



SHIRE OF DERBY/WEST KIMBERLEY

APPLICATION PACKAGE FOR PUBLIC EVENTS

DEVELOPMENT SERVICES
275 LOCH STREET, DERBY

TEL : (08) 9191 0999

FAX : (08) 9191 0997

EMAIL : sdwk@sdwk.wa.gov.au

FITZROY CROSSING VISITORS CENTRE
CNR FORREST & FLYNN ROADS, FITZROY CROSSING

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**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.

Please return your completed application package inclusive of requested supporting documentation to the Shire **30** days prior to your event, located at:

Development Services
275 Loch Street
Derby

Fitzroy Crossing Visitors Centre
Cnr Forrest & Flynn Roads
Fitzroy Crossing

EVENT ORGANISER DETAILS

Applicant Name: _____

Organisation: _____ Non-Profit Organisation Yes No

Postal Address: _____

Contact Phone: _____ Email: _____

EVENT DETAILS

Name of Event: _____

Location of Event: _____

Date(s) of Event: _____ to _____

Event Times: _____ to _____

Expected Attendance Number: _____

***Please provide a site plan indicating the layout of your event including the location of emergency exits, fire extinguishers and first aid.**

1. PUBLIC BUILDING APPROVAL

- 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.

Do you have approval to use the land by the owner? Yes No

Is your event held in an existing public building? Yes 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).

***Please attach your public building application depending on the situation above.**

***Please provide a completed Form 2- Application for a Certificate of Approval (Appendix 2) on the day of the event to the Environmental Health Officer during inspection.**

2. INSURANCE

Have you obtained Public Liability Insurance for the event? Yes No

***Please attach certificate**

3. EMERGENCY MANAGEMENT & 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 Evacuation Plan prepared? Yes No

Do you have a Risk Management Plan Prepared? Yes No

Have you notified the local police? Yes No

Have you notified the local Fire and Emergency Services? Yes No

***Please provide a copy of your Emergency Management & any other relevant plans**

4. 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? _____

***Please mark exits on site plan**

5. 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? Yes No

***Please indicate location of fire extinguishers on site plan**

6. FIRST AID

- Depending on the type of event, a first aid post and staff may be required
- For 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? Yes No

***Please indicate the location of first aid posts and access for emergency vehicles on your site plan**

7. 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:

8. 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 of toilets provided, must comply with the **minimum** facility numbers outlined in the tables below. The number will depend on the amount of patrons.

Patrons	Male Facilities	Female Facilities	Total
<200	1 WC's, 1 Urinal, 1 Hand Basin	2 WC's, 1 Hand Basin	4 WC's, 2HB
200-300	1 WC's, 1 Urinals, 1 Hand Basin	3 WC's , 1 Hand Basin	5 WC's, 2HB
300-500	2 WC's, 2 Urinals, 1 Hand Basin	3 WC's, 1 Hand Basin	7 WC's, 2HB
500-1000	2 WC's, 3 Urinals, 1 Hand Basin	5 WC's, 1 Hand Basin	10 WC's, 2HB
1000-2000	3 WC's, 6 Urinals, 2 Hand Basins	10 WC's, 2 Hand Basins	19 WC's, 4 HB
2000-3000	4 WC's, 9 Urinals, 3 Hand Basins	15 WC's, 3 Hand Basins	28 WC's, 6HB
3000-4000	5 WC's, 12 Urinals, 4 Hand Basins	20 WC's, 4 Hand Basins	37 WC's, 8HB
4000-5000	6 WC's, 15 Urinals, 5 Hand Basins	25 WC's, 5 Hand Basins	56 WC's, 10HB

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? Yes No

Have the necessary arrangements been made for servicing the toilets? Yes No

If the event is to occur at night, is there lighting in the toilets? Yes No

9. 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 you have any electrical leads at the event? Yes No

• 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
• Yes, has a licenced electrician been organised to check installations on the day of the event? Yes No

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

10. TEMPORARY STRUCTURES (STAGES, MARQUEERS, TENTS, SPECTATOR STANDS)

- 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? Yes No
• Yes, please provide details below

***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.**

11. ALCOHOL

Is a liquor licence required at the event? Yes No

Is water provided for people to drink either free or at a nominal cost? Yes No

If you require a Liquor Licence, you must lodge an application with the Office of Racing, Gaming and Liquor (Email: online@rgl.wa.gov.au)

***Please provide a copy of your liquor licence**

12. FOOD

- All food stall operators must comply with the Shire's Guidelines for Temporary Food Premises (see Appendix 6)

Will any food be provided/ sold? Yes No
Yes, provide a list of food stall operators below

***Each food stall operator will need to complete a separate traders/stallholder application (see Appendix 5) to be issued with a permit for the event. The organisers should arrange to submit all food stall applications at the same time. The Shire Environmental Health Officer will contact all food stalls prior to the event.**

13. TRADERS

Will there be traders (i.e. merchandise, jewellery, crafts etc.) other than food stalls? Yes No

- Yes, provide a list of traders below

***The Shire Environmental Health Officer will provide you one traders permit to cover all traders if approved.**

14. NOISE

- Generally, noise from loud speakers of loud music must comply with the provisions of the *Environmental Protection (Noise) Regulations 1997*.
- If it is believed that your event will exceed permissible levels of noise for that time of day, the Shire will contact you to make a *Noise Regulation 18* application for an exemption.

Will there be amplified music? Yes No
• Yes, provide details below

Is the event close to residential houses nearby? Yes No
• Yes, have you notified them of any disturbances? Yes No

15. 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

16. LITTER

- The ratio of bins at an event is one (1) bin per 150 people.

How many bins are you providing at your event? _____

17. ANY FURTHER NOTES

18. SUPPORTING DOCUMENTATION CHECKLIST

- ✓ Site Plan
- ✓ Public Building Application
- ✓ Public Liability Insurance Certificate
- ✓ Emergency Evacuation Plan
- ✓ Any other relevant plans if required (i.e. Risk Management)
- ✓ Structural Certifications for Temporary Structures
- ✓ Liquor Licence
- ✓ Traders/Stallholders applications for all food stalls
- ✓ Traders applications for the selling of goods other than food

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.***

APPENDIX 1- *to be submitted with this application package (refer to part 1)*

FORM 1

Health Act 1911 [Re.g. 4]

Health (Public Buildings) Regulations 1992

Application to construct, extend or alter a public building

I being the owner/agent hereby apply under Section 176 of the *Health Act* to construct alter or extend a public building:

Premises Details:

Name of:

Location No.

Street

Town/Suburb: _____

Nearest cross street: _____

Intentions for use: _____

In support of this application I hereby submit plans and detail as require 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

Signed: _____

Owner/Agent: _____

APPENDIX 2- *to be submitted to the Environmental Health Officer on the day of the event during final pre-event inspection (refer to part 10)*

FORM 2

Health Act 1911 [Re.g. 5]

Health (Public Buildings) Regulations 1992

Application for Certificate of Approval

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

Promiscs Details:

Name of: _____

Location No: _____ Street: _____

Town/Suburb: _____

Nearest cross street: _____

Intentions for use: _____

Construction/extension/alteration of which was completed on: _____

In accordance with your approval given on: _____

Signed:

Owner/Agent: _____

Address: _____

Telephone: _____ Fax: _____

APPENDIX 3- to be submitted with this application package if required (refer to part 1)

FORM 3

Health Act 1911 [Reg. 9]

Health (Public Buildings) Regulations 1992

Application for variation of Certificate of Approval

I being the owner/agent hereby apply for a variation of Certificate of Approval in respect to.

Premises Details: _____

Name of: _____

Location No: _____

Street: _____

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: _____

Signed: _____

Owner/Agent: _____

Address: _____

Telephone: _____ Fax: _____

APPENDIX 4- to be submitted to the Environmental Health Officer on the day of the event during final pre-event inspection (refer to part 9)

FORM 5

Health Act 1911 [Reg. 10]

Health (Public Buildings) Regulations 1992

Certificate of electrical compliance

To the City/Town/Shire of _____

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 Occupier: _____

Details of Building

Name: _____

Number: _____ Street: _____

Suburb/Town: _____ Postcode: _____

Particulars of Installation

Describe an electrical work for which you are not responsible in these premises

Signature of licensed electrical contractor or electrical worker authorised to sign on behalf of the electrical contractor/in house electrical installer:

(Signature)

Contractor's/in-house electrical installer's Business Name: _____

Contractor's/in-house electrical installer's Registration No: _____

Contractor's/in house electrical installer's Address: _____

Contractor's/in-house electrical installer's telephone No: _____

This form to be forwarded to the relevant local government when work is completed

APPENDIX 5- to be filled out by all food stall operators and submitted with this application package (refer to part 12)



SHIRE OF DERBY/WEST KIMBERLEY
PO Box 94, DERBY, WA, 6728
Development Services Branch
Ph: (08) 9191 0999
Fax : (08) 9191 0997

6. GOODS TO BE SOLD (select all boxes that apply):

<input type="checkbox"/>	Food (please complete section 7)
<input type="checkbox"/>	Jewellery
<input type="checkbox"/>	Clothing and accessories
<input type="checkbox"/>	Toys and novelties
<input type="checkbox"/>	Show bags
<input type="checkbox"/>	Other (please specify):

SECTION 7 MUST BE COMPLETED IF FOOD IS BEING SOLD

7. FOOD WILL BE (select all boxes that apply):

<input type="checkbox"/>	Packaged (confectionary, chips, icy poles, bread, jams, sauces, cans of soft drinks, bottled water etc.)
<input type="checkbox"/>	Ready-to-eat hot foods cooked to 75°C or hotter and stored above 60°C (cooked meats, curries, rice, pizzas etc.)
<input type="checkbox"/>	Ready-to-eat cold foods stored at or below 5°C (sandwiches, cream, custard, ice-cream, milk etc.)
<input type="checkbox"/>	Milkshakes, tea, coffee, freshly squeezed juices, smoothies
<input type="checkbox"/>	Cakes, slices, biscuits, scones, unpackaged confectionary
<input type="checkbox"/>	Raw and uncut fruit and vegetables

DETAILED LIST OF FOOD TO BE SOLD

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DOES THE FOOD REQUIRE PREPARATION OR HANDLING PRIOR TO THE EVENT? (Please select)?

<input type="checkbox"/>	No, all food is obtained from an approved food business and prepared at the temporary food premises or vehicle
<input type="checkbox"/>	Yes, the food is prepared in my residential kitchen that does not have existing approval under the <i>Food Act 2008</i>
<input type="checkbox"/>	Yes, the food is prepared within a commercial or community kitchen which is registered under the <i>Food Act 2008</i>
	Name of registered food premises: _____

8. DETAILS OF ASSISTANTS:

Names of Assistant/s:	
Address of Assistant/s:	

9. PERIOD FOR WHICH PERMIT IS REQUESTED:

<input type="checkbox"/>	_____ DAY/S
<input type="checkbox"/>	_____ MONTH/S
<input type="checkbox"/>	1 YEAR

10. CONSENT TO TRADE FROM EVENT ORGANISER OR LAND OWNER/OPERATOR (if a signature cannot be obtained please attach an email or letter which grants permission to attend the event or site):

Name of person:	
Position:	
Signature:	
	Date:

APPENDIX 6- requirements of all food stall operators at the event (refer to part 12)

Shire of Derby/West Kimberley

TEMPORARY FOOD PREMISES GUIDELINES FOR FOOD STALL OPERATORS



**Shire of Derby /
West Kimberley**

1. TEMPERATURE CONTROL

- Food must be kept at a temperature of **below 5°C or above 60°C** at all times to prevent the growth of microorganisms capable of causing food borne illness.

2. HAND WASHING FACILITIES

- An adequate water supply must be provided to last the duration of the event. The water must be of drinkable quality and stored in a clean container.
- Disposable paper hand towels and liquid soap and must be provided in each food stall.
- No disposal of waste water onto the ground is permitted.

3. PROTECTION OF FOOD

- A food stall must be enclosed adequately to protect the food preparation area from the elements.
- All food must be kept covered or protected from insects and dust at all times, and must be stored in clean containers.
- Raw and cooked foods must be kept separated at all times.

4. PERSONAL HYGIENE & SAFE FOOD HANDLING

- All persons operating a food stall must be neat and tidy, wearing clean clothing.
- Enclosed footwear must be worn.
- Hands must be washed regularly using the hand washing facilities provided.
- Long hair must be tied back.
- As far as is practicable food is to be handled with clean utensils or with the hands covered with clean disposable rubber gloves.

5. COOKING AND FOOD PREPARATION AREAS

- The cooking and food preparation areas shall be kept clean and free of dust and dirt as far as practicable.

6. RUBBISH DISPOSAL

- All rubbish is to be removed hygienically and regularly to an approved disposal.