

EVENT APPLICATION FORM



Please submit your completed application to confirm your booking of reserve or public space **4 weeks prior** to your event. Applications can be emailed to council@dandaragan.wa.gov.au

Depending on the size of your event you may be required to conduct a briefing or debriefing meeting with all stakeholders prior/after the event. You will be advised if a briefing is required.

1. CONTACT DETAILS				
Contact Person:				
Community Group:				
Address:				
Mobile Number:				
Email Address:				

2. EVENT DETAILS				
Event Name:				
Event Dates:	Start:		Finish:	
Event Times:	Start:		Finish:	
Set up Time:	From:			
Pack up Time:	From:			
Event Location/Address:				
Estimated Attendance:				
Age Group:	Mostly Children <input type="checkbox"/>	Mostly Families <input type="checkbox"/>	Mostly Youth <input type="checkbox"/>	Mostly Seniors <input type="checkbox"/>
Brief Description of Activities Planned:				
Is it a free event?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Ticket Price:	

3. HEALTH SERVICE REQUIREMENTS – For more information on Health Services, please contact 9652 0800

Are you selling food/providing free food at this event? <i>Note each food vendor will need to fill in a Temporary Food Permit</i>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Please provide a list of vendors:			
Is alcohol provided free/BYO at this event? <i>Note you will require Shire of Dandaragan Consumption of Alcohol Permit</i>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Are you selling alcohol at this event? <i>Note you will need to provide a copy of Liquor License and plan of licensed area once confirmed</i>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Will there be any temporary structures or seating erected, such as marquees, fencing, staging, lighting etc.? <i>Note you may need to provide structural certification and request for reticulation to be marked out</i>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Please provide details e.g., Size of marquee, digging holes, pegs into ground etc.			
Will there be fireworks/pyrotechnics?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Noise prediction e.g., Generators, live music etc.			
Please outline expected sound impact on neighbouring properties and your notification plan for them: <i>Note you may need to submit a noise management plan</i>			
Will there be any electrical equipment installed i.e. generator, power supply, electrical cords? <i>Note you will need to submit a Form 5 Electrical Compliance</i>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Are you using existing or portable toilets? Please specify location and number of existing and/or portable toilets:			
Toilets: Existing or Portable (please circle)	Number of Female toilets:	Number of Male toilets:	Number of Disabled toilets:
Plan for cleaning toilet facilities:			

4. PARKS OPERATIONS

Will you require vehicle, trailer or truck access to the event?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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5. TRAFFIC OPERATIONS

Do you require road closures?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are you planning to erect any signage relevant to the event?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

6. RUBBISH REMOVAL – It is the responsibility of the Event Organiser to ensure all rubbish is removed from the site immediately after the event. If utilising additional Shire bins, it is the responsibility of the event organiser to pick up, empty, clean and return the bins.

Will your event generate rubbish?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
I will remove all rubbish using private arrangements Yes: <input type="checkbox"/> Or I would like the Shire to supply additional bins for this event Yes: <input type="checkbox"/>		
If utilising Shire bins, how many additional bins required:		

7. ACCESSIBILITY REQUIREMENTS – For more information on creating accessible events, please read the Creating Accessible Events Checklist available at the Shire websites Planning a Community Event page.

Is designated accessible parking close by for people with disabilities, with clear signage?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are accessible public toilets available?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

8. FIRST AID (IF APPLICABLE)

Do you have access to first aid facilities/personnel/volunteers for the event?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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9. FIRE CONTROL

Will you be using fire for the use of entertainment or cooking?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If yes, please provide details:		

10. ADDITIONAL OPERATIONAL REQUIREMENTS

Detail any additional services required from the Shire for the event (e.g., turning off sprinklers, power access, event signage, marking out of reticulation etc.)

11. PROMOTIONS – Please email posters, brochures, or photos in JPEG form to cdo@dandaragan.wa.gov.au

Do you want to include your event on the Shire of Dandaragan website's Event Calendar or social media?

Yes:

☐

No:

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Site Map – Location Purposes (Google Maps)

A google maps satellite picture of your event is required as a separate attachment. Please clearly outline where marquees will be pegged, the area your event will cover, placement of generators etc.

Site Plan – Layout Purposes

A detailed layout of the event is to be included with your application. Please ensure the following is indicated on the map (if applicable). You permit will not be issued without a detailed site plan.

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|---------------------------------|----------------------------|---|
| ○ Stages & Marquees | ○ Seating | ○ Rubbish Bins |
| ○ Food stalls | ○ First aid post(s) | ○ Location of marquees, tents etc. |
| ○ Other stalls & infrastructure | ○ Emergency exits | ○ Sale or consumption of alcohol areas |
| ○ Parking areas | ○ Exits (including widths) | ○ Location and number of toilet facilities |
| ○ Site signage | ○ Fenced off areas | ○ Number & Type of Fire Extinguishers |
| ○ Electricity cables | ○ Lighting | ○ Any other facilities relevant to your event |