

MINOR EVENT APPROVAL APPLICATION

LESS THAN 500 ATTENDEES (FDRS012)



89 Earl Street
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Narrogin WA 6312

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enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Health (Miscellaneous Provisions) Act 1911
Health (Public Buildings) Regulations 1992
Public places and property local law, Clause 9.4 (2) (j) and (k)

Please use this form for outdoor events and gatherings on Shire of Narrogin property with more than 100 and less than 500 people.

If your event is expected to cater for more than 500 people, please obtain a copy of *Major Event Approval Application* from the Administration office or download it [here](#).

ADDITIONAL DOCUMENTS

The documents listed below may be required, before an approval can be considered:

- Approval to serve alcohol on Shire property - *Permission to Serve Alcohol* can be obtained from the Administration office or download it [here](#);
- A copy of approved Liquor License;
- Form 5 Electrical Compliance, a copy can be obtained from the Administration office, or downloaded here;
- Temporary Food Stall Application - can be obtained from the Administration office or download it [here](#);
- Certificate of Currency (Public Liability) - may be required to provide evidence of Public Liability insurance.

EMERGENCY AND RISK MANAGEMENT

You can submit a Risk Management Plan for your event, or you can complete and submit the *Risk Assessment Checklist*. A copy can be obtained from the Administration office, or download it [here](#).

The following document may be of assistance when completing your event approval application and risk assessment.

[Guidelines for Concerts, events and organised gatherings](#)

Name of Event			
Name of Event Organiser			
Phone Number			
Email			
Date of Event		Time of Event	
Proposed Event Venue			
How many people will be attending (approx.)			
Do you have a Risk Management Plan? If no, please obtain a copy of the <i>Risk Assessment Checklist</i> from the Administration office, or download it here and submit it together with this form.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details of activities planned for your Event:			

AT YOUR EVENT:				
Will alcohol be sold, BYO or provided to guests? If yes, please obtain a copy of <i>Permission to Serve Alcohol</i> from the Administration office or download it here . If alcohol is being sold please contact the Department of Local Government, Sport and Cultural Industries.				<input type="checkbox"/> Yes <input type="checkbox"/> No
Will food be sold or served? If yes, please obtain a copy of <i>Temporary Food Stall Application</i> from the Administration office or download it here .				<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be erecting any temporary structures? i.e. marquees bigger than 3m x 3m; temporary fencing; grandstand seating; stages, inflatable platforms or structures of any kind. If yes, please obtain a copy of <i>Form 1 Application to Construct, Extend or Alter a Public Building</i> from the Shire administration office or download it here . If yes, please obtain a copy of <i>Certification of Temporary Structures</i> from the Administration office or download it here .				<input type="checkbox"/> Yes <input type="checkbox"/> No
Will first aid be available?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Will security be present?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you notified the WA Police, Narrogin Hospital and DFES of your proposed activities?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you organised a site clean up after the event?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be using electrical leads, power boards, equipment and devices? If yes, you are required to provide evidence of current testing and tagging.				<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require additional toilets at the venue?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Mens	Ladies
			Accessible	Baby Change
Signature of Event Organiser:			Date	

Please attach a copy of your Certificate of Currency (Public Liability) with this form.

NOTE: The purpose of this form is for the Shire of Narrogin to ascertain whether you will need to complete a Major Event Approval Application for your proposed event.

RECORDS OFFICE				
Date Received		Booking recorded by		
Event details entered into Shire of Narrogin website Events Calendar				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a
DRS OFFICE				
Temporary Food Stall application attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a	Temporary Food Stall approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Risk Assessment Checklist required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Risk Assessment Checklist attached	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificate of Currency of Public Liability required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate of Currency of Public Liability attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a	
Permission to Serve Alcohol attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a	Permission to Serve Alcohol approved by CEO	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Senior Environmental Health Officer approved		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date _____	
SEHO conditions:				
Date applicant notified Application approved/declined		Date _____	Signature:	