



Shire of Derby / West Kimberley

SHIRE OF DERBY/WEST KIMBERLEY

PUBLIC EVENTS APPLICATION PACKAGE

The Shire receives a number of proposals for the organisation of public events every year. This application package will guide community groups and event organisers on complying with the law and minimising risk when organising a large public event for the community.

The intention of the package is to assist the Shire's Officers with an assessment of your proposed event. A number of issues must be considered when planning an event to ensure the safety and health of the public attending.

The event application fee is **\$100.00**

Please return your completed application package and attach all requested documentation to the Shire **30 days** prior to your event, located at:

Shire of Derby West Kimberley
Administration Building
30 Loch Street Derby

Fitzroy Crossing Visitor Centre
Cnr Forrest & Flynn Roads
Fitzroy Crossing

Section A - Event Organiser	
Name of Event Organiser / Applicant and Contact Person:	
Organisation / Business Name:	
Phone:	Email:
Postal Address:	
ABN:	Charity/Non-Profit: Yes <input type="checkbox"/> No <input type="checkbox"/>
Declaration: I/We declare that the information provided in this Application is true and accurate. It is understood that providing false or misleading information may result in the cancellation or suspension of the Event permit.	
Applicant Signature:	Date:
EVENT DETAILS	
Name of Event:	
Event Location:	
Event Start Date/ Time	Event Finish Date / Time
Set up starting:	Set up complete:
Expected attendance number:	

Derby

(08) 9191 0999 30 Loch Street
 sdwk@sdwk.wa.gov.au PO Box 94, Derby WA 6728

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Will your event include any of the following:	
	Use of Shire infrastructure other than what is available to the general public (i.e. use of power
	Supply or water supply in excess of a public water tap in a Shire reserve).
	Erection of any temporary structures, excluding a marquee less than 25 square metres in size, unless the structure is hired from an operator that holds a valid trading licence.
	Supply or installation of electrical equipment including generators, cabling, extension cords, switches, fuses, AV equipment, etc.
	Temporary road closure or suspension of ordinary traffic movement
	Fireworks or the use of laser lights
	Sale or consumption of alcohol
	Use of amplified equipment or extraordinary vehicle noise
	Preparation or sale of food to the public
	Selling or hiring of goods, wares or merchandise
	Large animals (e.g. camels or horses)
	Erection of event signage
	Additional toilet facilities
	Crowd control or other measures to ensure public safety or security

Section B - Environmental Health Public Building - Health (Public Building) Regulations 1992	
Under the Health (Miscellaneous Provisions) Act 1911 all areas where people gather are classified as 'Public Buildings'.	
<ul style="list-style-type: none"> • A public building approval is the only approval required for every event and it is required before an event can go ahead. The public building approval process has three parts: the application, the approval to construct or erect and the final approval. • If you are holding your event in an existing building, it may already have a Certificate of Approval for its normal type of use. If so, an application for a variation of a Certificate of Approval may need to be made to allow your event to go ahead. • Once the event is set up, final approval can be given via an Application for a Certificate of Approval. 	
Attached copy of approval to use the land by the owner.	
Is your event held in an existing public building?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No, please fill out a Form 1- Application to construct, extend or alter a public building (see Appendix 1)	
Yes, please fill out a Form 3- Public Buildings Application for Variation of a Certificate of Approval (see Appendix 3).	
Insurance	
Please attach Public Liability Insurance for the event.	
Please attach Event Insurance Certificate.	Policy No:

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Temporary Structures (Stages, Marquees, Tents, Spectator Stands)	
<ul style="list-style-type: none"> For structures over 3m x 3m, the manufacturer's details or structural certification is required. Hire companies should provide this information for you. Once structures are erected, the person who erects them must provide written confirmation that the structure has been erected in accordance with the manufacturer's details. This is done via a Form 2- Application for Certificate of Approval (see Appendix 2) 	
Will you have any structures erected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes please provide details:	
<p>*Please provide a copy of structural certifications for any temporary structures and mark structures on site plan *Please submit completed Form 2- Application for Certificate of Approval (Appendix 2) on the day of the event to the Environmental Health Officer during inspection</p>	
Toilets	
Toilets must be required, with the facilities adequate for the number of people who may attend the event. The toilets must be checked and serviced throughout the event. The number will depend on the amount of patrons.	
How many toilets, urinals & hand basins will be provided for males?	
How many toilets, urinals & hand basins will be provided for females?	
Have you provided a disabled toilet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have the necessary arrangements been made for servicing the toilets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the event is to occur at night, is there lighting in the toilets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Electrical	
<p>If your event contains electrical installations such as lighting, electrical equipment etc. you must arrange for a licenced electrician to check all installations on the day of your event and complete an Electrical Certification Form 5 (see Appendix 4).</p>	
Will electricity supply be used at the Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how will this be provided: (e.g. generator, accessing Shire electricity supply)	
Will you have any electrical leads at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes have these leads been tagged by a licenced electrician in the last 6 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any electrical installations such as lighting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a licenced electrician been organised to check installations on the day of the event	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Note: Please submit completed Electrical Certification Form 5 (Appendix 4) on the day of the event to the Environmental Health Officer during inspection</p>	
Emergency Exits	
<ul style="list-style-type: none"> There must be emergency exists and if there are more than 50 people, there needs to be at least two exists. Aggregate exit width is; at least 1 metre for 0-50 people, 2 metres for 50-200 people. If there is more than 200 people please contact the Shire for requirements 	

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How many emergency exists have you provided?	
Noise Management - Environmental Protection (Noises) Regulations 1997	
Will there be amplified noise? (i.e. live music, PA system or generators)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes please provide details	
Is the noise close to residential houses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you notified residents of the noise to occur?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If noise from your Event exceeds certain levels you will need an approval from the Shire's CEO. If you are using amplified equipment, please contact the Shire's Environmental Health team to discuss whether this approval is required. If this approval is required, you will need to prepare a noise management plan.	

Section C - Emergency Management and other relevant plans	
<ul style="list-style-type: none"> Irrespective of the size of your event, you must have an Emergency Evacuation Plan prepared for the emergency evacuation of persons at your event If the number of persons expected at your event is > 1000 you must incorporate a Risk Management Plan that complies with A/ZS 4360:2004 Depending on the number of people and time of the year, the Shire may request the development of other plans such as a Fire Safety Plan and/or a Cyclone Plan. You will be contacted if this is the case. 	
Attached Emergency Evacuation Plan prepared?	
Attached Risk Management Plan Prepared?	
Have you notified the local police? (Attached Email/Letter of response).	
Have you notified the local Fire and Emergency Services? (Attached Email/Letter of response).	
Fire Safety	
<ul style="list-style-type: none"> One 4.5kg B (E) dry chemical powder fire extinguisher must be located adjacent to: <ul style="list-style-type: none"> - Any electrical generator or switchboard - Any flammable liquid or gas containers - Any food preparation/cooking area Pressured water type extinguishers or 4.5kg AB (E) dry chemical extinguishers must be provided: <ul style="list-style-type: none"> - Within 10 metres of each exit 1 (one) - Backstage-2 (two) 	
Have you considered fire safety arrangements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
First Aid	
Depending on the type of event, a first aid post and staff may be required	
For an event up to 500 patrons there needs to be 12 first aiders and 1 first aid post	
Do you have sufficient first aid for the size of your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Security/ Crowd Control	
It is recommended that at least 2 controllers are available. Where alcohol is consumed at least 1 crowd controller/100 patrons. For low risk events, 1 crowd controller/200 patrons.	
What security arrangements have you got in place? Please provide details:	
Traffic Management	
At events, traffic management should be in accordance with the Main Roads WA Code of Practice. There should be adequate parking and traffic control measures in place for all phases of the event- load in, event and load-out. The Shire will contact you if they believe a Traffic Management Plan prepared by persons with current accreditation is required.	
What parking arrangements are in place for the event	
Do you require road closure(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attached copy of traffic management plan?	

Section D – Food Act 2003 Food (Must provide Stallholders Application if selling)	
Will food be provided at the event	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes please provide details, of all food operator including if the food will be provided by a Registered Food Business: (Use a separate sheet if required. If the food business is from outside the Shire of Derby West Kimberley, please provide a copy of its Certificate of Food Business registration)	
Traders – Shire of Derby West Kimberley Local Laws (Must provide Traders application if selling)	
Will there be traders (i.e. merchandise, jewellery, crafts etc.) other than food stalls	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes please provide list of traders	
<p>Note: Each food operator will need to complete a separate traders/stallholder application (see Appendix 5) to be issued with a permit to trade at the event. The organisers should sign all food stallholder / trader applications and it is the food operators responsibility to hand in the application into the Shires administration office.</p>	

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Alcohol - State Liquor Control Act 1988/Local government Act 1995

Have the Derby Police been notified for this event?

Will alcohol be involved at the event	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this event advertised as BYO	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is alcohol been provided or sold at the event	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If alcohol is being provided or sold, please contact the Department of Racing, Gaming and Liquor to determine if a liquor licence is required.

Please provide evidence that you have lodged an application with the Department of Racing, Gaming and Liquor for a liquor licence: _____ (Client Reference Number)

Or

Provide confirmation from the Department of Racing, Gaming and Liquor that a liquor licence is not required.

If a liquor licence is required, it will be a condition of your event permit that you provide a copy of the licence to the Shire a minimum of 48 hours prior to your Event

What a type of non-alcoholic drinks will be served

Any public event involving alcohol and with over 20 attendees or lasting over 2 hours will require a person to be on-site who holds a Responsible Service of Alcohol (RSA) Certificate. If this applies to your Event, please provide the details of RSA or Approved Managers Licence holder below and attach a copy of the relevant certificate.

Name:

Address:

Phone number:

Waste Management

Please outline how waste from the Event will be managed: (e.g. how many bins will be provided, types of bins, how often bins will be emptied)

Amusement Rides – Act 1996 A53533

<input type="checkbox"/>	Yes – Please provide copy of Amusement rides public liability.
<input type="checkbox"/>	No

Amusement operates must provide logbook with current inspection on day of event.

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SUPPORTING DOCUMENTATION CHECKLIST

Ensure the following are attached to the application in order for your application to be processed. Please be advised that applications that are incomplete or necessary documents are not attached the application will not be processed.

	Site Plan
	Public Building Application
	Public Liability Insurance Certificate
	Emergency Evacuation Plan
	Any other relevant plans (i.e. Risk Management, Food Permit, Public Liability)
	Structural Certifications for Temporary Structures
	Liquor Licence

Amusement Rides Check list.

	Logbook with Current inspection.
	Licence to stated amusement rides are registered with work safe
	Amusement Rides Public Liability

ACKNOWLEDGMENT

I, _____ as the event organiser, seeking approval to host an event acknowledge that the information and completed actions in my application are true and correct. I will ensure that appropriate liability and other insurances are in place for the activated to be conducted.

I understand that the Event Application Package is a guide and has been complied 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.

Signature	Date
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Please be advised that once received, your application will be discussed with the necessary Departments. Your application will be assessed in accordance with the Government of Western Australia Health Department Guidelines for concerts, events and organised gatherings 2009. Correspondence will be forwarded to you as soon as possible with a possible request for additional information if needed.

Final approval will be given upon inspection of the vent by the Shire Environmental Health Officer who will issue a Form 4-Certificate of Approval under the Health (Public Buildings) Regulations 1992.

Version: 2019

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Appendix 1

HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911 - HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

I being the owner / agent hereby apply under Section 176 of the Health (Miscellaneous Provisions) Act 1911 to construct, alter or extend a Public Building.

PREMISES DETAILS:

Name of Event Organiser / Applicant and Contact Person:	
Street Number	
Town/Suburb	
Nearest Cross Street	
Intentions for use	

In support of this application I hereby submit plans and detail as required together with the prescribed fee.

ANY OF THE FOLLOWING MAY SIGN THIS NOTICE:

The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built, created or converted thereto.

Owner of Building	
Address	
Contact Number	
Email	
Secondary Contact	

Signature of Owner:	Signature of Applicant:	Date:
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Appendix 2

HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911 - HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

I being the owner / agent, hereby apply for a Certificate of Approval in respect of:-

PREMISES DETAILS:

Name of Building	
Street Number	
Town/Suburb	
Nearest Cross Street	

Construction/extension / alteration of which was completed on:

In accord with your approval given on:

ANY OF THE FOLLOWING MAY SIGN THIS NOTICE:

The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built, created or converted thereto.

Owner of Building	
Address	
Contact Number	
Email	
Secondary Contact	

Signature of Owner:	Signature of Applicant:	Date:
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Appendix 3

HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911 - HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

I being the owner / agent, hereby apply for a Certificate of Approval in respect of:-

PREMISES DETAILS:

Name of Building	
Street Number	
Town/Suburb	
Nearest Cross Street	

Reason for this variation from the existing certificate of approval is:

In support of the application, I tender the following details as required:-

ANY OF THE FOLLOWING MAY SIGN THIS NOTICE:

The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built, created or converted thereto.

Owner of Building	
Address	
Contact Number	
Email	
Secondary Contact	

Signature of Owner:	Signature of Applicant:	Date:
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Appendix 5

HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911 - HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

To: Shire of Derby\West Kimberley

Date:

I hereby certify that the electric light and/or power – installation, alteration, addition – at the undermentioned premises has been carried out in accordance with the Health (Public Buildings) Regulations 1992.

Name and Initial of Applicant:	
Name of Building:	
Street Number	
Town/Suburb	
Particulars Of Installation	

Is there any electrical work for which you are not responsible in these premises?

Details of Electrical Company:

Electrical Installer's Company Name	
Registration/ABN Number	
Address	
Contact Number	
Email	
Secondary Contact	

Signature of licensed electrical worker authorised to sign on behalf of the electrical contractor.

Signature of Owner:	Signature of Contractor:	Date:
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