



# SHIRE OF DONNYBROOK-BALINGUP

## EVENTS PACKAGE

### PART 1: APPLICATION FORM

#### **DISCLAIMER**

The information contained within this package has been provided as a guide only. Additional information and/or approvals may be required from other agencies and it is the sole responsibility of the Applicant, not the Shire of Donnybrook-Balingup, to ensure all relevant approvals and information are obtained for each particular event.



## EVENT APPLICATIONS

The **Events Package** forms part of the Shire of Donnybrook-Balingup's event management process, which is used to manage the application process for all events conducted in the Shire.

Why do events need to be assessed?

- **To prevent harm to people**
- **To protect property**
- **To protect the environment**
- **To prevent social disorder (violence, drunkenness, conflict)**
- **To address legislation & regulation compliance**
- **To ensure a successful event**
- **To protect your reputation**
- **To ensure financial viability of the event**
- **To minimise the risk of liability and litigation**

Applications and Permits for an event are not transferable. Therefore the event organiser cannot transfer Council approvals for an event to an alternative venue, date or time, without re-applying to Council.

The key Council contact for events is:

**Sue Burkett**  
**Community Development Officer**  
**Shire of Donnybrook-Balingup**

**PO Box 94**  
**Donnybrook WA 6239**

**Ph: (08) 97804 220 Fax: (08) 9731 1677**  
**Email: [sueb@donnybrook.wa.gov.au](mailto:sueb@donnybrook.wa.gov.au)**

**Office Hours: Monday to Friday 8:30am to 4pm**

# OVERVIEW OF EVENT APPLICATION PROCESS

*For new and existing annual events in the Shire of Donnybrook-Balingup*

## STEP 1

- Event organiser contacts Shire Community Development Officer to request **Events Package**. (Events Package is also available on the Shire website; [www.donnybrook-balingup.wa.gov.au](http://www.donnybrook-balingup.wa.gov.au))
- Community Development Officer (CDO) issues **Events Package** to event organiser.

## STEP 2

- Event organiser submits **Event Application Form** (see page 3) to the Shire **at least 10 weeks prior** to the proposed event.
- CDO reviews received **Event Application Form**, and if necessary contacts event organiser for further details.

## STEP 3

- CDO adds event to Shire Events Register.
- CDO copies and distributes **Event Application Form** to relevant Shire Officers for assessment.
- Shire Officers forward determined event conditions to CDO within 2 weeks.
- Shire Environmental Health Officer forwards event details to Department of Health WA for their reference.

## STEP 4

- CDO issues **Event Conditions Letter** and associated **Event Checklist** to event organiser within 3 weeks of receiving the **Event Application Form**. You may NOT proceed with an event until the Shire of Donnybrook-Balingup issues an **Event Acknowledgement Letter**.

## STEP 5

- Event organiser arranges event in accordance with **Event Conditions**.
- Event organiser submits required documents and forms (Refer **Part 2 & 3 of Events Package**) to the Shire.
- CDO to follow up requirements with event organiser.
- All required documents and forms must be submitted **at least 2 weeks prior** to event.

## STEP 6 – 1 WEEK PRIOR TO EVENT

- CDO issues **Event Acknowledgement Letter** to event organiser.
- Shire Environmental Health Officer posts Temporary Food Stall/Van Permits and Street Trader (non-food stall) Permits direct to stall holders (not event organiser).
- Event organiser to ensure that **ALL required documents and forms** have been submitted and **ALL Event Conditions** have/will be complied with.

***PLEASE NOTE: It is the sole responsibility of the event organiser, not the Shire of Donnybrook-Balingup, to ensure all relevant approvals and information are obtained for an event.***

# EVENT APPLICATION FORM

This form is an application only. You may NOT proceed with an event until the Shire of Donnybrook-Balingup issues, in writing, an **Event Acknowledgement Letter** to the event organiser.

**Applications must be submitted at least 10 weeks prior to an event.**

## Organiser's Details

Applicant/organisation: \_\_\_\_\_

Contact person (if different from above): \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone (mb): \_\_\_\_\_ (hm): \_\_\_\_\_ (wk): \_\_\_\_\_

(fax): \_\_\_\_\_ Email address: \_\_\_\_\_

## Event Details

Name of event: \_\_\_\_\_

Venue/ location: \_\_\_\_\_

Event Date/s: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Set Up Date/s: \_\_\_\_\_ Clean up Date/s: \_\_\_\_\_

Brief event description: **Please attach a draft program of activities if available.**

**Will alcohol be available/ consumed on site?** Yes No

-Wine tastings & package sales? Yes No

-Bar sales? Yes No

-Bar opening hours: \_\_\_\_\_

If yes, Refer Liquor Sales & Consumption (Information- 7).

**Will food be available? (food stalls/vans)** Yes No

If yes, Refer Food Stalls/Vans (Information- 18).

**Will goods/merchandise be sold? (non-food)** Yes No

If yes, Stall Holders (Information- 19).

**Will tents, marquees or stages be used?** Yes No

If yes, Refer Tents, Marquees and Stages (Information- 22)

**Will there be any road closures or parades?** Yes No

If yes, Refer Traffic Management (Information- 13).

**Are temporary camping & caravan sites required?** Yes No

If yes, Temporary On-Site Living (Information- 27).

**Will there be entertainment? (bands, performers etc)** Yes No

If yes, Refer Event Entertainment/Performers (Information- 20).

**Will there be rides, amusements or animals?** Yes No

If yes, Refer Amusements Rides/Structures (Information- 23).

**Expected Attendance**

Total number of people expected for entire event: (eg. If event held over 2 days with 4000 people per day, your response would be 8000.) \_\_\_\_\_

Maximum number of people expected at any given time:  
(eg. during parade, main performance etc). \_\_\_\_\_

Target audience (youth, adult, family etc): \_\_\_\_\_

**Event Facilities- Tick all applicable boxes**

Power Supply Details: Existing Power  Generators

**Refer Electricity (Information- 16)**

Water Supply Details: Scheme  Rainwater

**Refer Water Supply (Information- 17)**

Toilets Available (may include existing & portable):

**Refer Toilet Facilities (Information- 21)**

<b>Male:</b> Closets .....	<b>Female:</b> Closets .....
Urinals .....	Disabled Access .....
Disabled Access .....	Hand Wash Basins .....
Hand Wash Basins .....	

**Disability Access & Inclusion**

To comply with Disability Anti-Discrimination Legislation, event organisers should ensure that all event arrangements, where reasonably practical, meet the needs of people with disabilities. **Refer Accessible Events (Information- 29).**

**Acknowledgement**

I, \_\_\_\_\_, as the event organiser applying to host an event in the Shire of Donnybrook-Balingup acknowledge 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 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 wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Events Package is a guide only and has been compiled according to a number of statutory requirements. There may be other requirements that exist outside of the package and that as the event organiser I am responsible for.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTES:**