



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## PUBLIC EVENTS PACKAGE

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Please read the enclosed information carefully before filling out your application. Application forms can be returned to:-

**By Mail:** Events Officer  
Shire of Northam  
PO Box 613  
NORTHAM WA 6401

**By Email:** [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)

**In Person:** Front Counter- Shire of Northam  
Administration Building  
Shire of Northam  
395 Fitzgerald Street  
NORTHAM WA 6401

**By Fax:** (08) 9622 1910

**For Assistance:** Shire of Northam Events Officer  
(08) 9622 8309

### Introduction

The Shire of Northam welcomes the conduct of events and concerts to provide an opportunity for individuals or groups to put on events for residents and visitors.

The Shire of Northam does not permit vehicles, amplification of noise, any structures, vending or obstructions within a public place, thoroughfare or reserve; or any interference with or alterations to any fitting or facilities located thereon, unless the approval of the Shire is first obtained. The Shire of Northam has a responsibility to ensure that premises and organisers' of concerts, events and organised gatherings satisfy the basic statutory requirements for such events; and to ensure that the identifiable risks to any patron or staff/volunteer are minimised. Council seeks to ensure that events cause the minimum of inconvenience or nuisance to the community. As such, the Shire of Northam requires that all prospective event organisers fill out the checklist on page 2 of this package to ascertain whether they will need a formal approval for their event, and if not, whether any form of approval is required.

The control of patrons is the responsibility of the organiser and their demonstrated capacity to successfully achieve this objective will form a major part of the application assessment procedure. Each event is different and the specific approvals required will depend upon the type of event, and it is recommended that organisers consult early in the planning stages with staff to determine the required approvals needed to conduct the event.

Please note that completion of the application form does not automatically imply approval, and any non-completed sections will be taken to mean that the particular section does not apply to your intended event.

Event applications are required as early as possible to ensure adequate processing time. The minimum submission for smaller events is 30 days prior to your event date, and medium to large scale events will require a minimum of 60 days' notice.

Event organisers wishing to hold medium to large scale public events, or events that will take place on or across a road will be required to inform the WA Police.

The health section of your event approval will be assessed by the Shire of Northam's Health department. This will cover safety (structures, electrical safety etc), food, water, and toilets, and forms for these aspects are available from the Shire of Northam's events Officer on 08 9622 8309.

**Shire of Northam- Public Events Package**

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**Do I need to submit an event application?**

| Section A  | YES | NO |
|--|-----|----|
| Is the nature of the event outside the normal intended use of the venue?   |     |    |
| Are you having any temporary structures on site? (fencing/ marquees etc)   |     |    |
| Are you selling food at your event?  |     |    |
| Will there be any alcohol at your event?   |     |    |
| Does your event have any element of danger or risk to the public?  |     |    |
| Does your event involve the use of pyrotechnics (fireworks/ stage etc)?  |     |    |
|  |     |    |
|  |     |    |
| Section B  | YES | NO |
| Will there be more than 300 people at your event?  |     |    |
| If your event is not to be held at a Shire facility, is the venue that you are using registered as a public building? (if your event is indoors) |     |    |
| Will your event cross or affect the traffic on any roads?  |     |    |
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If you have answered yes to any of the questions in section A, then you will need to submit a formal event application to the Shire of Northam no later than the timeframe suggests for the size of your event.

If you have answered yes to any of the questions in section B, then it is possible that an event application may not be necessary, but you are advised to speak to Shire of Northam events staff to discuss your individual circumstances. In some cases, it may only be necessary to submit a particular piece of paperwork (for example a traffic management plan)- if this is the case for your event, the documentation should be with the Shire of Northam no later than 30 days prior to your event date.



**FORM 1**  
**Application For Public Event Approval**  
*Health Act 1911*  
*HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992*

**Event Details**

Event Name \_\_\_\_\_  
Event Location \_\_\_\_\_  
Event Sponsor \_\_\_\_\_

Event Description (Type of Entertainment Provided) \_\_\_\_\_  
Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_  
Date of Event \_\_\_\_\_

Is it a Community Event  or Commercial Event   
Who is the Target Audience  Youth (<25 years)  Family  General  
 Other \_\_\_\_\_

Expected Number of Patrons at any one time \_\_\_\_\_  
Details of Event Infrastructure, stages, marquees, electrical etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Numbers and Types of Toilet Facilities Proposed  
Male WC's \_\_\_\_\_ Hand Basins \_\_\_\_\_ Urinals (Number or Metres) \_\_\_\_\_  
Female WC's \_\_\_\_\_ Hand Basins \_\_\_\_\_  
Disabled WC's \_\_\_\_\_ Hand Basins \_\_\_\_\_  
Are any of these facilities temporary (i.e. portaloos)? \_\_\_\_\_  
Number of Crowd Controllers Proposed \_\_\_\_\_  
Name of Company Supplying Crowd Controllers \_\_\_\_\_  
Parking Arrangements (Where, How directed etc) \_\_\_\_\_

Items Prohibited from Venue (i.e. Alcohol, food/drink etc)? \_\_\_\_\_

How are people notified of these restrictions prior? \_\_\_\_\_

Who will be supplying First Aid? \_\_\_\_\_  
No of first aid attendants? \_\_\_\_\_  
Details of Rubbish Removal and Site Cleaning \_\_\_\_\_  
Types of Refreshments Available (Food/Drinks) \_\_\_\_\_

(\*Please note that all food stalls will require approval from the Shire's Health Services. You may contact them on 9622 6100 for further info)

**Emergency Evacuation Plan/Procedures - Please attach documentation to your application.**

**Site Plan**

Please attach site plan showing the layout of the venue and details such as (but not limited to);

- Toilets
- Entry and Exit Points
- Food stalls
- Free Potable Water
- Bar Areas
- Car Parking Areas
- First Aid Post
- Entertainment areas/stages
- Fire equipment

and any other relevant information

**Alcohol**

- Alcohol Availability        Alcohol Free Event
- BYO Alcohol (permission in writing required from land owner)
- Alcohol will be supplied or sold (a Liquor Licence will be required. Please contact Liquor Licensing for further information)

**Liquor Licensee Contact Details** (If alcohol is to be supplied).

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

**Event Organisers Details**

Organiser's Name (Contact Person) \_\_\_\_\_  
Company Name \_\_\_\_\_  
Postal Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Web Address \_\_\_\_\_

## Shire of Northam- Public Events Package

### Contact During the Event (if different to organiser)

Name \_\_\_\_\_

Phone Number (mobile) \_\_\_\_\_

### Land or Building Owner Authorisation

I, ..... am the owner of the building/land on which this event relates to and I advise that I have given permission for this event to be held on my land if approved by the Council.

Signed:..... Dated: ..... Phone:.....

### Reminder – Have you attached?

- |   |   |
|---|---|
| <input type="checkbox"/> Copy of Risk Management Plan   |   |
| <input type="checkbox"/> Site plan  | <input type="checkbox"/> Emergency evacuation plan          |
| <input type="checkbox"/> Parking Management plan  | <input type="checkbox"/> Copy of public liability insurance |
| <input type="checkbox"/> Food Stall applications  | <input type="checkbox"/> Liquor Licence approval            |
| <input type="checkbox"/> Additional Supporting Information (such as police contact, FESA contact) |   |
| <input type="checkbox"/> Regulation 18 Noise Exemption Application form                           |   |

### Application Fees

|                         | Risk level                     |                                |                                |
|-------------------------|--------------------------------|--------------------------------|--------------------------------|
|                         | Low Risk                       | Medium Risk                    | High Risk                      |
| Community Public Event  | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$832 |
| Commercial Public Event | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$832 |

Note: These fees are non-refundable.

Signed \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

#### PAY IN PERSON

At Shire of Northam Council Office,  
395 Fitzgerald Street, Northam during  
hours 8:30am to 4:30pm Monday to  
Friday.

#### PAY BY MAIL

Send completed form together with  
your cheque or money order; or if  
paying by credit card complete the  
section provided on the right and send  
to Shire of Northam, PO Box 613,  
Northam, WA 6401.

#### PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD

Name as shown on Card .....

Card Holder Address .....

.....Signature .....

Bankcard

Mastercard

Visa Card

Shire of Northam - Health Services  
Risk Weighting Assessment for Temporary Public Events

| Risk Factors   | Weighting |
|--|-----------|
| <b>Operating Times</b>   |           |
| Daylight hours only  | 0         |
| Early evening to 10.00pm   | 1         |
| Late night   | 2         |
| <b>Lighting</b>  |           |
| Held during the day  | 0         |
| Normal lighting throughout   | 1         |
| Lighting dimmed or extinguished                                      | 3         |
| <b>Event Duration</b>  |           |
| Up to 2 hours  | 0         |
| 2 - 4 hours  | 1         |
| 4 - 6 hours  | 3         |
| Greater than 6 hours   | 5         |
| <b>No of People (at any one time)</b>                                |           |
| 0 - 300  | 1         |
| 301 - 1000   | 2         |
| More than 1,000  | 3         |
| <b>Temporary Structures</b>  |           |
| No temporary structures  | 0         |
| Small marquee (less than 55sqm), simple or permanent stage           | 1         |
| Medium marquee (55 – 200sqm)   | 2         |
| Large marquee, full stage, lighting/speaker towers, spectator stands | 4         |
| <b>Crowd Dynamics/Style of Event</b>                                 |           |
| Static crowd, patrons predominantly with good mobility               | 0         |
| Elderly, mobility impaired, young children require close supervision | 1         |
| Harsh environment - crowd pushing and competition for space likely   | 3         |
| <b>Temporary Electrical Installation</b>                             |           |
| No electrical equipment used   | 0         |
| PA Systems - using mains power                                       | 1         |
| PA system - onsite electrical generator                              | 3         |
| <b>Fixtures or Furniture</b>   |           |
| Little or no furniture or fixed obstructions                         | 0         |
| Some fixed furniture or seating in rows                              | 1         |
| Loose seating/furniture provided for majority of patrons             | 3         |
| <b>Sale/Consumption of Alcohol</b>                                   |           |
| No alcohol sales/consumption   | 0         |
| Restricted sales (i.e. with meals) and/or BYO                        | 1         |
| Full bar service   | 3         |

**Shire of Northam- Public Events Package**

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**ADJUSTMENTS +/-**

High Risk Activities E.g. crowd interaction, egress difficulties, rodeo, fireworks, car racing **\*\* see notes overleaf**

Event organiser experience & history with the style of event

Activity is typical of the day to day running of the venue

|  |
|--|
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|  |

**Total Risk Weighting**

|   |                                   |                              |
|---|-----------------------------------|------------------------------|
| Risk weighting: <b>0 - 6</b> - low risk event | <b>7 - 14</b> - medium risk event | <b>15+</b> - high risk event |
|---|-----------------------------------|------------------------------|

Environmental Health Officer \_\_\_\_\_ Date: \_\_\_\_\_



\*\* Notes –

'event rating' when determining the final risk rating you may elect to increase the weighting for higher risk activities i.e. type of performance/music event, predominantly male crowd, venue configuration, likelihood of crowd surfing, pinch points etc, on the other hand consider the event organisers prior experience and history with proposed style of event very relevant be given some weighting in decision making

**Event Details**

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

Contact person/event organiser \_\_\_\_\_ Phone (Day) \_\_\_\_\_ A/H \_\_\_\_\_

Start time \_\_\_\_\_ Finish time \_\_\_\_\_ No of patrons \_\_\_\_\_

No of Security persons (1 per 100 patrons- for licensed events) \_\_\_\_\_

No. of toilets \_\_\_\_\_

Is a Street Trader's Licence required? Yes No (If yes, send Street Trader's Guide to organiser)

**Notes:** (any advice given to event organiser i.e. no of toilets to be provided, other info such as temporary structures, entertainment, temporary electrical installations, contacting other agencies)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Approval Procedure - Public Events**

**Low-Risk Event point score of 0 – 6**

- Obtain details of the event by completing the risk matrix form
- General advice to be given and noted on the risk matrix form and reaffirm as required in the standard letter
- Send Stallholders Guidelines if appropriate.

**Medium-Risk Event point score of 7 – 14**

- Obtain details of the event by completing the risk matrix form and register and save in Pathway
- Provide a copy of the Public Event applications and guidelines to applicant
- Form 1 and supporting information required to be returned 6 weeks prior to the event
- Where approved a medium risk conditional approval letter sent
- Attendance by EHO discretionary
- If structural or electrical forms required then they are to be completed and faxed to the office prior to the venue being opened to the public
- Formal certificate of approval required to be issued

**High-Risk Event point score 15+**

- Obtain details of the event by completing the risk matrix form and register and save in Pathway
- Provide a copy of the Public Event applications and guidelines to applicant
- Form 1 and supporting information required to be returned 6 weeks prior to the event
- Where approved a high-risk conditional approval letter sent
- Pre-event brief or site meetings undertaken as required
- Form 2, Form 5 and structural certificates to be handed over prior to the event, unless otherwise agreed prior to the hand over of the Certificate of Approval
- Formal certificate of approval required to be issued
- Attendance at event likely by an EHO(s)
- Post event debrief – as required

### Guidelines for Public Events in the Shire of Northam

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1. At least two months prior to the event, the organiser must provide to the Shire of Northam copies of;
  - a. An Application for Public Event Approval;
  - b. Site Plan showing site layout, including exits, food stalls, parking, first aid, temporary structures etc;
  - c. The organising body's Certificate of Incorporation;
  - d. Facility Hire Form, if applicable
  - e. All Planning Approvals and Public Buildings approvals, if applicable;
  - f. Any other paperwork as required;
2. The event organiser is responsible for ensuring that all appropriate insurance is in place.
3. The event organiser must ensure compliance with Council Policy Temporary Road Closures if applicable. The Chief Executive Officer may request that a parking and transport management plan be submitted to the Shire of Northam no less than 30 days prior to the event.
4. A suitable risk management plan that meets the requirements of Australian Standard/NZS 4360:2004 (see Appendix 7) to the satisfaction of the Shire of Northam if:
  - i. the event caters for 5,000 or more patrons, or
  - ii. the event involves road closures, or
  - iii. it is requested by the Chief Executive Officer
5. The event organiser shall ensure that all machinery, structures and amusement rides comply with the Occupational Safety and Health Regulations 1996, as administered by WorkSafe Western Australia.
6. The event organiser shall ensure that only a licensed electrical contractor in compliance with Australian Standards AS3000 and AS3001 carries out electrical work on the event site. If the event is held on premises owned or managed by the Shire of Northam, then only a licensed electrical contractor authorised by the Chief Executive Officer may be appointed. The event organiser shall ensure that all electrical outlets are protected by a Residual Current Device (RCD) and that all electrical equipment has been tested and tagged as required under the Health (Public Buildings) Regulations 1992. Double adaptors are not permitted – only power boards with overload protectors are to be used.
7. Stall Holder Licences from the Shire of Northam must be obtained for all stalls with payment of the appropriate fees as required under the Shire of Northam Fees and Charges. All stallholders are required to provide copies of current Liability Insurance Certificates and approval must be sought no later than ten (10) working days prior to the event. A single application for multiple stalls may be approved for a community event, with the exception of food stalls, which must obtain separate licences. All food premises, food vans and food stalls must comply with the Health Act 2008 and the Food Regulations 2009. Guidelines are available from the Shire of Northam.
8. Where noise levels from activities such as live music, amplifiers or similar, in the opinion of the Shire of Northam, have potential to cause disturbance to residents, or if complaints have been previously received from a similar event, then an "Approved Non Complying Event" (Regulation 18) under the Environmental Protection (Noise) Regulations 1997 will be required from the Shire of Northam. The Shire of Northam may require community consultation if deemed appropriate.
9. The event organiser shall obtain the appropriate licences from the Department of Racing, Gaming and Liquor for any event that involves the sale or supply of alcohol or gaming as required by that Department. The event organiser shall provide the Shire of Northam with details of the proposed liquor licence at least 30 days prior to the event and a copy of the licence no less than 72 hours before the event. The event organiser shall promote the consumption of non-alcoholic beverages. Coffee, tea, soft drinks, low-alcohol beverages and food shall be available for the duration of the

event if alcohol is available. If supply of non-alcoholic drinks and food run out then the sale of alcoholic beverages shall cease immediately.

The event organiser shall ensure that potable drinking water is available and accessible to patrons at the event. If water is being sold to patrons then it must be in plentiful supply and at a reasonable cost (less than the cost of cheapest alcoholic drink available in equivalent volume or more). Competitions that include the actual consumption of alcohol will not be permitted. If alcohol is available at the event, the event organiser shall have in place a written procedure for assisting intoxicated patrons and written directions for bar staff regarding their obligations in relation to the serving of alcohol.

10. The event organiser shall ensure that fire fighting equipment is supplied in accordance with the Building Code of Australia or as recommended by FESA. All equipment must be maintained in accordance with AS 1851 Maintenance Standards. If appropriate, the Chief Executive Officer may require the event organiser to contact the Shire of Northam's Fire Management Officer to discuss appropriate fire safety plans and needs. Where fireworks are to be used, approval is required from the Department of Consumer and Employment Protection. An Application Form (FX56) can be obtained from the Department of Industry and Resources and must obtain the prior approval of the Police, Shire of Northam and relevant Fire Services (FESA Fire Services Manager or Chief Bush Fire Control Officer).
11. The event organiser shall ensure there is adequate provision of First Aid services at the event, with levels dependent on the size and level of risk of the event. For high risks events, the Chief Executive Officer may request that a register of first aid incidences is to be supplied to the Shire of Northam.
12. The event organiser must notify the Northam Police Station, the Northam St John Ambulance and Northam Regional Hospital of details of the event no less than 28 days prior to the event. Emergency vehicles must be able to access the whole site at all times.
13. The event organiser may be requested by the Chief Executive Officer to provide the Shire of Northam of the details of the Security and Crowd Control Plan, if applicable. Any Crowd Controllers employed by the event organiser shall be licensed and be provided by a licensed crowd control agent as required under the provisions of the Security and Related Activities (Control) Act 1996.

Where alcohol is provided, a ratio of one (1) crowd controller per 100 patrons is to be provided. For low risk events, the Shire of Northam may allow this to be reduced to 1 crowd controller per 200 patrons.

14. The event organiser shall develop an emergency evacuation plan that is to be lodged with the Shire of Northam for approval. Plans must comply with Australian Standard AS 3745, Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces. The event organiser is to ensure that the evacuation plan is distributed and explained to key personnel. All crowd control staff are to be briefed on the location of emergency exits and the evacuation plan.
15. Event organisers shall ensure that toilet facilities are provided in accordance with the Building Codes of Australia and Health Department Guidelines. Where portable or chemical toilets are used for events, they must be monitored during the event for pump out requirements and must be located to facilitate easy pump out. The provider must be available during the event to pump out the toilets as required. Toilets are to be checked regularly during the event to ensure they are clean and that all consumables are readily available to patrons. Toilets are to be cleaned as required. Adequate artificial lighting is to be provided for toilets for events during hours of darkness. Directional signage to toilets must be provided and signage must be visible. The event organiser will ensure adequate venue access and toilet facilities for people with disabilities.
16. The event organiser shall be responsible for the collection, removal and disposal of litter from the venue, public areas and surrounding streets. Adequate bins are to be provided for patrons. All litter

is to be removed within 24 hours of the event and for large events clean up operations may be required during the event.

17. For events held on Shire of Northam parks and reserves, the event organiser must liaise with Shire staff to ensure that there will be no damage to turf, reticulation, underground services etc.
18. The event organiser is not to advertise the event by using billposters or any other means that is contrary to the Litter Act (1979).
19. Shire Staff that are monitoring or inspecting any public event shall be provided with an unrestricted pass, free of charge, to all areas of events for the purpose of ascertaining compliance with statutory requirements. Nominated Staff shall be determined by the Shire of Northam Chief Executive Officer.
20. Council delegates authority to the Chief Executive Officer to vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or a variation is warranted in the circumstances of the proposed event.
21. Applicants are advised to refer to the Government of Western Australia Department of Health “Guidelines for Concerts, Events and Organised Gatherings (December 2009)” for detailed information on event organisational requirements.