

## 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 **\$110.00**, as per the current Fees and Charges.

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:                           |  |                     |                                                          |
| Email:                                                  |  | Mobile:             |                                                          |
| Postal Address:                                         |  |                     |                                                          |
| ABN:                                                    |  | Charity/Non-Profit: | <input type="checkbox"/> Yes <input type="checkbox"/> No |

|                                                                                                                                                                                                                                                          |  |       |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------|--|
| <p><b>Declaration:</b></p> <p>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.</p> |  |       |  |
| Signature of Applicant:                                                                                                                                                                                                                                  |  | Date: |  |

| Event Details     |  |                    |  |
|-------------------|--|--------------------|--|
| Name of Event:    |  |                    |  |
| Event Location:   |  |                    |  |
| Event Start Date: |  | Event Finish Date: |  |
| Event Start Time: |  | Event Finish Time: |  |

### Derby

📞 (08) 9191 0999 | 30 Loch Street  
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# Shire of Derby / West Kimberley

|                                |  |                                |  |
|--------------------------------|--|--------------------------------|--|
| Set up starting (date & time): |  | Set up complete (date & time): |  |
| Expected attendance number:    |  |                                |  |

| Will your event include any of the following (please tick where relevant): |                                                                                                                                                                                  |
|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>                                                   | Use of Shire infrastructure other than what is available to the general public (i.e. use of power)                                                                               |
| <input type="checkbox"/>                                                   | Supply or water supply in excess of a public water tap in a Shire reserve).                                                                                                      |
| <input type="checkbox"/>                                                   | 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. |
| <input type="checkbox"/>                                                   | Supply or installation of electrical equipment including generators, cabling, extension cords, switches, fuses, AV equipment, etc.                                               |
| <input type="checkbox"/>                                                   | Temporary road closure or suspension of ordinary traffic movement                                                                                                                |
| <input type="checkbox"/>                                                   | Fireworks or the use of laser lights                                                                                                                                             |
| <input type="checkbox"/>                                                   | Sale or consumption of alcohol                                                                                                                                                   |
| <input type="checkbox"/>                                                   | Use of amplified equipment or extraordinary vehicle noise                                                                                                                        |
| <input type="checkbox"/>                                                   | Preparation or sale of food to the public                                                                                                                                        |
| <input type="checkbox"/>                                                   | Selling of goods, wares or merchandise                                                                                                                                           |
| <input type="checkbox"/>                                                   | Large animals (e.g. camels or horses) or petting zoo                                                                                                                             |
| <input type="checkbox"/>                                                   | Amusement rides                                                                                                                                                                  |

## SECTION B: ENVIRONMENTAL HEALTH PUBLIC BUILDING – HEALTH (PUBLIC BUILDING) REGULATIONS 1992

Under the Health (Miscellaneous Provisions) Act 1911 the area where the event is held, indoor or outdoor, is considered a public building for the duration of the event.

- 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.

Please Attach copy of 'approval to use the land by the owner'.

Is your event held in an existing public building?

☐ Yes

☐ No

IF NO, please fill out a **Form 1- Application to construct, extend or alter a public building** (see Appendix 1)

IF YES, please fill out a **Form 3- Public Buildings Application for Variation of a Certificate of Approval** (see Appendix 3).

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# Shire of Derby / West Kimberley

| Insurance                                             |                                                          |
|-------------------------------------------------------|----------------------------------------------------------|
| Have you obtained the appropriate insurance?          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is a copy of the public liability insurance attached? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Temporary Structures (Stages, Marquees, Tents, Spectator Stands)                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <ul style="list-style-type: none"><li>For structures over 3m x 3m, the manufacturer's details or structural certification is required. Hire companies should provide this information for you.</li><li>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)</li></ul> |                                                          |
| Will you have any structures erected?                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| IF YES, please provide details:                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                          |
| <ul style="list-style-type: none"><li>* Please provide a copy of structural certifications for any temporary structures and mark structures on site plan.</li><li>* 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</li></ul>                                                                                                                                  |                                                          |

| Toilets                                                                                                                                                                                                               |                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Toilets are 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 |

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# Shire of Derby / West Kimberley

## Electrical

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).

Will electricity supply be used at the Event?

☐ Yes

☐ No

If yes, how will this be provided: (e.g. generator, accessing Shire electricity supply)

Will you have any electrical leads at the event?

☐ Yes

☐ No

If yes have these leads been tagged by a licenced electrician in the last 6 months?

☐ Yes

☐ No

Will there be any electrical installations such as lighting?

☐ Yes

☐ No

Has a licenced electrician been organised to check installations on the day of the event

☐ Yes

☐ No

**Note: Please submit completed Electrical Certification Form 5 (Appendix 4) on the day of the event to the Environmental Health Officer during inspection**

## Emergency Exits

- There must be emergency exits and if there are more than 50 people, there needs to be at least two exits.
- 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

How many emergency exits have you provided?

## Noise Management - Environmental Protection (Noises) Regulations 1997

Will there be amplified noise? (i.e. live music, PA system or generators)

☐ Yes

☐ No

Is the noise close to residential houses?

☐ Yes

☐ No

Have you notified residents of the noise to occur?

☐ Yes

☐ No

Have you notified the police?

☐ Yes

☐ 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.

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## SECTION C: EMERGENCY MANAGEMENT AND OTHER RELEVANT PLANS

- 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.

|                                                                                                     |                              |                             |
|-----------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| Do you have an emergency management plan                                                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have a risk management plan                                                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you notified the local police? Email/Letter of response MUST BE ATTACHED.                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you notified the local Fire and Emergency Services? Email/Letter of response MUST BE ATTACHED. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## Fire Safety

- One 4.5kg B (E) dry chemical powder fire extinguisher must be located adjacent to:
  - 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:
  - 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 |
|--------------------------------------------------------------|------------------------------|-----------------------------|

## 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.

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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)?

☐ Yes

☐ No

Do you have a traffic management plan?

☐ Yes

☐ No

## SECTION D: FOOD ACT 2003 (Must provide Stallholder's Application if selling)

Will food be provided at the event?

☐ Yes

☐ No

IF YES, please provide details of all food operators 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 Trader's application if selling)

Will there be traders (i.e. merchandise, jewellery, crafts etc.) other than food stalls?

IF YES, please provide list of traders:

### 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/traders applications and it is the food operator's responsibility to hand in the application into the Shires administration office.

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# Shire of Derby / West Kimberley

|                                                                          |                                                          |
|--------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Alcohol - State Liquor Control Act 1988/Local government Act 1995</b> |                                                          |
| Have the Derby Police been notified for this event?                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will alcohol be involved at the event?                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is water provided for free or at minimal cost?                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is Liquor Licence attached?                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |

|                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Waste Management</b>                                                                                                                       |
| 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) |
| <br><br><br><br><br><br><br><br><br><br>                                                                                                      |

|                                                                                                                                                                                                                            |                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>SECTION E: AMUSEMENT RIDES – OCCUPATION HEALTH AND SAFETY ACT 1996</b>                                                                                                                                                  |                                                          |
| According to Occupational Health and Safety Regulations 1996 – Section 4.52 in relation to Amusement Structures, the structures should be operated, maintained and inspected in compliance with Australia Standard AS3533. |                                                          |
| Will there be amusement rides at the event?                                                                                                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Company:                                                                                                                                                                                                                   |                                                          |
| Contact Name & Contact no:                                                                                                                                                                                                 |                                                          |
| Email:                                                                                                                                                                                                                     |                                                          |
| Amusement operates must provide logbook with current inspection on day of event.                                                                                                                                           |                                                          |

|                                                                                                                                                                                                                                                                                                                                                                                                      |                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Fireworks - Department of Mines and Petroleum</b>                                                                                                                                                                                                                                                                                                                                                 |                                                          |
| If you intend to have fireworks at your event, the contractor must completed an Application for Fireworks Event Permit and Fireworks Event Notice from the Department of Mines and Petroleum which can be downloaded from the DMP website; <a href="http://www.dmp.wa.gov.au">www.dmp.wa.gov.au</a> . Permission must be sought from all surrounding neighbourhoods for the detonation of fireworks. |                                                          |
| Will there be fireworks at the event?                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Company:                                                                                                                                                                                                                                                                                                                                                                                             |                                                          |
| Contact Name & Contact no:                                                                                                                                                                                                                                                                                                                                                                           |                                                          |
| Email:                                                                                                                                                                                                                                                                                                                                                                                               |                                                          |
| Fireworks operators must ensure fire management plan is attached.                                                                                                                                                                                                                                                                                                                                    |                                                          |

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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.

|  |                                                                                |
|--|--------------------------------------------------------------------------------|
|  | Complete and signed public events application                                  |
|  | Site Plan                                                                      |
|  | 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                                                                 |
|  | Fireworks Permit from Department of Mine and Petroleum                         |

## AMUSEMENT RIDES CHECKLIST

|  |                                                                 |
|--|-----------------------------------------------------------------|
|  | 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: |  |
|------------|--|-------|--|

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.

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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:**

|                                                                |  |
|----------------------------------------------------------------|--|
| <b>Name of Event Organiser / Applicant and Contact Person:</b> |  |
| <b>Street Number:</b>                                          |  |
| <b>Town/Suburb:</b>                                            |  |
| <b>Nearest Cross Street:</b>                                   |  |
| <b>Intentions for use:</b>                                     |  |

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.

|                           |  |
|---------------------------|--|
| <b>Owner of Building:</b> |  |
| <b>Address:</b>           |  |
| <b>Contact Number :</b>   |  |
| <b>Email:</b>             |  |
| <b>Secondary Contact:</b> |  |

|                            |  |                                |  |              |  |
|----------------------------|--|--------------------------------|--|--------------|--|
| <b>Signature of Owner:</b> |  | <b>Signature of Applicant:</b> |  | <b>Date:</b> |  |
|----------------------------|--|--------------------------------|--|--------------|--|

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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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# Shire of Derby / West Kimberley

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If you choose not to provide the requested information, we may be unable to process your request.

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