



SHIRE OF GOOMALLING

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NOTIFICATION OF A PUBLIC EVENT

This form should be completed with reference to the Department of Health Guidelines to concerts, events and organised gatherings

Shire Event Assistance

PROMOTION: Unless otherwise advised your event will be listed on the Shire web calendar & shared through our contacts.

EQUIPMENT: Please complete a works request if there are items that you would like to borrow / hire.

Part A

INFORMATION REQUIRED	YOUR RESPONSE
EVENT NAME:	
PURPOSE: (Community, Commercial, Fundraising)	
ORGANISATION / GROUP:	
INSURANCE: *you must have Public Liability Insurance	
CONTACT PERSON: (Event Organiser – 18+)	
TELEPHONE (DAY):	
EMAIL ADDRESS:	
DATE / TIME:	
VENUE:	
Shire Venues: have you completed a booking form?	
Other Venues: do you have the owner's permission?	
Signed (Event Organiser) I confirm that I have referred to the Guidelines for Public Events.	<i>*By entering your name you acknowledge you are responsible for this notification.</i>
Date:	

OFFICE USE ONLY

Event Classification (as per attached):		File Refs:		
The above event is APPROVED subject to compliance with the Health (Public Buildings) Regs.	Officer:		Date:	
The above event requires PART B (reverse) to be completed.	Officer:		Date:	
Chief Executive Officer			Date:	

Low risk events require Part A only to be completed, to ascertain the risk factor of your event please call the Shire's CDO on 96291101 so that an assessment can be undertaken over the phone.

Part B

INFORMATION REQUIRED		YOUR RESPONSE				
ACCESSIBILITY:		<i>Please ensure ease of access to your venue and promote clearly.</i>				
ACTIVITIES (please list):		<i>Suppliers should provide you with their public liability insurance.</i>				
ALCOHOL:		<input type="checkbox"/> N/A	<input type="checkbox"/> Bar Sales	<input type="checkbox"/> Tastings	<input type="checkbox"/> BYO	<i>Please ensure that you apply for a licence should you be providing / selling alcohol.</i>
		<input type="checkbox"/> I understand that alcohol is prohibited outside of licensed areas.				<i>Alcohol consumed outside of licensed areas constitutes as street drinking and infringements may apply.</i>
APRA (music licence):						<i>Your entertainer/s may provide their own licence.</i>
ATTENDANCE EXPECTED:						<i>If in a public building this cannot exceed the 'maximum accommodation' number.</i>
ELECTRICAL ITEMS (please list):						<i>All items must be tagged. Please ensure that cables / connections aren't hazards.</i>
ENTERTAINMENT:						<i>Suppliers should provide you with their public liability insurance.</i>
FIRST AID:						<i>If you do not have a first aider or first aid post please advise your 'plan'.</i>
FOOD:		<input type="checkbox"/> No	<input type="checkbox"/> Yes		<i>Please ensure you have approval should you / stalls be providing / selling food.</i>	
NOISE:						<i>If your event might be noisy please consider advising the neighbours.</i>
PARKING:						<i>If your venue does not have sufficient parking please advise of your plan.</i>
POLICE (advised):		<input type="checkbox"/> No	<input type="checkbox"/> Yes		<i>If you are serving alcohol please advise Police of the event.</i>	
RISK MANAGEMENT PLAN (attached):		<input type="checkbox"/> No	<input type="checkbox"/> Yes		<i>Please consider the list of items in the Guidelines.</i>	
SECURITY / CROWD CONTROL:		<input type="checkbox"/> No	<input type="checkbox"/> Yes		<i>This can be a requirement of some event approvals.</i>	
SHELTER / LIGHTING:		<input type="checkbox"/> OK	<input type="checkbox"/> Hired		<i>Consider the requirement for shade, shelter and / or lighting.</i>	
SITE PLAN (attached):		<input type="checkbox"/> No	<input type="checkbox"/> Yes		<i>Please consider the list of items in the Guidelines.</i>	
TEMPORARY STRUCTURES (list types):						
TOILETS:		<input type="checkbox"/> OK	<input type="checkbox"/> Hired		<i>Please consider the requirements in the Guidelines.</i>	
TRAFFIC MANAGEMENT (attached):		<input type="checkbox"/> No	<input type="checkbox"/> Yes		<i>Remember this process, if required, can take up to four months.</i>	
WASTE REMOVAL:		<input type="checkbox"/> OK	<input type="checkbox"/> Hired		<i>Please include recycling facilities where possible.</i>	
WATER:		<input type="checkbox"/> OK	<input type="checkbox"/> Supp- lied		<i>Potable water should be available at your event.</i>	
OTHER COMMENTS:						
Signed (Event Organiser) I confirm that I have referred to the Guidelines for Public Events.						<i>*By entering your name you acknowledge you are responsible for this notification.</i>
Date:						
OFFICE USE ONLY						
The above event (PART A & B COMPLETE) is APPROVED subject to compliance with the Health (Public Buildings) Regs. 1992.		Officer:		Date:		
Chief Executive Officer				Date:		
The above event (PART A & B COMPLETE) will be the subject of a report to Council.		Officer:		Date:		
The above event is REFUSED.		Officer:		Date:		