**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.*

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

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| **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[ ]  | Mostly Families [ ]  | Mostly Youth[ ]  | Mostly Seniors[ ]  |
| Brief Description of Activities Planned: |  |
| Is it a free event? | Yes: [ ]  | No: [ ]  | Ticket Price: |  |

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| **3. HEALTH SERVICE REQUIREMENTS** – For more information on Health Services, please contact 9652 0800 |
| Are you selling food/providing free food at this event?*Note each food vendor will need to fill in a Temporary Food Permit* |  Yes: [ ]  |  No: [ ]  |
|  Please provide a list of vendors:  |
| Is alcohol provided free/BYO at this event?*Note you will require Shire of Dandaragan Consumption of Alcohol Permit*  |  Yes: [ ]  |  No: [ ]  |
| Are you selling alcohol at this event?*Note you will need to provide a copy of Liquor License and plan of licensed area once confirmed*  |  Yes: [ ]  |  No: [ ]  |
| Will there be any temporary structures or seating erected, such as marquees, fencing, staging, lighting etc.? *Note you may need to provide structural certification and request for reticulation to be marked out* |   Yes: [ ]  |   No: [ ]  |
| Please provide details e.g., Size of marquee, digging holes, pegs into ground etc.  |  |
| Will there be fireworks/pyrotechnics? |  Yes: [ ]  |  No: [ ]  |
| Noise prediction e.g., Generators, live music etc.  |  |
| Please outline expected sound impact on neighbouring properties and your notification plan for them:*Note you may need to submit a noise management plan* |  |
| Will there be any electrical equipment installed i.e. generator, power supply, electrical cords?*Note you will need to submit a Form 5 Electrical Compliance* |   Yes: [ ]  |   No: [ ]  |
| 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:  |  |

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| **4. PARKS OPERATIONS** |
| Will you require vehicle, trailer or truck access to the event? |  Yes: [ ]  |  No: [ ]  |

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| **5. TRAFFIC OPERATIONS** |
| Do you require road closures? |  Yes: [ ]  |  No: [ ]  |
| Are you planning to erect any signage relevant to the event? |  Yes: [ ]  |  No: [ ]  |

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| **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: [ ]  |  No: [ ]  |
|  I will remove all rubbish using private arrangements Yes: [ ]  *Or* I would like the Shire to supply additional bins for this event Yes: [ ]  |
| If utilising Shire bins, how many additional bins required:  |

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| **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: [ ]  |  No: [ ]  |
| Are accessible public toilets available?  |  Yes: [ ]  |  No: [ ]  |

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| **8. FIRST AID (IF APPLICABLE)** |
| Do you have access to first aid facilities/personnel/volunteers for the event? |   Yes: [ ]  |  No: [ ]  |

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| **9. FIRE CONTROL** |
| Will you be using fire for the use of entertainment or cooking? |   Yes: [ ]  |   No: [ ]  |
| If yes, please provide details: |  |

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| **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.) |  |

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| **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: [ ]  |

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