

PERMIT TO CONSUME ALCOHOL ON SHIRE OF YORK PROPERTY

Organisation Name:		Organisation Contact:
Contact Address:		Email:

NOMINATED INDIVIDUAL RESPONSIBLE FOR THE PERMIT TO CONSUME AND/OR SELL ALCOHOL

Name:		Telephone:	
Address:			
Location of Function:			
Date of Function:	Start Time:	Finish Time:	
Type of Function:		Expected No:	

ALCOHOL

Method of Distribution:	<input type="checkbox"/> Supply	<input type="checkbox"/> Sale	<input type="checkbox"/> Bring Your Own
What type of drinks will be available:	<input type="checkbox"/> Non-Alcoholic	<input type="checkbox"/> Low Alcoholic	<input type="checkbox"/> Full Strength
	<input type="checkbox"/> Wine	<input type="checkbox"/> Beer	<input type="checkbox"/> Spirits
If selling alcohol, have you applied for a Liquor Licence?	<input type="checkbox"/> Yes	Liquor Licence No:	
	<input type="checkbox"/> No		
Have you liaised with local police about your event?			<input type="checkbox"/> Yes <input type="checkbox"/> No

SECURITY AND SAFETY

What security/safety measures will be undertaken to protect both Council property and members of the public?

Availability of Security person:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Restriction of alcohol to underage persons:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Minimum of 1 Security Person per 100 guests:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adequate lighting around the bar and site:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adequate security around the bar and site:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Licensed Public Building:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Max Patrons: <input style="width: 50px;" type="text"/>

FOOD

What type of food do you intend to make available?	
What times will food be available?	

Acknowledgement

I, _____ as the event organiser, accept full responsibility of the facility and/or reserve during the specified hire period and will ensure compliance with the Shire's conditions of hire and local laws. I will indemnify the Shire of York against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure the appropriate liability and other insurances are in place for the activities to be conducted.

Signed: _____ Date: _____

Permit to Consume Alcohol Checklist

Activity	Tick if applicable to your event	Supporting Information Required
Site Plan	<input type="checkbox"/>	Include all structures, fenced areas, power and exits
Hire of Reserve, or Venue	<input type="checkbox"/>	Contract of Hire
Shire Requests: Power, Bins, Gates	<input type="checkbox"/>	Scope of Works
Event Notification Letter	<input type="checkbox"/>	Copy of letter to persons impacted by your event (eg due to noise or road closures etc) such as neighbouring properties
Public Liability Insurance	<input type="checkbox"/>	Certificate of Currency to a minimum of \$10 million and if requested, \$20 million (current for your event date/s)
Sale of Food	<input type="checkbox"/>	Food Traders Information Spreadsheet (supplied by Shire)
Sale of Alcohol	<input type="checkbox"/>	<ul style="list-style-type: none"> - Copy of Liquor Licence - If on Shire owned or managed land – Permit to consume alcohol
Marquees / Tents	<input type="checkbox"/>	<ul style="list-style-type: none"> - Certificate of Temporary Structure form (for structures larger than 5mx5m) - Structural certification (for structures larger than 9mx6m)
Excessive Noise	<input type="checkbox"/>	Regulation 18 (Noise) Application
Police Notification	<input type="checkbox"/>	Police Notification form (signed by Police and returned to Shire)
Hospital Notification	<input type="checkbox"/>	Hospital Notification form (signed by hospital and returned to Shire)
First Aid	<input type="checkbox"/>	Provide details of first aid provision (where applicable)
Emergency Notification	<input type="checkbox"/>	Email event details to troy.granville@dfes.wa.gov.au york.hospital@york.wa.gov.au & york@stjohn.com.au / Please cc records@york.wa.gov.au for Shire recording against your event approval
Department of Health Notification	<input type="checkbox"/>	Register your event on the Department of Health Website here: Events registration
COVID-19	<input type="checkbox"/> <input type="checkbox"/>	COVID Safety Plan is required for all events COVID Event Plan is required for events involving more than 500 persons
Risk Management	<input type="checkbox"/>	Risk Management Plan is encouraged for all events, and mandatory for events attracting more than 1000 persons. Refer to Guidelines for Concerts, Events and Organised Gatherings at health.wa.gov.au here
Emergency Management	<input type="checkbox"/>	Emergency Evacuation Plan required depending on location for all high risk events (eg outdoor adventure race events, large gatherings etc). Refer Guidelines for Concerts, Events and Organised Gatherings at health.wa.gov.au here
Security	<input type="checkbox"/>	Provide details of security (where applicable)

OFFICE USE ONLY

Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Authorised Officer:	Signature:	Date:
Letter Completed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date Sent:		
GL: 111218	FEE: \$40.00	