



Environmental Health Services

Application package: Event on Shire reserve

July 2013

An 'Event' may include such activities as:

- Fetes, fairs, circuses and community festivals
- Public rallies and marches
- Concerts
- Street parties
- Large sporting carnivals

If you wish to hold an event within the Shire of Augusta-Margaret River it is necessary to obtain the relevant permits and approvals. It is an offence to operate an event without a valid permit or approval. Both Local Government and Police are empowered to close events that do not comply with the conditions of permits and approvals issued by the Shire of Augusta-Margaret River.

If your event is to be contained entirely within a hall vested with the Shire (eg the Cultural Centre) there is no requirement for an event permit, although Shire permission is required if alcohol is to be consumed or sold. Shire hall booking information is available on Shire's website at www.amrsc.wa.gov.au in the A-Z section under the heading 'Community Halls and Clubrooms'.

Some beaches and foreshore areas within the Shire of Augusta-Margaret River are vested with the Department of Environment and Conservation (DEC, formerly CALM) including Hamelin Bay, Redgate Beach and Conto's Beach. Permission to hold an event on an area that is solely vested with the DEC must be obtained from DEC rather than from the Shire of Augusta-Margaret River. (Contact details – Department of Environment and Conservation Busselton Office – 9752 5555)

In order to apply for a permit to hold an event on a reserve, park or foreshore vested with the Shire of Augusta-Margaret River, please complete and submit the attached application form. **This will enable an initial assessment of the proposed event, and may lead to requests from the Shire for additional information.** When completing the application form, please note that Shire's Casual Hirers Insurance Policy does not cover Incorporated Bodies, Sporting Clubs, any Associations or the like. Organisations will be required to provide evidence of Public Liability Insurance before any event permits will be issued.

In reviewing your application, the Shire of Augusta-Margaret River will consider the likely impact on the environment and nearby residents, as well as issues including alcohol consumption, number of patrons, noise and traffic.

No Event Approval will be issued by the Shire unless the proposed event complies with an existing Planning Approval, or the Shire determines that the event is exempt from the need for Planning Approval. Applicants should contact Shire's Environmental Health Services if unsure whether the event will require Planning Approval, and will be directed to Planning & Development Services if Planning Approval is required.

Note: Planning Applications may need to be advertised to surrounding landowners or the wider community depending on the potential impact of the use, and the approval of the elected Council may be required.

Planning Applications relating to events must be submitted at least **3 months PRIOR** to the event.

All other applications relating to events must be submitted at least **6 weeks PRIOR** to the event.

It is recommended that all large-scale event organisers contact the Shire prior to lodging an application, to discuss the proposed event and obtain guidance for the application process.

Please contact Shire's Environmental Health Services on 9780 5266 for all queries relating to events within the Shire of Augusta-Margaret River.

Application for a permit to hold a function or public event

Applicant Details

Name of Organisation:

Postal Address:

Applicant's Name:

Position held:

Ph Nos: Work Mob.....

A/Hrs Fax

Venue Detail

Venue/Area Requested (please provide map/site plan):

Reserve/lot/location number.....

Street/RoadLocality.....

Proposed Event Name:

Describe the function or event

How many persons (anticipated attendance) do you expect at the event?

How many competitors (if applicable) are expected?

Please assist us to process your application by completing the relevant sections of the attached form.

Date/s and Time/s of Event

Day	Date	From (am/pm)	To (am/pm)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Please Note: The following information must be submitted with this application:

- A locality plan (map) showing where the event is to be held;
- An overall site plan of the reserve;
- Detail of the location of all temporary structures to be shown on the site plan drawn to a scale of 1:200.
- A floor plan and elevations of all proposed temporary structures drawn to scale of 1:100.
- Plans of all temporary structures are to include dimensions and positions of all exits.
- Engineers Certificate/s for the structure/s to be submitted and approved by Council prior to the event.

STANDARD AGREEMENT

I/We the organiser of this event accept full responsibility for any damages incurred to the premises, land under the care and control of Council or reserves including reticulation and sprinklers, water mains, electricity, toilets and change rooms, fences and fixtures as a result of our activities being and for ensuring compliance with the Local Laws and conditions pertaining to use of Council property.

Signature: _____ Date: _____

Position: _____

Note. – Council policy on “Commercial and other activities on public land and roads” requires that applicants hold public liability insurance cover prior to an application being approved. Details of cover (Minimum of \$10,000,000) in the form of a “Certificate of Currency” to be supplied with this application.

PLEASE NOTE: Permit will not grant the holder exclusive use of the Council Reserve, Park or Foreshore.

Please return your application to:

**Environmental Health Services
Shire of Augusta-Margaret River
PO Box 61
MARGARET RIVER WA 6285**

Phone: 08 9780 5255

Fax: 08 9757 2512

Please assist with the completion of the following information:

Electrical Power Required:

YES/NO

The applicant should establish if the existing power facilities (if any) are suitable for the event. If the on-site power is insufficient to meet the function’s needs, the applicant should liaise with their electrical contractor and Council’s Manager of Building & Health to determine what alternatives are available.

Vehicle Access onto Reserve Required:

YES/NO

If yes, please nominate purpose, vehicle type(s) and registration number(s).

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Amplification:

YES/NO

If amplification is to be used, please provide details (Note it is the applicant's responsibility to meet any costs associated with Noise Monitoring if required.)

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If it is proposed to play music, please complete the following:

(NB: the playing of copyright music is not permitted unless the applicant obtains a Licence from the Australian Performing Rights Association Ltd (APRA). In this regard, enquiries should be directed to that organisation – Tel 9382 8299)

Type of music:If live music, names of participating bands:

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Catering(Food & Drink):

YES/NO

If yes, please complete the following:

Number of catering units: FOOD DRINK

Type of catering units (NB: Skid mounted vans are not permitted)

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Alcohol Consumption/Sales:

YES/NO

Event organisers wishing to consume alcohol on Council owned and managed property need to apply to the Chief Executive Officer for the landowner's permission.

If the event organisers wish to apply for a licence to sell alcohol from Council owned or managed property, written permission from the Council will need to be supplied to the Liquor Licensing Court (via the Clerk of Courts Busselton).

Tents/Marquees:

YES/NO

If yes, please attach a site plan (drawn to a scale of 1:200) showing locations, size and details of purpose:

Total Area Covered (m²):

Advertising Signage Proposed:

YES/NO

If yes, please supply a map with location, size and format plus construction details.

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Special On/Off Street Parking Provisions Required:

YES/NO

Will special parking provisions or arrangements need to be made to accommodate anticipated crowd? If yes, please discuss this with Council's Rangers and Technical Services staff.

Sanitary Facilities: Will you be providing toilets/hand basins/etc?

YES/NO

If yes, please insert numbers on table below.

MALE WC	
URINAL	
MALE HAND BASINS	
FEMALE WC	
FEMALE HAND BASINS	
DISABLED	

Other: (other associated activities: eg. Fencing of reserves etc). YES/NO

If yes, please provide all detail. If insufficient space, please attach additional pages.

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I have read the 'General Conditions for Use of Reserves' and accept responsibility for ensuring compliance with Local Laws and conditions pertaining to use of Council Property on behalf of the above mentioned organisation.

APPLICANT'S SIGNATURE:

DATE:

GENERAL CONDITIONS FOR USE OF RESERVES

1. INDEMNIFICATION:

On acceptance of the hiring, the organiser of this event undertakes to hold the Shire of Augusta-Margaret River indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by, or in the course of or arising out of the hiring of the venue, the property of the Shire of Augusta-Margaret River, during all periods when such venue is on hire.

In respect of the indemnification, the organiser is required to provide evidence (Certificate of Currency) of an adequate (Minimum \$10M) Public Liability Insurance coverage.

2. BOND:

Payment of a bond to be determined by the Council shall be payable, if demanded, at least fourteen (14) days prior to the use of the reserve. Cheques and money orders are to be made payable to the 'Shire of Augusta-Margaret River'.

3. ENVIRONMENTAL PROTECTION ACT:

The hirer shall ensure that the requirements of the Environmental Protection Act and relevant Regulations are fulfilled, in particular the Noise Abatement "Neighbourhood Annoyance" Regulations 1979. All costs for noise monitoring to be met by the applicant.

4. DURATION OF HIRE

The reserve and facilities may only be used by the hirer for the stated times. Occupation/use in excess of the stated times will incur additional charges.

5. ALTERATIONS OR ADDITIONS:

Prior to any alterations/additions being made to the existing facilities, approval must be obtained from the Council. Such alterations/additions, if approved, may be required to be removed at the hirer's expense at the completion of the hire period.

6. CONSTRUCTION WORKS:

The cost incurred in all construction works including supply, erection and removal of barricades and also the need for emergency services are to be met by the hirer. The hirer should arrange for their own electrician and plumber to be on stand-by to attend to any emergency requirements during the course of the Event.

7. SIGNS:

Signs for the purpose of advertising events (if approved) may be installed on the reserve seven (7) days prior to the commencement of the event. The signs are not to contain any commercial advertising except that the sponsorship may be identified by a discreet Logo of approved shape and design. The signs must be removed immediately after the event.

8. REMOVAL OF RUBBISH:

Rubbish is to be collected and removed each day from the reserve or contained in satisfactory enclosed containers approved by the Council's Environmental Health Section, during the period of hire. Hirers are responsible for the costs associated with the collection and removal of litter from the particular reserve.

9. COST OF DAMAGE:

Hirers will responsible for all costs relating to damage attributable to the conduct of the event, including all damage caused during set-up and removal.

10. HEALTH ACT AND REGULATIONS:

Hirers must undertake to observe the relevant sections of the Health Act and Regulations, with particular reference to the preparing and selling of foodstuffs.

All food must be prepared in approved and registered food premises, (Restaurant, Café, Catering establishment etc) or a mobile food facility or vehicle approved by the Shire of Augusta-Margaret River. Transport of food to an event must be in an approved transport vehicle. All mobile food facilities and vehicles must be inspected and approved by an Environmental Health Officer (EHO) prior to the event.

11. PEDESTRIAN AND VEHICULAR ACCESS:

Adequate measures (approved by Council) shall be taken by the hirer to safeguard the Council’s facilities when providing pedestrian and vehicular access to a reserve.

12. PARKING SUPERVISION:

Parking supervision for the event is the responsibility of the hirer, and all costs associated with supervising parking are to be met by the hirer.

13. ROAD CLOSURES – DEVIATION OF TRAFFIC:

When a particular event requires either full or partial road closures, barricading, lighting and sign posting for road closures are to be undertaken by an accredited Traffic Management service or body approved by the Council. All costs to be met by the hirer.

14. ELECTRICITY SUPPLY (Large functions):

Where electricity is available on the reserve, the hirer is required to arrange with the Council for connection to the supply via a temporary meter and pay all necessary charges including the cost of electricity consumption.

15. SECURITY CONTROL:

Where the hirer engages or arranges any form of security or patrol service, the persons engaged for that purpose are to be properly instructed in the carrying out their work and the limitation of their authority.

16. TEMPORARY STRUCTURES:

Applicants seeking approval to erect temporary structures in the nature of tents/marquees (in excess of 20m2), grandstands, staging, lighting towers, scaffolding and the like, must submit with their application the following details:

- i. The name and contact telephone number of the contractor;
- ii. A site plan of the venue showing the locations of the temporary structures (scale 1:200);
- iii. Adequate drawings and/or descriptions indicating the size and nature of the structures;
- iv. Where required by the Council, certification by a professional engineer that the proposed structure is structurally sufficient for its intended use;
- v. Where required by the Council, certification by a suitably qualified person that:
 - a) The structure has been erected in accordance with the manufacturers specification, or
 - b) The structure has been erected in accordance with relevant Australian Standards and accepted industry practice, and
 - c) The ground anchorage method employed is adequate for the relevant ground and wind conditions.

DECLARATION:

I accept responsibility for ensuring compliance with the Local Laws and conditions pertaining to use of Shire of Augusta-Margaret River property on behalf of the afore mentioned organisation.

Applicant’s Name

Applicant’s Signature

Date