

## SELF CHECKLIST / CERTIFICATION

Name of Event:

Item	Condition	Notes	Tick
1	<b>Compliance with Shire of Northam's Guidelines (where relevant)</b>		
2	<b>Has written permission been obtained from the land/building owner</b>		
3	<b>Certificate of Structural Integrity for Temporary Structures/Marquees and Tiered seating provided</b>		
4	<b>Certificate of Approval applied for pending completion of items in this checklist</b>		
5	<b>Public Toilets provided as required</b>		
6	<b>Extra cleaning public toilets organised with Shire</b>		
7	<b>Extra rubbish removal organised with Shire</b>		
8	<b>Free Drinking Water Stations provided</b>		
9	<b>No. Of Exits in compliance</b>		
10	<b>Exit Widths &amp; Exit Signs in compliance</b>		
11	<b>Food Stalls have received licence to operate</b>		
12	<b>FESA and Police notification</b>		
13	<b>Parking provided and Traffic Management Plan complied with (where applicable)</b>		
14	<b>Evacuation Plan in place/staff trained</b>		
15	<b>Fire Extinguishers in place as required</b>		
16	<b>Risk Management Plan operational/staff trained</b>		
17	<b>First Aid Posts Organised</b>		
18	<b>Alcohol and Extended Trading Permit approved (if applicable)</b>		
19	<b>Following information supplied to Shire of Northam's - Environmental Health Officer, prior to the event opening:</b>		
	<ul style="list-style-type: none"> <li>• Form 2 "Application for Certificate of Approval" (high risk events)</li> </ul>		
	<ul style="list-style-type: none"> <li>• Structural Certification for all structures over 10m2</li> </ul>		
	<ul style="list-style-type: none"> <li>• List and map of all temporary structures (marquees and grandstands)</li> </ul>		

I hereby certify, that the above statements are true and correct, and that I am an authorised representative of the event organiser and/or owner of the venue, to make the above statements.

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Name and Position Title

Date

