



APPLICATION FORM EVENT

FORM 188

Version 2022/01

Date stamp

Part 1 Applicant Details

Full Name of Event Contact Person

The Shire will liaise with this person in relation to the event

Company / Organisation / Committee Position (if applicable)

Postal Address

Email

Mobile

Additional Contact Number

Is the organisation running event, a registered charity?

Yes

No

Does applicant / organisation running event have current indemnity insurance?

Yes

No

Part 2 Event Details

Official Name of Event

Event Date(s)

Set-Up and Pack-Up Date (if not restricted to one date, please list all relevant dates)

Event Start Time

 AM / PM

Event End Time

 AM / PM

Bump In Time

 AM / PM

Bump Out Time

 AM / PM

Proposed Venue Details (eg name of Building, Reserve, Public Space)

Note - if event spans across multiple venues a list of all venues and addresses will be required

Will the event require a temporary closure of a RV Stop Over? If yes, please list reasons for closure of RV Stop Over.

Location of RV Stop Over

Close RV Stop Over from: Date & Time

Re-Open RV Stop Over: Date & Time

Route / Course Details (Sporting Events, Parades, etc - attach a map) - N/A if not applicable

Detailed Event Description / Purpose of Event (Markets, Fundraiser, Wedding, Sporting Competition, Concert, Exhibition, Festival etc)

Total number of people expected at the event
(including competitors, spectators, volunteers, staff, contractors etc)

Total number of participants/competitors expected at the event
(if not applicable, tick N/A)

N/A

Total number of spectators expected at the event
(tick N/A if no spectators at event)

N/A

Breakdown of event personnel numbers expected at event
(volunteers, staff, external contractors)

Type of audience (eg youth, seniors, family, adults etc)

Will an entry fee (\$) be charged? (includes donations)

Yes

No

Is the event open to the general public?

Yes

No

Is your event sponsored by Tourism WA?

Yes

No

Part 3 Food, Drink and Sale Items

Will patrons be provided with free drinking water?

Yes

No

If yes, please provide details
(water source - location, free bottled water etc)

Is alcohol to be consumed at your event?

Yes

No

Is alcohol to be sold at your event?

Yes

No

Is food to be consumed at your event?

Yes

No

Is food to be sold at your event?

Yes

No

Provide details of food to be sold at your event (eg professional catering, home cooking, food/coffee van, BBQ, food stall etc)

Will the sale of goods, wares or merchandise occur?

Yes

No

If yes, please provide details

Part 4 Entertainment

Will there be a bouncy castle?

Yes

No

Will there be any amusement rides?

Yes

No

If yes, please provide details

Will there be any animals? (Pony rides, animal displays or exhibits etc)

Yes

No

If yes, please provide details

Will there be any fireworks?

Yes

No

If yes, please provide details

Will there be amplified sound? (DJ, band, music, PA Announcements etc)

Yes

No

If yes, please provide details

NOTE: if you answered YES to any of these questions you will be required to include the entertainment on the aerial site plan. For further information, please read the EVENT APPLICATION GUIDELINES.

Part 5 Temporary Structures and Equipment

Will there be any gazebos, tents or marquees being erected?

Yes

No

If yes, please list details and size in square meters of every structure
(eg: Gazebo: 3m x 3m = 1)

Will you be controlling access to your event using temporary fencing, barricades or other methods?

Yes

No

If yes, please explain how?

Will there be any other temporary structures erected?
(eg stages, screens, ramps, seating stands, speakers, cool rooms etc)

Yes

No

If yes, please provide details
(what type of structure, measurements, how many structures, supplier/installer, location etc)

Do you wish to erect any event signage?

Yes

No

If yes, please provide details
(how many signs, size of signs, type/material, how will they be erected ie star pickets etc)

Will you be supplying portable toilets?

Yes

No

If yes, how many?

Will you be using a generator to supply power?

Yes

No

Will you be using temporary/portable lighting?

Yes

No

Will vehicle access be required on Reserve to set and pack-up?

Yes

No

If yes, please provide details (how many vehicles/size of vehicles etc)

Will vehicles need to remain on Reserve for duration of event?

Yes

No

If yes, please provide details
(how many vehicles, size of vehicles, trailers etc)

Will you require additional wheelie bins for event?

Yes

No

If yes, please indicate the quantity required

General waste bin

Recycling bin

NOTE: if you answered YES to any of these questions you are required to submit an aerial site plan indicating the location of the temporary structures or equipment. For further information, please read the EVENT APPLICATION GUIDELINES.

Part 6 Traffic Management

Will you require a road closure (full road closure, partial closure)?

Yes

No

Will you require a Temporary Suspension of the Road Traffic Act?

Yes

No

If yes, please complete:

- "Application for Temporary Suspension of the Road Traffic Act/Regulations, Section 139 Road Traffic (Administration) Act 2008"
- Form is available from: www.police.wa.gov.au/Police-Direct/Traffic

Where will event vehicle parking be located?
Is there adequate parking available for the event attendees?
Have you identified parking on your site plan?

Will you be using marshals to assist with parking?

Yes

No

NOTE: if you answered YES to any of these questions you may require a Traffic Management Plan.

Part 7 Risk Management

Will security/crowd control be present for the duration of the event?

Yes

No

If yes, name of supplying security company

Please indicate which of the following emergency services you will be notifying about your event?

Police

Fire & Emergency

St John Ambulance

Will you have any qualified first aiders in attendance?

Yes

No

If yes, how many?

First Aid Post/Station to be included on the site/floor plan if applicable

Part 7 Risk Management...Continued

Have you developed an Emergency & Risk Management Plan for your event? (for more information, refer to the Event Application Guidelines)

Yes

No

NOTE: for large (1000+) and/or high risk events, the Shire will require a copy of the event Risk Management Plan.

Part 8 Site Plan / Route Map

If you are holding an event on a Reserve or at a Shire facility you will be required to attach an aerial site plan indicating the event layout including the location of applicable items such as (but not limited to):

- market stalls
- food vans
- portable toilets
- bouncy castles
- amusement rides
- temporary structures
- licensed areas
- signage
- portable lighting
- bunting
- car parking
- bins
- first aid post
- evacuation/muster points
- entry/exit for attendees/vehicles

I have attached an aerial site plan and/or floor plan with my application (include parking, all structures, fencing/bunting, power, portable toilets, first aid post and exits)

I have attached a route map (multi location events eg: cycling events, parades etc)

Part 9 Additional Information

Please list any additional information relevant to your event application.

Part 10 Acknowledgments

- I hereby acknowledge that as the event organiser, applying for approval to host an event in the Shire of Dardanup, 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 willful actions.
- I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.
- I understand that the Event 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.
- I understand that vehicles are to be driven and parked in designated parking areas only.
- I understand that by approving this application, the Shire of Dardanup does not provide me exclusive access to Council owned and managed Reserves. (This does not apply to the hiring of halls).
- I understand that I may be required to pay a key bond, hall bond, reserve bond and/or road bond depending on the requirements of my event.
- If alcohol consumption is occurring at the event I understand I am responsible for investigating with the Department of Racing Gaming and Liquor the need for any licenses or approvals for the consumption of alcohol at the event.

Name

Signature

Date

Part 10 Return Form to:

Shire of Dardanup
1 Council Drive/PO Box 7016
EATON WA 6232

Phone: (08) 9724 0300 Fax: (08) 9724 0091
Email: records@dardanup.wa.gov.au

