms, fences and fixtures as a result of our activities during the specified hire period and will ensure compliance with the Shire's conditions of hire and local laws.

I will indemnify the Shire 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 Shire of Kalamunda Events Application is a guide and has been compiled according to a number of statutory requirements. There could be other requirement that exist outside of the package and that as the event organiser I am responsible.

Signature

Date

Please note:

Have you also completed the attached checklist form? Please tick those items in **Column A** which apply to your event.

EVENT APPROVAL CHECKLIST

The following checklist will help to identify the approvals and compliance which will be required for your event. Please have this completed checklist with you when you meet with your Shire Key Contact. Some forms may be required immediately prior to your event.

- ✓ Column A – Tick the activities which apply to your event.
- ✓ Column B – Identifies the form or approval which is required. Your Shire Key Contact will assist with this part of the form.
- ✓ Column C – Tick when you have completed the form or have obtained the approval for your activity.
- ✓ Column D – Office use only.

		A ✓ Activities apply to your event.	B Completed form required.	C ✓ Form completed	D Office use only
1	Hire of Shire reserve, hall, oval, park.		Facility Hire Form to be completed.		
2	Consultation with other venue users, neighbouring businesses and private dwellings.		Demonstrate that you've checked with others. Letter of approval from neighbouring businesses/private dwellings to be submitted with the Application Package.		
3	Hire Fees/Bonds		Payment of all bonds and hire fees must be made prior to approval and commencement of your event.		
4	Public Liability Insurance. Minimum of \$10,000,000		Obtain advice from insurance company for your needs. Obtain a certificate of currency for event and submit a copy to the Shire of Kalamunda.		
5	Publicity		Provide date that pre event advertising will commence: Will you require access to Shire of Kalamunda banner locations?		
6	Venue access for Shire staff.		Relevant Shire representatives will need to monitor your event. Provision of access such as authority passes or other arrangements need to be made.		
7	Sale of Food and Food Stalls/Vans		Trading in Public Places application form to be completed by event organiser. Temporary Event Form must be completed by event organiser. Food vendors must receive a copy of Temporary Food Information. Guidelines for Temporary Food Stalls.		
8	Toilet Facilities required		Male and Female toilets to be supplied in accordance with requirements.		

	Activity	A √ Activities apply to your event.	B Completed form required.	C √ Form completed	D Office use only
9	Marquees, tents and stages.		Certificate of Temporary Structure to be completed for all marquees and tents larger than 54 square metres.		
10	Ground marking, use of stakes or pickets to erect tents, marquees or signage.		Contact the Shire before driving posts or pegs into the ground to avoid damaging underground services.		
11	Noise from music, PA systems or vehicles likely to be created.		Neighbouring residents consulted 7 days prior to the event via letter box drop.		
	Large scale events creating excessive noise		Exemption from Noise Regulations required. Application to be submitted 10 weeks prior to the event.		
12	Generators, Electrical installations required.		Has power access been discussed with owner of property? All electrical equipment to be tested and tagged.		
13	Sale, serving or consumption of alcohol likely.		Permits/Approvals can be obtained from the relevant stakeholders below: Owner of premises Department of Racing Gaming & Liquor, Local Government Authority Police (consultation)		
14	Risk Management Plan		Encouraged for all events. Mandatory requirement for events which attract more than 5000 people. To be completed in accordance to AS4360. Completed document to be submitted to the Shire.		
	Emergency Evacuation/Management Plan.		Required for all high risk public events.		
	Fire Management Plan		Depending on the nature of the event may be required.		
15	First Aid		First Aid considered in accordance with table in information package.		
16	Water Supply		Adequate water supply available for patron consumption.		
17	Crowd Control/Safety		Attendance of crowd control and security personnel must be in accordance with information package guide.		
18	Police Department Notification.		Complete Police Notification Form to be submitted with application form.		
19	Amusement Rides and Structures.		Worksafe Registration Log book of regular maintenance.		
20	On site living (camping)		Approval required from the Shire. Letter seeking approval in initial application.		

		A √ Activities apply to your event.	B Completed form required.	C √ Form completed	D Office use only
21	Full or Part Road Closure Proposed or usual flow of traffic disrupted.		Application forms must be completed prior to checklist meeting. Police Department and Main Roads WA must receive application 4-12 weeks prior to the event to ensure approval. Traffic Management Plan must be developed by a qualified person.		
22	Parking for event patrons required.		Parking Areas established, marshals organised, Shire contacted. For larger plans a Parking Management Plan may need to be submitted.		
23	Temporary Roadside Advertising Signage to be erected.		Temporary Sign Approval obtained from Shire with sign design, locations and details submitted. For signs on a main road, applicant must seek approval from Main Roads of WA		
24	Street Banners and Event Advertising		Street banners advertising your event can be erected at a number of locations around the Shire, please consult Shire's Events Coordinator.		
25	Additional Bins/Rubbish Collection arrangements.		Additional bins and rubbish collection can be supplied by the Shire for events being held at Shire facilities or reserves.		
26	Fireworks		Approval obtained from Department of Industry and Resources. Approval required by Police, Fire & Emergency Services and the Shire.		
Further compliance may be required with the following additional Local Agencies					
27	Emergency Services Notified if applicable.		SES – www.ses.asn.au Fire Brigade www.fesa.wa.gov.au St John Ambulance www.ambulance.net.au		
28	Use of airspace, helicopter landings.		Civil Aviation Authority 131757 www.casa.gov.au Consulting owner of property.		
30	Broadcasting, communication or public playing of recorded music.		Phonographic Performance Company of Australia Ltd (02) 8569 111 www.pcca.com.au		