



Event Application Package

This application form is to be used for events that are to be held in Buildings or on Reserves or Private Property.

A STEP BY STEP GUIDE TO SUCCESSFUL EVENT PLANNING IN THE SHIRE OF CAPEL

Version 110220

Office Use Only		Records
Date Received		
Accepting Officer		
Hire Charge	\$	
Less Conc	\$	
Hire Payable	\$	
Bond Charge	\$	
Event Application Fee (less than 1,000 people)	\$36.00	
Event Application Fee (greater than 1,000 people)	\$75.00	
Receipt No.		

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

Application Procedure

PLEASE NOTE: Your event is not approved until the Shire of Capel is satisfied with all sections of the checklist and event details. You may not advertise or proceed with the event until a letter of approval is received and all conditions met.

- STEP 1:** **Complete** Event Application Form and Site Plan.
- STEP 2:** **Complete** Event Approval Checklist to identify what approvals you require.
- STEP 3:** **Make** an appointment to meet with the Health Services staff at the Shire to discuss your application, and receive a copy of the guidance notes relevant to the items ticked on the event approval checklist.
- STEP 4:** **Read** through the Application to determine what you need to do.
- STEP 5:** If you have any queries, contact the Shire of Capel to speak to the relevant officer.
- STEP 6:** **Complete** the required forms or obtain the relevant approvals.
- STEP 7:** **Submit** the Event Application Form, Event Approval Checklist and any appropriate Additional Information to:

Shire of Capel
PO Box 369
CAPEL WA 6271

OR

info@capel.wa.gov.au

Applications that have multiply ticks on the 'Criteria for establishing when a public gathering requires Shire Approval' should be received **AT LEAST 12 WEEKS PRIOR** to event)

- STEP 8:** You may not proceed with your event until written confirmation of your approval has been received from the Shire of Capel, this may take between 3 to 4 weeks depending on the scale and size of your event;

PLEASE NOTE: Any special conditions (if applicable to your event) will be outlined in your confirmation letter. It is your responsibility to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are obtained.

Applicants should be aware that the booking of a Shire park and/or reserve for an event does not provide the applicant exclusive use of the area and facilities. The general public is still entitled to access of the area and facilities during the event and is not obliged to relocate or stay away for the area and facilities.

Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer council approval for an event to an alternative venue, date or time, without re-negotiating with Council.

Event Application

This form is an application only. You will be notified in writing when your event has been approved. Applications must be submitted at least 8 weeks prior to your event.

Organiser's Details Organiser's must be over 18 years of age	
Name of Event	_____
Application/organisation	_____
Contact person	_____
Date of Birth	_____ Drivers Licence No. _____
Postal Address	_____
Telephone	Home _____ Mobile _____
Email address	_____

Bond Return The bond for this event to be returned to the payee	
Full Name	_____
Postal Address	_____

Event Details	
Date: _____ Start Time: _____ Finish Time: _____	
Including setup and cleanup	
Function Type _____	
Sporting, commercial, entertainment	
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	
Is this event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an entry fee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be a Spit Roast? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will alcohol be consumed? <input type="checkbox"/> Yes <input type="checkbox"/> - No Will the alcohol be: <input type="checkbox"/> Sold <input type="checkbox"/> Supplied <input type="checkbox"/> BYO	
<ul style="list-style-type: none">• If alcohol is to be consumed please submit an "Application to Consume Alcohol at a Council Facility"• Should you plan to sell alcohol separately or by way of an inclusive charge with some other service it is necessary to obtain a Liquor Licence from the Department of Racing, Gaming & Liquor and a copy MUST be provided to Council.	
Will there be an impact on local roads? <input type="checkbox"/> Yes <input type="checkbox"/> No	
All parking rules must be obeyed, anyone found in breach of the local parking laws will be fined by the Community Rangers.	
Is food to be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Details of any tents, marquees, stages to be used for the event _____	

Details of any road closures or use of roads for the event _____	

Community Centre or Hall to be Hired

- Gelorup Dalyellup Capel Peppermint Grove Beach
 Hugh Kilpatrick Senior Citizens Jack & Mary Kitchen

Facilities / Reserve Required

- Hall Only Playground/Activity Room Meeting Room
 Capel Community Centre Only - Titanium Zircon Erle Scott Park
 Foreshore/Reserve : Other Location:

Expected Attendance

Number of People Expected _____

Type of audience e.g. Youth, adult, family etc _____

You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities _____

Postal Address _____

Telephone **Home** _____ **Mobile** _____

Email address _____

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

Event Facilities

Power Supply Details: (generators or existing) _____

Water Supply Details: (scheme or rainwater) _____

Toilets

What is the fixed toilet facility number?		Male WC	Urinal (length)	Male HB	Female WC	Female HB	Disabled
	Public						
Will additional toilets be provided at event?	<input type="checkbox"/> Yes - complete Item below <input type="checkbox"/> No - proceed to Item 8						
How many portable toilets will be provided?		Male	Urinals	Female	Unisex	Disabled	
	Public						

Temporary Sign Details

How many signs? _____

Proposed location (s) _____

Type of sign _____

Dimensions _____

Dates Placement: Removal:

Insurance Note

- Incorporated Bodies, Sporting Clubs and Associations of any kind need to have Public Liability Insurance cover of \$10 million or greater before using a Shire venue.
- Regular users (ie more than 12 bookings per year) are **NOT** covered by the Shire's Casual Hire Insurance.
- Casual Hires (other than those mentioned above, are covered under the Shire of Capel Casual Hires Insurance (\$10 Million).

Declaration

Applicant **MUST** read the declaration below and agree to the terms, fees and conditions of the hire prior to the application being accepted by Council.

Facility/Reserve

- I/We have read and understood the terms and conditions relevant to hiring facilities provided by the Shire of Capel, and hereby agree to comply with the Local Government Property Local Law.
- I/We agree to indemnify the Shire against all actions, claims, demands and costs arising out of or in connection with the hire of this facility, and agree to pay for any damages caused to the facility during the hire period.
- I/We understand that we must obtain a Shire Liquor Permit for any consumption of alcohol at ANY Shire facility, and if required, accompany this permit with a Liquor Licence from the Department of Racing, Game and Liquor.
- I/We agree to comply with any lawful directions which may be given by the Shire Officers, and that the Shire reserves the right to grant or refuse hire applications or cancel a booking and return the hire fees and bond at it's discretion, and shall be the final authority in this request.
- All parking rules must be obeyed. Anyone found in breach of the Parking and Parking Facilities Local Laws will be fined by the Rangers.
- If you are hiring a marquee, pony rides, bouncy castles or similar then a copy of the hire company's Certificate of Indemnity Insurance must accompany this application.
- Applicants must read the declaration below and agree to the terms and conditions of hire prior to the application being accepted by the Shire of Capel.
- Any rubbish generated from the event is to be disposed of in the bins provided (or removed by the hirer if a large volume of rubbish is generated).

Event

- I/We as the event organiser, applying for approval to host an event in the Shire of Capel, 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 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 the appropriate liability and other insurances are in place for the activities to be conducted.
- I/We understand that the "**Events Application Package**" is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package and that as the event organiser I am responsible.

Declaration

Signature of Applicant(s) _____ Date _____

The Payment of the total hire amount, applicable bond charge and Event fee is due when this application is lodged. Bookings received without payment **WILL NOT** be accepted.
For cancellation policy please refer to "*Conditions of Hall Hire*" guide.

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).

- | | | |
|--|--|--|
| <input type="checkbox"/> Stage | <input type="checkbox"/> Seating | <input type="checkbox"/> Vehicle Access Points |
| <input type="checkbox"/> Food Stalls | <input type="checkbox"/> First Aid Post(s) | <input type="checkbox"/> Location of marquees, tents |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Emergency Exits | <input type="checkbox"/> Sale or consumption of alcohol areas |
| <input type="checkbox"/> Parking Areas | <input type="checkbox"/> Fenced off Areas | <input type="checkbox"/> Location and number of additional toilet facilities |
| <input type="checkbox"/> Site Signage | <input type="checkbox"/> Lighting | <input type="checkbox"/> Litter/refuse facilities |



It is suggested that a copy of the finalized site plan be issued to police, fire services, SES, and other relevant emergency services, first aid and security personnel and participants.

Event Approval Checklist

The following checklist briefly identifies the approvals and completed forms that will be required for your event. You should submit completed forms and approval details with your application. Some forms may be required just prior to your event.

Column A identifies the form or approval that is required. Further information may be obtained from the guidance notes attached or by contacting the responsible department as indicated.

Column B is for you to tick for the activities that apply to your event.

Column C is for you to tick after completing the form or obtaining approval for the activity.

No.	Activity	A Completed Form / Approval Required	B Tick the activities that apply to your event	D Office use only
1.	Consultation with other venue users, neighbouring businesses and private dwellings.	Demonstrate that you've checked with others.		
2.	Event Fees and Bond Charges	Payment required.		
3.	Public Liability Insurance	Obtain advice from insurance company for your needs. Obtain certificate of currency for event.		
4.	Publicity	The Shire may be able to assist groups with information regarding ways of promoting your event. Contact the Shire Community Development Officer for details.		
5.	Venue access for Shire Staff	Relevant Shire representatives will need to monitor the event. Provision of access such as authority cards/passes or other arrangements such as after hours contact need to be made.		
6.	Sale of any goods, wares, merchandise	Trading In Public Places Application may be required to be completed.		
7.	Food Stalls, Food Preparation, Food Vans	Obtain a copy "Guidelines for Temporary Food Stalls". Complete Food Vendor Details Form.		

No.	Activity	A Completed Form / Approval Required	B Tick the activities that apply to your event	D Office use only
8.	Toilet Facilities required	Male and Female toilets to be supplied in accordance with BCA requirements if existing toilets not sufficient. Please note that applicant is responsible for checking cleanliness and supply of toilet paper of public toilets prior to event.		
9.	Accessibility	Advice given to the Shire about Disability Access Inclusion for the event i.e. accessible toilets, accessible parking bay and wheel chair ramps.		
10.	Marquees or Tents or Stages used Marquee stage or tent bigger than 5m x 5m	Marquee Checklist obtained and completed for each structure. Engineers certificate obtained to certify structural safety for each structure. FORM 1 Application to Construct Public Building.		
11.	Ground marking, use of stakes/ pickets to erect tents/ marquees	Provide details.		
12	Noise from vehicles, music, PA systems likely to be created Large scale events creating excessive noise	Neighbouring residents consulted 7 days prior to the event, speaker orientation considered. Exemption from Noise Regulations (Regulation 18) required. Noise Management Plan to be submitted with event application.		
13.	Generators, Electrical installations required	FORM 5 Certificate of Electrical Compliance signed by licensed electrical contractor. Has power access been discussed with property manager?		

No.	Activity	A Completed Form / Approval Required	B Tick the activities that apply to your event	D Office use only
14.	Sale or serving alcohol likely	<p>Approval obtained from relevant organisations/individuals > 14 days prior to the event. This may include:</p> <ul style="list-style-type: none"> • Department Racing Gaming Liquor • Local Government Authority • Police • Owner of the premises. 		
15.	Risk Management Plan	<p>Encouraged for all events.</p> <p>Required for event which will attract more than 1000 people. To be completed in accordance with AS ISO31000:2018 and submitted to the Shire.</p>		
16.	First Aid	<p>First Aid considered – Have you engaged St John Officers or do you have qualified first aiders?</p>		
17.	Water Supply	<p>Adequate potable water supply available for patron consumption, food vendors etc.</p>		
18.	Crowd Control Safety	<p>Is crowd control needed?</p>		
19.	Police Department Notification	<p>Verification of Police notification</p> <p>https://www.police.wa.gov.au/Police-Direct/Register-Party-Form-Email-Verify?ref={A5BE364F-C104-4899-AFDF-46328027EF1F}</p>		
20.	Amusement Rides and Structures	<p>Operator's inspection logbook / worksafe registration / insurance / additional information is required to be sighted by applicant / organiser.</p> <p>https://www.commerce.wa.gov.au/worksafe/what-kinds-plant-requires-registration-or-re-registration</p>		
21.	On-site living (camping)	<p>Provide details – Shire approval required.</p>		
22.	Gas Appliances	<p>https://www.commerce.wa.gov.au/sites/default/files/atoms/files/use_of_gas_appliances_in_public_venues.pdf</p>		

No.	Activity	A Completed Form / Approval Required	B Tick the activities that apply to your event	D Office use only
23.	Road to be used or part road closure proposed	<p>Application for Temporary Road Closure or Application for Temporary Suspension of Road Traffic Regulations.</p> <p>Shire, Police Department and Main Roads of WA must receive applications 12 weeks prior to event to ensure approval therefore it is imperative that if you are requesting road closure that this is submitted with the event application.</p>		
24.	Usual flow of traffic disrupted	Traffic Management Plan to be developed by qualified person.		
25.	Additional Bins / Rubbish collection arrangements	Event organisers are responsible for waste management and must remove waste accordingly. For information regarding additional bins please speak to our Shire Sustainability & Waste Officer.		
26.	Fireworks	<p>Approval obtained from Department of Industry & Resources.</p> <p>Approval required by Police, Fire & Emergency Services and the Shire.</p>		
27.	Parking for event patrons required	Provide details and map of parking areas established, marshals organised, qualified personnel.		
28.	Temporary Advertising Signage to be erected	<p>"Temporary Sign Approval" obtained from Shire with sign design, locations, details submitted.</p> <p>For signs on a main road, applications must seek Main Roads of WA approval.</p>		
29.	Emergency Services Notified if applicable.	<p>Police SES Fire Brigade St John Ambulance</p>		
30.	Use of airspace and air-site facilities	<p>Civil Aviation Safety Authority (Cloverdale) www.casa.gov.au</p>		

Contacts

<p>Fire and Emergency Services reception.bunbury@dfes.wa.gov.au</p> <p>For District Fire Control Officer details please speak to the Shires Manager Emergency & Ranger Services</p>	9780 1900
Police	131 444
St John Ambulance	9727 3569 - Capel 9791 4999 - Bunbury
Bunbury Regional Hospital	9722 1000
<p>Bunbury State Emergency Service (SES)</p> <p>http://bunburyses.com.au/</p>	132 500
<p>Department of Industry and Resources - Approval for fireworks</p> <p>http://www.dmp.wa.gov.au/Dangerous-Goods/Applying-for-a-fireworks-event-5447.aspx</p>	9222 3333
<p>Department of Water and Environmental Regulation</p> <p>https://www.der.wa.gov.au/</p>	6364 7000
<p>Department of Biodiversity, Conservation and Attractions</p> <p>https://www.dpaw.wa.gov.au/</p>	9725 4300
Bunbury Chamber of Commerce	9791 2292
Bunbury Visitor Information Centre	9721 7922
<p>Department Racing Gaming and Liquor (For approvals to sell supply liquor) www.rgl.wa.gov.au</p>	1800 634 541
<p>Main Roads Department (Traffic management, road closure information) www.mainroads.wa.gov.au</p>	131 138
<p>Consumer and Employment Protection (Worksafe) (Occupational Health and Safety Requirements)</p> <p>www.safetyline.wa.gov.au</p>	9722 2888
<p>Shire of Capel www.capel.wa.gov.au</p>	9727 0222