



NOTICE OF INTENDED EVENT/ ORGANISED GATHERING

Determined by the Health Act 1911 & Public Building Act 1954

Event Title:.....

Name of Organiser:.....

Phone:..... Email:.....

Date of Proposed Event:.....Time.....

Proposed Venue:.....

Please provide details of activities planned for your event:

At your event/ gathering	YES	NO	DETAILS
Are you having providing any infrastructure? (ie commercial marquees, Temporary fencing, Seating for attendees, Stages, platforms, or structures of any kind)			
Will first aid be available?			
If so, who will be supplying first aid?			
Will you be providing free potable drinking water?			
What food will be served, and will there be a cost to attendees? (please provide details of food & providers)			
Will alcohol be consumed/ available?			
How many people will be attending? (approx.)			
Have you arranged clean up?			
Have you considered rubbish management?			
Will security be present?			
Have you notified the Police of your activities?			
How many toilets will be available?			

Signature of event organiser _____ Date _____

TO BE COMPLETED BY SHIRE OF NORTHAM ONLY

Signature of Events Officer _____ Date _____

Is it recommended that the organiser submit a formal event application on this occasion? **YES / NO**

Please attach a copy of your certificate of currency when submitting this form

NOTE: The purpose of this form is for the Shire of Northam to ascertain whether you will need to complete a full event application for your proposed event. Should this not be the case, we will keep the details contained on your completed notice of event form for our records as official notification of your event.