



FORM 1

Application for Public Event Approval

Health (Miscellaneous Provisions) Act 1911

HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

Event Details

Event Name _____

Event Location _____

Event Sponsor _____

Event Description (Type of Entertainment Provided)

Start Time(s) _____ Finish Time(s) _____

Date(s) of Event ____/____/____

Is it a Community Event or Commercial Event

Who is the Target Audience Youth (<25 years) Family General

Other

Expected Number of Patrons at any one time _____

Details of Event Infrastructure, stages, marquees, electrical etc

Numbers and Types of Toilet Facilities Proposed

Male WC's _____ Hand Basins _____ Urinals _____ (Number or Metres)

Female WC's _____ Hand Basins _____

Disabled WC's _____ Hand Basins _____

Are any of these facilities temporary (i.e. portaloos)? _____

Number of Crowd Controllers Proposed _____

Name of Company Supplying Crowd Controllers

Parking Arrangements (Where, How directed etc)

Items Prohibited from Venue (i.e. Alcohol, food/drink etc)? _____

How are people notified of these restrictions prior? _____

Who will be supplying First Aid? _____

No of first aid attendants? _____

Details of Rubbish Removal and Site Cleaning

Types of Refreshments Available (Food/Drinks)

(*Please note that all food stalls will require approval from the Shire. You may contact them on 99711204 for further info)

Emergency Evacuation Plan/Procedures

- Please attach documentation to your application.

Site Plan

Please attach site plan showing the layout of the venue and details such as (but not limited to);

- Toilets
- Entry and Exit Points
- Food stalls
- Free Potable Water
- Bar Areas and any other relevant information
- Car Parking Areas
- First Aid Post
- Entertainment areas/stages
- Fire equipment

Alcohol

Alcohol Availability Alcohol Free Event

BYO Alcohol (permission in writing required from land owner)

Alcohol will be supplied or sold (a Liquor Licence will be required.

Please contact Liquor Licensing for further information)

Liquor Licensee Contact Details (If alcohol is to be supplied).

Name _____

Address _____

Phone _____

Event Organisers Details

Organiser's Name (Contact Person) _____

Company Name _____

Postal Address _____

Phone _____

Fax _____

Email _____

Web Address _____

Contact During the Event (if different to organiser)

Name _____

Phone Number (mobile) _____

Land or Building Owner Authorisation

I, am the owner of the building/land on which this event relates to and I advise that I have given permission for this event to be held on my land if approved by the Council.

Signed:..... Dated: Phone:.....

Reminder – Have you attached?

- Copy of Risk Management Plan (for events with over 5000 people)
- Site plan
- Parking Management plan
- Food Stall applications
- Additional Supporting Information (such as police contact, FESA contact)
- Regulation 18 Noise Exemption Application form
- Emergency evacuation plan
- Copy of public liability insurance
- Liquor Licence approval

Application Fees

AT THIS TIME, NO FEES ARE CHARGED FOR EVENTS CONDUCTED WITHIN THE SHIRE OF MORAWA

	Risk level		
	Low Risk	Medium Risk	High Risk
Community Public Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Public Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: These fees are non-refundable.

Signed _____

Name _____

Date _____

PAY IN PERSON

At Shire of Morawa Council Office,
66 Winfield Street, Morawa during
hours 8:30am to 4:30pm Monday to
Friday.

PAY BY MAIL

Send completed form together with
your cheque or money order; or if
paying by credit card complete the
section provided on the right and send
to Shire of Morawa, PO Box 14,
Morawa, WA 6623

PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD			
Name as shown on Card			
Card Holder Address			
..... Signature			
Visa Card <input type="checkbox"/>	Bankcard <input type="checkbox"/>	Mastercard <input type="checkbox"/>	<input type="checkbox"/>
Amount \$ _____		Expiry Date ____/____	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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