

SHIRE OF WONGAN-BALLIDU

EVENT APPLICATION FORM



APPLICANT/ORGANISATION DETAILS:

Organisation Name:	
ABN (if applicable):	
Postal Address:	
Contact Name:	
Position:	
Mobile Number:	
Email:	

EVENT DETAILS:

Event Name:	
Date:	
Start Time <i>(including set up):</i>	
End Time <i>(including pack down):</i>	
Location:	
Is your event a public event or private event?	☐ Public ☐ Private
Do you have public liability insurance? <i>Please attach Certificate of Currency</i>	☐ No ☐ Yes Amount Insured: _____
Does the venue have onsite toilets which will be used, or are portable/temporary toilets being hired?	☐ Onsite ☐ Portable/Temporary ☐ No
If temporary, how many, including accessible toilets.	Number of toilets: _____ Number of accessible toilets: _____
Is there adequate parking for this event.	☐ Yes ☐ No – (If no - please provide a parking plan)
What will be the power source for this event?	☐ Unpowered ☐ Mains Power ☐ Generators ☐ N/A Please provide additional information for power required by the Shire in your event description.
How many people do you anticipate will be attending your event?	☐ Small – less than 50 ☐ Medium – 50 up to 300 ☐ Large - 300 up to 1000 ☐ Major – over 1000
Will there be food at your event? <i>(select all that apply)</i>	☐ No Food ☐ Commercial Catering ☐ Community Catering ☐ Food Vans

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Is the food being prepared in a Shire approved kitchen?	☐ Yes ☐ No ☐ N/A
Is the food being sold?	☐ Yes ☐ No ☐ N/A
<i>If there is food being sold at your event and the food is not being prepared in a Shire approved kitchen, a Temporary Food Permit Application must be submitted at least two weeks prior to the event. Application forms can be found on the Shire website or by contacting our office. Please note it is the event organisers responsibility to inform the Shire of any food vendors attending the event.</i>	
Will your event include alcohol?	☐ Yes ☐ No
Is alcohol being sold?	☐ Yes ☐ No ☐ N/A
If yes, please apply for a liquor permit via the below link and provide a copy to the Shire once approved: www.dlgsc.wa.gov.au/racing-gaming-and-liquor	
If no, please fill, sign and attach an Application for Permission to Consume Alcohol on Council Premises. <i>(The form is available on the Shires website)</i>	
Will there be any temporary infrastructure at your event such as, banners, amusements, stages, bouncy castles or large marquees?	☐ Yes ☐ No
If yes, please provide details: <i>(Please note we do not permit stakes, pegs or pins to be put into grassed areas or ovals without prior approval and avoided where possible.)</i>	
Does your event require a Shire road to be closed? <i>(For closure of a road under the management of Main Roads Department, please contact Main Roads)</i>	☐ Yes ☐ No
If yes, please provide road name and location:	
<i>If your event requires a road closure, you must obtain approval from WA Police in accordance with relevant traffic management regulations following Shire approval. The Police approval must be submitted to the Shire once confirmed, prior to the event.</i>	
Do you require additional bins?	☐ Yes ☐ No
Do you have access to first aid facilities/personnel/volunteers for the event?	☐ Yes Name: _____ Phone Number: _____ ☐ No

****Please note:** If you do not have the necessary permissions and permits to host your event, your application will not be accepted.

EVENT DESCRIPTION

Please provide a description of the event together with a list of any event activities.

Please include any food vendors attending your event in this section.

ATTACHMENTS/CHECKLIST

Please ensure that all the necessary documents are attached.

- ☐ Completed Application Form
- ☐ Basic Site Plan
- ☐ Certificate of Currency – Public Liability Insurance
- ☐ Risk Management Plan *(for events over 100 people)*
- ☐ Parking Plan *(if applicable)*
- ☐ Liquor permit *(if required)*
- ☐ Permission to Consume Alcohol on Council Premises *(if required)*

Shire of Wongan-Ballidu

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Wongan Hills WA 6603

Email: shire@wongan.wa.gov.au

Phone: 9671 2500

For more information, please contact the Shire on (08) 9671 2500.