

# Shire of Chapman Valley



## Event Application Form

This form is to be completed and submitted together with the other information outlined in this package. You will be notified in writing when your event application has been processed. Applications must be submitted at least 8 weeks prior to your event.

### **DISCLAIMER**

This package details the requirements of the Shire of Chapman Valley only. Additional information and/or approvals may be required from other agencies. It is the sole responsibility of the Applicant, not the Shire of Chapman Valley, to ensure all relevant information and approvals are obtained in relation to each particular event.

**(Event Application - Local Planning Policy 7.2)**

**January 2020**

**SHIRE OF CHAPMAN VALLEY  
LOCAL PLANNING SCHEME No.3**

**FORM OF APPLICATION FOR PLANNING APPROVAL**

**OWNER DETAILS:**

Name(s): \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: The signatures of ALL the owner(s) is required to process this application.**

**APPLICANT DETAILS: (if different from owner)**

Name(s): \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY DETAILS:**

Lot/Location No: \_\_\_\_\_ House/Street No: \_\_\_\_\_

Street Name: \_\_\_\_\_ Locality/Suburb: \_\_\_\_\_

Diagram/Plan No: \_\_\_\_\_ Volume No: \_\_\_\_\_ Folio No: \_\_\_\_\_

## Event Details

Event Name: .....

Date: .....

Event set up date: .....

Event start time/date: .....

Event finish time/date: .....

Completion of Event clean up date: .....

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

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

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

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

Entertainment: Brief details (number of stalls/products/entertainment-bands, amplified music/animals/activities/farm machinery/rides)

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

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

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

Will alcohol be available/consumed on site? (*tick*)      Yes                       No

Will food be available? (*tick*)                      Yes                       No

Details of any tents, marquees, stages etc. to be used for the event:

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

Details of any road closures or use of roads 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?

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

Parking Arrangements: (where, how directed etc.)

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

Details of rubbish removal and site cleaning:

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

**Expected Attendance**

Maximum number of people expected at any given time: .....

Anticipated total number for entire event: .....

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

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

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

Have you determined whether a risk assessment is required? (*tick*)    Yes     No

**Event Facilities**

Power supply details: .....

.....  
.....

Water supply details: .....

.....  
.....

Number of toilets available:

Male:            Closets: ..... Hand Wash Basins: ..... Urinals: .....

Female:        Closets: ..... Hand Wash Basins: .....

Disabled:      Closets: ..... Hand Wash Basins: .....

**YOU MAY WISH TO ATTACH ANY OTHER RELEVANT INFORMATION  
TO ASSIST WITH THE APPROVAL PROCESS**

# 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.

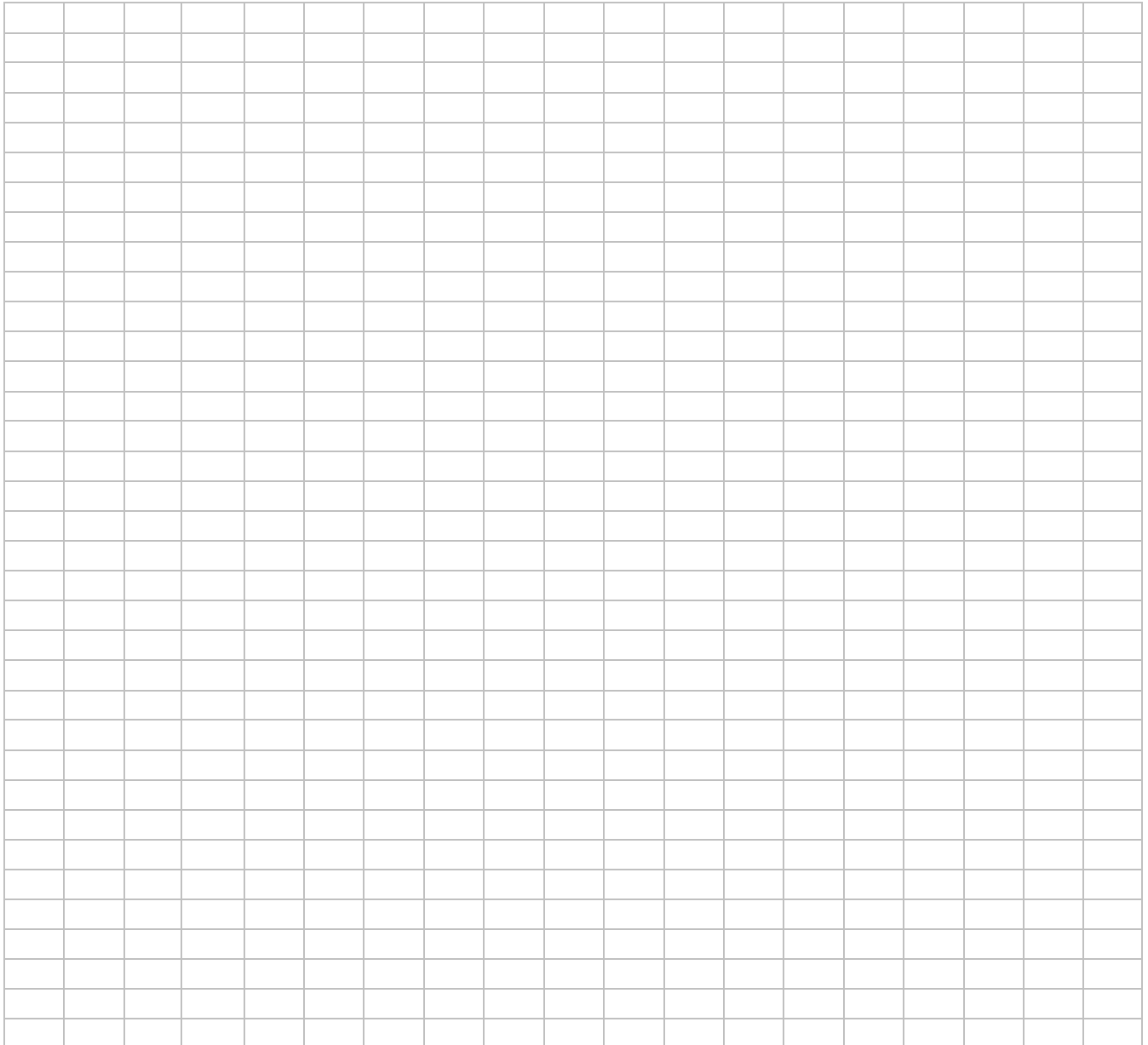
Entertainment Areas  
Stages  
Food stalls  
Car Parking areas  
Site signage  
Lighting

Seating  
First aid post(s)  
Emergency exits  
Muster Points  
Fenced off areas

Vehicle access points (include street names)  
Fire Equipment  
Location of marquees, tents etc.

Sale or consumption of alcohol areas  
Any other facilities relevant to your event

North



## ACKNOWLEDGEMENT

I, \_\_\_\_\_ as the event organiser,

applying for approval to host an event in the Shire of Chapman Valley I 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 event period and will ensure compliance with the Shire of Chapman Valley's conditions of approval.

I will indemnify the Shire of Chapman Valley and landowner 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, with evidence in this regard to be presented to the Shire of Chapman Valley prior to commencement of the event.

I understand and acknowledge the Event Application Package has been compiled according to a number of statutory requirements, and any forthcoming Planning Consent (including conditions of approval) are lawfully binding and can be enforced pursuant to the Shire of Chapman Valley Local Planning Scheme No.3 and *Planning and Development Act 2005*. Furthermore I understand there could be other requirements outside of this package and that, as the event organiser, I am responsible to meet.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

### ***Important Notes:***

- *You may not proceed with your event without written planning consent being issued by the Shire and all other statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event.*
- *All conditions will be outlined in a formal notice of Planning Consent. It is your responsibility as the applicant/event organiser to adhere to the conditions of approval.*
- *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 further consent being granted by the Shire.*
- *You must ensure the event adequately caters for the needs of people with disabilities.*
- *You may be required at the request of the Shire to attend a 'de-brief' of the event to discuss any associated issues and/or possible improvements to the ant future events.*

# 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 Chapman Valley or any other government agency you are required to obtain that organisations consent prior to lodging an application. This includes the signing of the application for under 'Landowners Details' by the appropriate authorised person.

If event is to be held on privately owned land, you will be required to have land owner/s sign the application form.

## 2. SITE PLAN AND EVENT LAYOUT

A site plan with the layout of the event is to be provided with your application, which shall include location of:

- vehicular access
- onsite carparking and bus drop off areas
- barrier fencing
- stage and sound equipment (if applicable)
- stalls of any kind (food, craft, etc)
- competitor and spectator areas/seating
- liquor licensed area/s (if applicable)
- electrical supply
- first aid facilities
- structures and buildings (pavilions, sheds, tents, marquees, etc)
- toilet facilities (existing and additional)
- walkways
- external lighting (if applicable)
- emergency access and routes and muster points
- fire equipment
- over night camping areas (if applicable)

## 3. EVENT TIME FRAME AND EXPECTED ATTENDANCE

The event organiser is to provide the Shire of Chapman Valley with dates and time/s the ground/reserve is to be used, including set up and clean up.

The Shire of Chapman Valley is to be provided with the estimated number of patrons attending the event, which will be used to calculate toilet, waste and First Aid requirements. Additional a Risk Management Plan may also be required – this matter should be discussed with the Shire's Risk Management Co-ordinator.

## 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 for compliance purposes.

## 5. PUBLIC LIABILITY INSURANCE

Council requires public liability insurance be provided for all events to a minimum value of \$5,000,000. This insurance is the responsibility of the event organiser with evidence of such cover to be submitted as part of the application.

## **6. RISK MANAGEMENT PLAN**

The event organiser may be required to provide a risk management plan to the Shire's Planning and Development Department prior to the event- - Further information on this matter can be obtained from the Shire's Risk Management Co-ordinator.

## **7. LEGISLATIVE REQUIREMENTS**

Application for the event must be lodged on the Form 1 – Application for Planning Consent contained in this package.

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 Shire's Health Department at least 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 Chapman Valley 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 as required.

## **11. NOTIFICATION OF ROAD CLOSURES**

The event organiser is to notify and seek approval from the Engineering Department (and Main Roads WA 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 a potable water supply (to public health drinking standards) is made available for patrons at the event. Event organisers may need to organise independent power supplies for Shire grounds.

## **13. FIREWORKS**

Approval is required from the Department of Mines, the Police and the Shire of Chapman Valley for the discharge fireworks at an event. Applications in this regard can be obtained from the Department of Mines.

If approved, the State Fire & Emergency Services are to be notified and appropriate fire fighting equipment is to be provided at the event.

## **14. Parking**

The event organiser is to ensure sufficient parking and manoeuvring area is available for the expected number of competitors and patrons at the event. This shall include provision for bus drop off and parking, if applicable. All parking areas shall be clearly defined and may require onsite parking attendants depending on the nature and patronage of the event.

## **15. FENCING**

If the event is to be fenced off, or have areas within the event to be fenced (eg. licensed or competitor areas), the fencing is to be inspected by the Shires 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 there is no conflict of use and/or parking. For applications to conduct events in public areas the Shire in issuing approval may not grant exclusive use of the ground or reserve.

## **17. CONSULTATION WITH COMMUNITY**

All neighbouring landowners should be consulted to avoid any form of conflict. In this regard the Shire may seek comment from all or part of the community through the application process, which may reflect in the decision of the Shire Council.

## **18. RIGHT OF APPEAL**

The applicant/owner has a right of appeal against the Shire's decision, be it a refusal or any condition of approval, in accordance with the provisions of the *Planning and Development Act, 2005*. In this regard contact should be made with the State Administrative Tribunal on 9219 3111 or via website [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au) to obtain the relevant time limitations, appeal process, appeal forms and respective fees.