

Shire of York



Event Application

Event Name: _____
Organiser: _____
Contact Person: _____
Proposed Event Date: _____

Has Shire funding been approved for this event? Yes / No
If yes, please attach Council resolution

Event Application Fee: **\$150.00** - GL 132255

Application Procedure

- STEP 1:** Meet with Shire Event Committee to discuss event.
- STEP 2:** Complete Event Application, Site Plan and booking form.
- STEP 3:** Complete Event Approval Checklist to identify what approvals you require.
- STEP 4:** Read through the Event Information for Applicants to determine what you need to do.
- STEP 5:** If you have any queries, contact the Event Committee at the Shire, who will direct you to the appropriate person to speak to.
- STEP 6:** Submit the Event Application Form and associated fees together with any appropriate Additional Information to:

Shire of York
PO Box 22
York WA 6302

or email

records@york.wa.gov.au

(Your application should be received **AT LEAST 8 WEEKS PRIOR** to your event)

- STEP 7:** You may not proceed with your event until written confirmation from the Shire advising that all Shire and Statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event.

PLEASE NOTE: Any special conditions (if applicable to your event) will be outlined in your confirmation letter. It is your responsibility to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are obtained.

Applications and approvals for an event are not transferable. Therefore, the organiser cannot transfer Council approval for an event to an alternate venue, date or time without re-negotiating with Council.

PLEASE NOTE: Your event is not approved until the Shire of York is satisfied with all sections of the checklist and event details.

Event Application Form

Organiser's Details

Name of Event:.....

Applicant/Organisation:

Contact Person (if different from above):

Postal Address:

Telephone (hm):..... (wk)..... (mob).....

Email address:.....

Event Details

Date:.....

Actual Set Up Date:..... Time:

Actual Event Start Date:..... Time:

Actual Event Finish Date:..... Time:

Description of Event:

.....
.....
.....
.....
.....
.....

Proposed Venues:

.....
.....
.....
.....
.....

Primary Purpose of Event (e.g. Commercial Operation/Community Fundraiser)

.....

Will Alcohol be available/consumed on site? (please circle) Yes No

Will food be available? (please circle) Yes No

Details of any tents, marquees, stages to be used for the event

.....
.....
.....
.....

Are any roads to be closed for this event? Yes No
If Yes, details of proposed road closures (Traffic Management Plan & Road Closure Application required)

.....
.....
.....
.....

Expected Attendance

Maximum Number of People Expected at any given time:.....

Anticipated Total Number for Entire Event:.....
(Excess of 5000 patrons will require a Risk Management Plan)

Target Audience (e.g. Youth, Adult, Family):

.....
.....

You must ensure that all requirements you make, including emergency procedures, meet the needs of people with disabilities.

Have you ever conducted this event before, and if so, when/where was it held?.....

.....
.....

Event Facilities

Do you require power supply? If yes, please circle which is required.

240 Volt 3 Phase Generator

It is a requirement that all events supply water, please circle which supply you have for the event.

Scheme Water Rain Water Bottled Water

Toilets Available:

	<u>Closets</u>	<u>Urinals</u>	<u>Hand Wash Basins</u>
<u>Male</u>			
<u>Female</u>			
<u>Disabled</u>			

Acknowledgement

I, _____ as the event organiser, applying for approval to host an event in the Shire of York, acknowledge that the information in my application are true and correct. I 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 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 willful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Event Application Package is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package and that as the event organiser, I am responsible.

Signature: _____

Date: _____

Site Plan and/or Program of Events

A detailed layout of the event is to be included with your application. Please ensure the following is indicated on the map (if applicable):

- > Stage
- > Food Stalls
- > Electricity Cables
- > Parking Areas
- > Site Signage
- > Seating
- > First Aid Post
- > Emergency Exits
- > Fenced off areas
- > Lighting
- > Vehicle Access Points, including street names
- > Location of Marquees / Tents
- > Sale or Consumption of Alcohol Areas
- > North Point
- > Location and Number of Additional Toilet Facilities
- > Any other Facilities Relevant to your Event
- > Location of Fire Safety Equipment

For larger events or events running over multiple days, a program of events is required.

It is suggested that a copy of the finalised site plan be issued to Police, Fire Services, SES and other relevant emergency services, First Aid and Security Personnel and participants.

Event Approval Checklist

The following checklist briefly identifies the approvals and completed forms that will be required for your event. Some forms may be required just prior to your event.

Activity (# is the reference number in the "Planning Your Event" Information and Guide for Applicants document)	Tick activity that applies to event	Completed Form / Approval Required	Tick when form / approval is completed	Office Use Only
Hire of Shire Reserve / Hall / Oval / Park (#2)		Facility Hire Form to be completed.		
Consultation with other venue users, neighbouring businesses and private dwellings (#30 & #31)		Demonstrate that you have checked with others. Letters of approval from neighbouring businesses / private dwellings to be submitted with the application package.		
Event Fees and Bond Charges (#6)		Payment may be required.		
Public Liability Insurance (#6 & 7.1)		Obtain advice from your insurance company for your needs. Obtain certificate of currency for event and submit to the Shire (minimum of \$10,000,000).		
Venue access for Shire staff (#29)		Relevant Shire representatives will need to monitor the event. Provision of access such as authority cards/passes or other arrangements need to be made.		
Sale of goods, wares and merchandise		An "Event Stallholder" application form is to be completed.		
Food Stalls, Food Preparation, Food Vans (#19 & 1.1)		Obtain a copy of "Guidelines for Temporary Food Stalls Associated with Special Events". A Temporary Food Permit to be completed & submitted with the application package.		
Toilet Facilities Required (#7 & 5.1)		Male, Female and Disabled / Accessible toilets are to be supplied in accordance with requirements.		
Marquees, Tents and/or Stages used (#14 & 2.1)		Marquee checklist and "Application to Construct, Extend or Alter a Public Building" to be obtained and completed for each structure. Ask the supplier for a structural certificate.		
Ground marking, use of stakes / pickets to erect Tents/Marquees		Contact the Shire before driving posts or pegs into the ground to avoid damaging underground services.		
Noise from vehicles, music, PA systems likely to be created Large scale events creating excessive noise (#32 & 6.1)		Neighbouring residents consulted 7 days prior to the event (such as a mail drop). Speaker orientation considered. Exemption from Noise Regulations (Regulation 18) required. Application to be submitted 60 days prior to event.		
Generators, Electrical installations required (#10 & 4.1)		Has power access been discussed with the property manager? Licensed electrical contractor required to certify electrical installations.		
Sale, serving or consumption of alcohol likely (#9)		Approval obtained from relevant organisations/individuals > 14 days prior to the event. This may include: <ul style="list-style-type: none"> • Department of Racing, Gaming & Liquor • Local Government Authority • Police • Owner of the Premises 		

Activity (# is the reference number in the "Planning Your Event" Information and Guide for Applicants document)	Tick activity that applies to event	Completed Form / Approval Required	Tick when form / approval is completed	Office Use Only
Risk Management Plan & Evacuation Plans (#25, #26 & 8.1)		Encouraged for all events. Required for events that will be attracting more than 5000 people. To be completed in accordance with AS4360 and submitted with the application package.		
First Aid (#18)		First Aid Post to be considered.		
Water Supply (#12)		Adequate potable water supply available for patron consumption. Contact the Shire to determine the nearest connection point.		
Crowd Control Safety / Security (#28)		Is Crowd Control and/or Security required for your event? Submit details with application package.		
Police Department Notification (#11)		Register the Event online at https://ebusiness.police.wa.gov.au/PAC/PRF/Default.aspx		
Amusement Rides and Structures		Operator's inspection logbook is required to be sighted by Shire Staff. Worksafe Registration - proof of approval and registration required.		
On-site living (camping) (#33)		Approval required from the Shire.		
Road to be used or part road closure proposed OR usual flow of traffic disrupted. (#20)		Application forms must be completed. Shire, Police Department and Main Roads of WA must receive applications 4-12 weeks prior to event to ensure approval. Traffic Management Plan to be developed by qualified person.		
Parking for event patrons required (#17)		Parking areas established, marshals organized and Shire contacted.		
Temporary Advertising Signage to be erected		"Temporary Sign Approval" obtained from the Shire with sign design, locations and details submitted. For signs on main road, applications must seek Main Roads of WA approval.		
Fencing (#23)		Temporary fencing may require approval.		
Mobile Stage (#22)		Details and certificates to be provided to the Shire.		
Additional Bins / Rubbish Collection arrangements (#8)		Additional bins arranged with the Shire's Waste Contractor. Collection of rubbish may incur additional costs.		
Fireworks (#21)		Approval obtained from the Department of Industry and Resources . Approval required by Police, DFES and Shire.		
Other Agencies to Contact				
Emergency Services - Notify if Applicable (#11 & 3.1)		<ul style="list-style-type: none"> • SES • Fire Brigade/s <li style="padding-left: 20px;">St John Ambulance • York Hospital 		
Use of Airspace and / or Air Site Facilities		Approval is required from the Civil Aviation Safety Authority : www.casa.gov.au .		

READY TO GO?

In the interests of ensuring that all runs smoothly, the Shire's Health Department should be provided with the office and emergency contact details for the organising committee / organisation. Nominating one person to deal with the Shire's Health Department and to organise the necessary approvals can ensure that all jobs are done and loose ends are tied.

To ensure you have provided all of the relevant documents to the Shire of York, please check off the following list and submit this page with your application.

- Have you completed and attached the Event Application Form and **relevant** ground/s booking form?
- Do you need to submit an "Application to Construct a Public Building"? And if so, have you attached it to your application?
- Have you enclosed the relevant ground / venue hire fees?
- Have you attached a copy of your current Certificate of Currency? (including Public Liability) – **minimum \$10 million.**
- Have you attached a Site Plan (including parking provisions and directional Signage if required) and Layout of your event (including the inside layout if the event is being held inside a tent or marquee)?
- Have you attached a copy of your Evacuation Plan?
- Have you attached a plan showing the locations of fire safety equipment?
- Have you allowed for unobstructed emergency ambulance / fire access to the area?
- Have you obtained an "Electrical Compliance Certificate"?
- Have you submitted the Event Stallholder Application for food & non-food? (**required 14 working days prior to event**)
- Have you included information relating to the intended entertainment?
- Have you provided sufficient Toilets, First Aid, and Waste Disposal provisions in your planning? (please provide details)
- Have you provided advice of the timeframe for the event? (including bumping in and bumping out)
- Have you provided information relating to expected attendance?
- Have you attached a copy of your relevant Liquor Licence? (if applicable)
- Have you attached a copy of your Traffic Management Plan and/or Road Closures (if applicable)
- Have you attached a copy of your Fireworks approval? (if applicable)
- Have you attached a copy of your Risk Management Plan? (if applicable)
- Have the local Police been advised of your event (if more than 1,000 people are expected to attend)?
- Will the event require security personnel to be on-site?
- Do I need to advise nearby homes of any intended noise being emitted from loud speakers / music? If yes, **Regulation 18 Application lodged (60 days prior to event)**
- Have you submitted your application for all your proposed signage and marketing items?
- Have you advised the York Hospital, St John's Ambulance and the Fire Department?
- Council Resolution attached for Shire Funding recipients.

Accessible Events Checklist



Invitations and promotional material

Many people in our community experience difficulty in hearing, seeing and communicating with others. There are many simple ways to ensure your invitations and promotional material are accessible to people with disability.

Text	Yes	No
• Have you used a plain font (such as Arial, Helvetica or Univers) in your invitations and promotional material?	<input type="checkbox"/>	<input type="checkbox"/>
• Is all text at least a minimum of 12 point type size?	<input type="checkbox"/>	<input type="checkbox"/>
• Have the invitations and promotional material been printed on matt paper and in contrasting colours?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the text uncluttered with an absence of background graphics and patterns?	<input type="checkbox"/>	<input type="checkbox"/>
Content		
• Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs?	<input type="checkbox"/>	<input type="checkbox"/>
• Did your invitation include information about the accessible facilities at the venue such as the location of parking or nearest set down area?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you encouraged your invited guests to identify whether they have any access requirements such as accessible parking, an audio loop or sign language interpreter?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you included in the invitation your facsimile number and email address (if you have them) so guests have alternative ways of communicating their attendance?	<input type="checkbox"/>	<input type="checkbox"/>
• Is written promotional material available on request in alternative formats such as large print, audio tape, computer disk or Braille?	<input type="checkbox"/>	<input type="checkbox"/>

External environment

People with disability require a continuous, even, accessible path of travel. An accessible path of travel means there are no obstacles in the internal or external environment such as revolving doors, kerbs or steps.

Location of the nearest:

- Bus stop: _____
- Train station: _____

Accessible parking bays

- Does the venue have an accessible parking bay?

Yes **No**



- Is the accessible parking bay/s identified by the international symbol of access?

- raised sign

- ground markings

- If the accessible parking is undercover is the roof a minimum of 2500 mm in height to allow the use of a car top hoist?

- Is the distance from the car park to entrance less than 40m?

Continuous accessible path of travel

Is there a continuous accessible path of travel, including kerb ramps, to the building from the:

- Accessible parking bay/s?

- Set down area?

- If there are steps to the building:

- Is there a ramp available for wheelchair users?

- Do all steps have handrails?

- Is there a contrasting strip on step edges?

- If there is a ramp to the building:

- Is the gradient no steeper than 1:14?

- Does the ramp lead to the main entrance?

The building

Entrance

- | | Yes | No |
|---|--------------------------|--------------------------|
| • Is the entrance threshold level? | <input type="checkbox"/> | <input type="checkbox"/> |
| • If there is a step/s at the entrance of the doorway: <ul style="list-style-type: none">– is there a ramp of not more than 450 mm in length and with a gradient of 1 in 8? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the entrance door easy to open? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the clear door space 800 mm (preferred) or 850 mm? | <input type="checkbox"/> | <input type="checkbox"/> |
-

Internal environment

- | | | |
|---|--------------------------|--------------------------|
| • Is the inquiry or reception counter low enough for a wheelchair user? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the venue have an accessible path of travel from the front entrance to all areas guests will use? | <input type="checkbox"/> | <input type="checkbox"/> |
| • If there are internal steps: <ul style="list-style-type: none">– Do all steps have handrails?– Is there a contrasting strip on step edges? | <input type="checkbox"/> | <input type="checkbox"/> |
| • If there are ramps: <ul style="list-style-type: none">– Are they no steeper than 1:14?– Do they have handrails? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do all doors have a clear space 800 mm (preferred) or 850 mm? | <input type="checkbox"/> | <input type="checkbox"/> |
| • If there is only a side approach to the door, is there 1200 mm clear space in front of the door? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the venue have a non-slip floor surface or carpets with a firm low pile of 6 mm or less? | <input type="checkbox"/> | <input type="checkbox"/> |
-

Visibility

- | | | |
|--|--------------------------|--------------------------|
| • Are facilities in the venue clearly signed? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the venue well lit? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are there any areas of high reflection or glare? | <input type="checkbox"/> | <input type="checkbox"/> |
-

Toilets

- | | | |
|---|--------------------------|--------------------------|
| • Does the venue have a unisex accessible toilet? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the toilet situated on the same floor as the function? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the door have a clear space of 800 mm (preferred) or 850 mm? | <input type="checkbox"/> | <input type="checkbox"/> |
| • If the door of the toilet door opens inwards is the space large enough for the person in a wheelchair to shut the door once inside? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there 950 mm space at one side of the toilet pan? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there a grab rail next to the toilet at 800 mm – 810 mm high, preferably in an “L” shape? | <input type="checkbox"/> | <input type="checkbox"/> |

Signage

- Does the venue have clear, directional signage to:

- the function room?

- the toilets?

The function

Everyone wants to be able to see the stage, hear speeches being made, understand training or messages being delivered. The following checklist will ensure your function is one where everyone's communication requirements are met.

If you are organising a sit down function and your guests include people using wheelchairs, the following checklist will assist you to create an event where all of your guests feel comfortable and relaxed.

Communication

Yes**No**

- Is there a position where the interpreter will stand, so people who are deaf or hard of hearing can see both the person speaking and the interpreter's face and hand movements?

- Can the audio-visual technicians position spotlights for the interpreter which distribute light clearly and evenly to the face and upper body?

- Does the venue have an audio loop installed?

- If there is an audio loop:

- what type: induction loop/ infra-red/FM

- has it been placed towards the front of the room with clear sight lines to the stage and the interpreter?

Sit down function

- Are there sufficient walkways (1000 mm or wider) in the function room?

- Is there 900 mm space between tables?

- Is there 710 mm to 840 mm space under the table to allow a wheelchair to slide comfortably underneath?

Common Causes of Event Failures and Incidents

Events are an integral part of all communities, with many of you actively seeking and encouraging local events as a deliverable within your strategic community plans. You play a role by managing events, issuing approvals and monitoring compliance for events, sponsoring events and/or providing facilities and services for events.

While there are different factors and measures used by varying stakeholders in determining what is a successful event, such as financial return, numbers of attendees, no injuries and brand penetration, there is one common underpinning objective amongst all stakeholders regardless of their interests in an event and that is the delivery of a safe, suitable and quality event.

We should all be striving to deliver safe, suitable and quality events, however, a scan of LGIS claims data and global, national, state, regional and local events over the last twenty years provides a dizzying number of event failures, accidents, incidents and near misses; some with catastrophic consequences to persons, property and reputation of key stakeholders.

Further analysis of these event failures, accidents, incidents and near misses leads to the identification of five common factors where one or more was present. These factors are provided to assist your officers who may be managing events, issuing approvals, monitoring compliance, sponsoring events or providing facilities and services for events to assist in the planning and decision making process for a greater degree of certainty that key and significant event risks will be anticipated, understood and appropriately managed.



1. Poor planning and preparation

Proper planning and preparation underpin the successful delivery of any strategy, objective or activity, and this is the same for delivering safe, suitable and quality events. However, events present some distinctive hurdles given their dynamic nature, defined timeframes, multiple stakeholder inputs and unique locations. When combined with inexperienced event managers, lack of stakeholder engagement, late submissions for approvals, inexperienced event goers and not being familiar with local conditions these issues can be further exaggerated and when things start to go wrong, they can go very wrong.



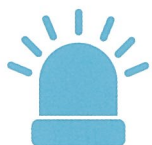
2. Use of temporary structures

Event sites contain many items that are of a temporary nature. While the obvious risks of structural collapse or failure of temporary structures like fence lines, stages, amusement rides and marquees are included; this factor extends to anything of a temporary nature on or around the event. Sometimes the small things such as electrical cords, trestle tables, chairs and urns can still cause significant harm and losses.



3. Weather and environmental conditions

Weather and environmental conditions are one factor that event stakeholders can't directly control and may only have generic knowledge of expected conditions until relatively close to the event day. The impact of weather and environmental conditions can result in catastrophic impacts to persons, property, reputation and continuity of the event.



4. Inadequate emergency response


While emergency management plans may be documented to prevent, identify, escalate, and respond to a range of scenarios, due to the nature of events many of these plans and arrangements are not well communicated or ever exercised. This means when an incident takes place the capability, competence, authority, common understanding and capacity to enact the plans may not exist, resulting in magnified consequences to people and property.



5. Crowd dynamics, crowd control and human factors

People's safety should be an explicit priority when managing events. The way people behave, interact and respond within and around an event site and crowd can be a significant factor in achieving or not achieving a safe, suitable and quality event. Failure to consider crowd dynamics, crowd control and human factors both internal and external to an event site can lead to harm to people and when combined with any of the above four causal factors has had catastrophic consequences.

Unfortunately, there is no 'one-sized fits all' solution to each or any of the five factors as it will depend on the size, type, nature and location of the event, the expertise and experience of the event organisers and specifics of each event such as site layouts and structures. What your event managers should be able to do is demonstrate through their planning, management and/or risk management that they have in some way included and addressed the above factors to a reasonable level providing assurance to all key event stakeholders that they are striving towards an objective of safe, suitable and quality events.

For more information on event risk management please contact the LGIS risk services team on  (08) 9483 8888.



York Event Venues Booking Form

To be completed and
returned to the Shire
Offices

(Please CIRCLE applicable Venue, one form per venue)

TOWN HALL
LESSER HALL
KITCHEN

INDOOR STADIUM
SQUASH/DANCE STUDIO
PAVILION

AVON PARK
PEACE PARK
FORREST OVAL
Mt.BROWN

Please complete and return this form with your bond and hire payment.

Organisers Name: _____

Address/Postal: _____

Phone: _____ Email: _____

Preferred Method of Contact Telephone Email Post

Event Name: _____

Event Date and Times: (Please include setup and clean up dates and times)

DATE FROM	DATE TO	TIME FROM	TIME TO

Is alcohol to be consumed? Yes No

If yes, Complete permit to consume alcohol on Shire of York Property attached Yes No

Do you require a site visit prior to your event? Yes No

Public Liability Insurance (\$10 million minimum)

Have you provided a copy of your Public Liability Insurance? Yes No

Do you require additional bins during event? Yes No

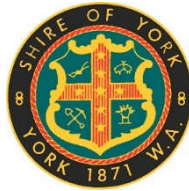
Do you require additional cleaning during event? Yes No

I have read and understood the Conditions of Hire for the Venue. I understand that should the Property and associated facilities not be left in a condition satisfactory to the Shire of York, I will forfeit all or part of my bond to cover cleaning or repairs required.

Signed _____ Date _____

Bonds Paid Fees Paid

Receipt no: _____



PERMIT TO CONSUME ALCOHOL ON SHIRE OF YORK PROPERTY

Organisation:
Address for correspondence:

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

Name:	Telephone:	
Address:		
Location of the function:		
Date of function:	Start time:	Finish time:
Type of function:	Expected Attendees:	

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 License?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Liquor License Number:			
Have you liaised with local police in regard to 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 bar and site	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Licenced public building	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Maximum patrons:

FOOD

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

I hereby make an application to consume alcohol at the above-mentioned function.

Signature

Date

For office use only: GL:111218 FEE: \$40.00		
Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>		
Authorised Officer _____	Signature _____	Date _____
Letter completed <input type="checkbox"/> Yes		
Date Sent _____		



EVENT STALLHOLDER APPLICATION (EXCLUDING FOOD AND FOOD PRODUCTS)

To the Chief Executive Officer

This application is for a Stallholders permit under the Shire of York Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

Please note that stalls selling food or food products are required to complete the Stallholder Application - Food and Food products form.

Applicant

Name: _____ Postal Address: _____

Contact Person: _____

Tel: _____ Email: _____

Mob: _____

Proposed Event

Date (s) of Operation: _____

Hour (s) of Operation: _____

Location: _____

Other Information Required

Details of each individual stallholder attached

A site plan indicating the location and designated

Number of proposed stalls attached

A copy of public liability insurance is attached *The event organiser is required to ensure that all stallholders have current and adequate public liability insurance*

Attached is a cheque / cash to the amount of \$ _____ to cover the application and permit.

Signature: _____ Date: _____

YORK SHIRE Phone: 9641 2233
PO Box 22 Fax: 9641 2202
YORK WA 6302 E-mail: records@york.wa.gov.au

Event Stallholder (Excluding Food & Food Products)	\$155.00
Event Stallholder (Food Business)	\$111.00
Amusement Rides	\$111.00



STALLHOLDER APPLICATION (FOOD AND FOOD PRODUCTS)

To the Chief Executive Officer

This application is for a Stallholders permit under the Shire of York Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

Applicant

Name: _____ Postal Address: _____

Contact Person: _____

Tel: _____ Email: _____

Mob: _____

Proposed Stall Assistant (s)

Name: _____ Postal Address: _____

Signature: _____

Name: _____ Postal Address: _____

Signature: _____

Proposed Stall

Date (s) of Operation: _____ Hour (s) of Operation: _____

Location: _____

Goods or services

Specify the proposed goods or services to be sold or hired or offered for sale or hire from the stall.

Description of Proposed Stall

YORK SHIRE Phone: 9641 2233
PO Box 22 Fax: 9641 2202
YORK WA 6302 E-mail: records@york.wa.gov.au

Application Fee:	\$22.00
Day Fee:	\$22.00
Weekly Fee:	\$88.00
Monthly Fee:	\$200.00
Annual Fee:	\$1000.00

Plan of Proposed Stall

Other Information Required

All stallholders are required to have current and adequate public liability insurance.

All stallholders are required to be able to demonstrate a knowledge of safe food handling practices

A copy of public liability insurance is attached (minimum \$10,000,000 to be shown)

A copy of current food business registration certificate (Food Act 2008) is attached

Stallholders selling food or food products are required to operate in accordance with the provision of the Food Act 2008 and the Australian and New Zealand Food Standards Code.

Further information on the above mentioned act and standards can be obtained from the Shire of York on 9641 2233 or the Health Department of Western Australia on 9388 4999.

Attached is a cheque / cash to the amount of \$ _____ to cover the application and permit fee.

Signature: _____ Date: _____

Approval from Event Organiser If applicable)

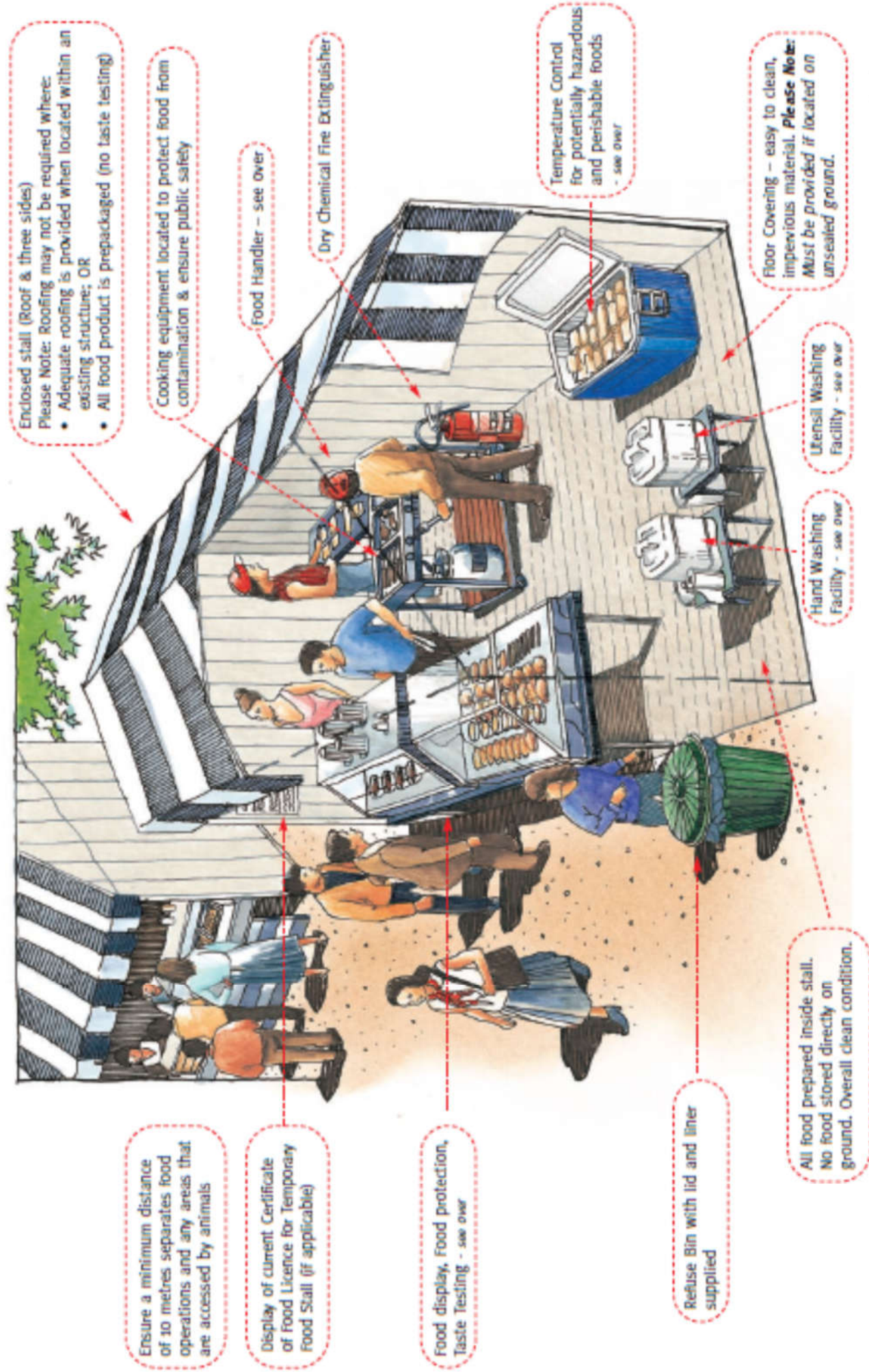
Stalls that are part of an event require approval from the event organizer.

Event Name: _____ Contact Name: _____

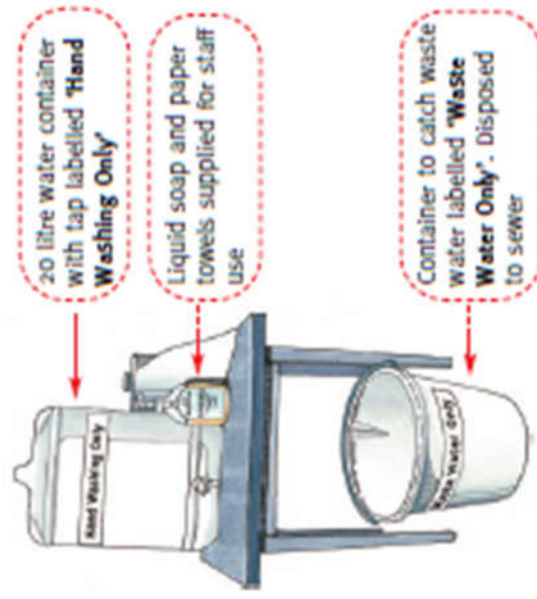
Event Site Location: _____

Signature: _____ Date: _____

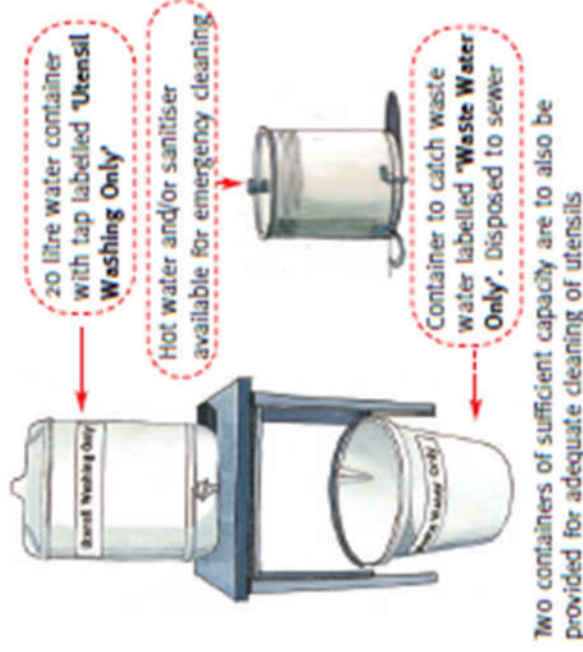
ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



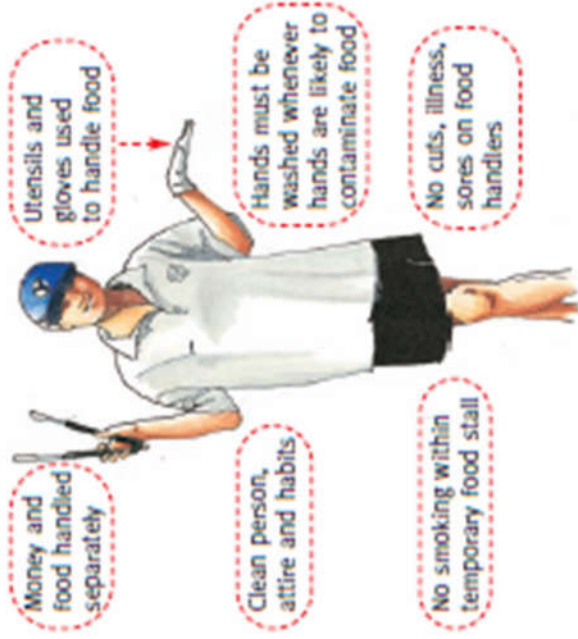
Minimum hand washing facilities



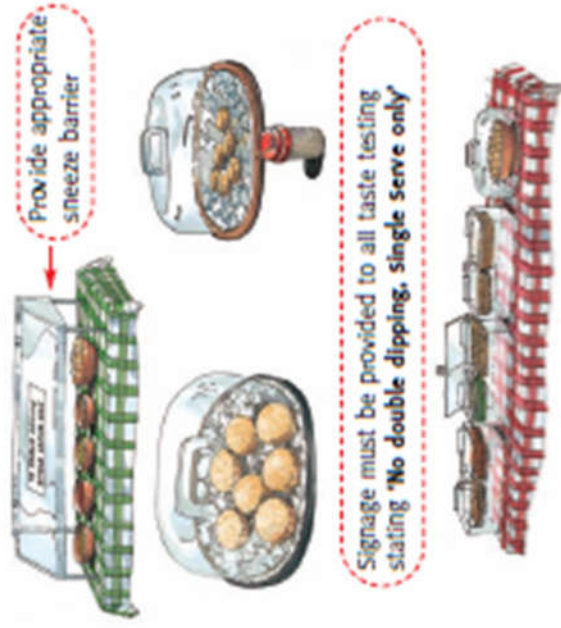
Minimum utensil washing facilities



Food Handlers



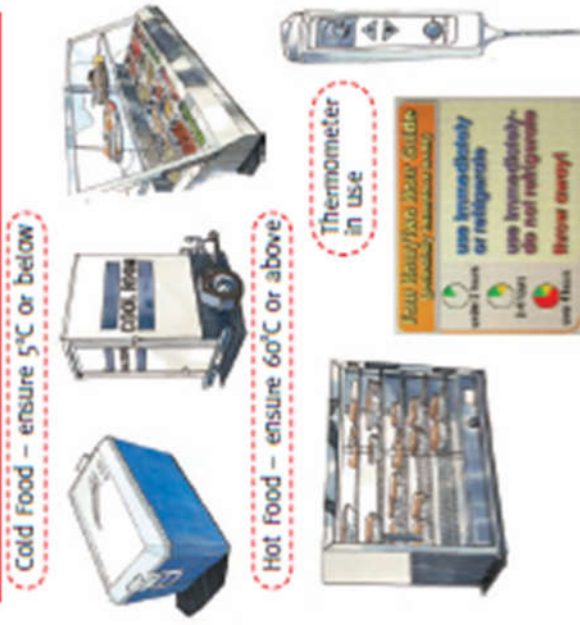
Food display, food protection, taste testing



Sauces, condiments and single serve utensils



Temperature control of potentially hazardous food



For further information on this topic, please contact Council

SCHEDULE 1
Form 1
ROAD TRAFFIC ACT 1974
APPLICATION FOR AN ORDER FOR A ROAD CLOSURE
(Reg.6(2))

NOTE:

Under section 97(b) of the Road Traffic Act 1974 it is an offence to wilfully mislead a person in any particular likely to affect the discharge of that person's duty under the Act.

1. Full name of body on whose behalf the application is made.....
2. Full name of applicant or nominee making this application.....
3. Address.....
.....
4. Date of birth:.....
5. Telephone Number: Home:..... Work:.....
6. Nature of event.....
7. Approximate number of participants.....
8. Date of event.....
9. Duration From:..... To:.....
10. Street/Locality event to be held at.....
11. Street/Locality event (see also requirement E on page 2 of this form)
 - (a) Total number of occupiers of land immediately adjacent to the nominated road or roads.....
 - (b) Number of occupiers who have consented to the road closure.....
 - (c) Number of occupiers who have opposed road closure.....
12. Roads/road to be closed.....
13. Extent to which roads will be used (half/full carriageway).....
14. Exact route that event will follow (including starting and finishing points).....
.....
15. Date of previous event, if any, conducted at the location/route.....
16. Date of previous event, if any, conducted by the applicant, club, group or organisation.....
17. Race meetings and speed tests: specify any provisions of the Road Traffic Act 1974, or regulations made under that Act, (other than provisions relating to the movement of traffic and pedestrians or the obstruction of a street) requested to be suspended under section 83 of the Act –
.....
.....
18. Any other relevant information.....
.....
19. I have read the requirements on page 2 of this application. The information supplied by me is true and correct to the best of my knowledge.

Signature:..... Date:.....

20. LOCAL AUTHORITY APPROVAL:
I.....designation.....
Approve/object to, this application on behalf of the City/Shire/Town

Of.....
Signed:.....Date:.....
Telephone:.....Official Stamp or Crest

21.COMMISSIONER OF MAIN ROADS APPROVAL:
I.....designation.....
approve/object to, this application on behalf of the
Commissioner of Main Roads
Of.....
Signed:.....Date:.....
Telephone:.....Official Stamp or Crest.

22. LOCAL POLICE DECLARATION:
I.....designation.....
Approve/object to, this application.

Of.....
Signed:.....Date:.....

Police Station:.....

23. RECEIPT DETAILS
The prescribed fee of \$.....received.

General, Receipt Number.....issued.

Signed:.....Date:.....

Police Station:.....

REQUIREMENTS

- A. Applications are to be lodged at the police station nearest to where the proposed event will be held. The prescribed application fee is to be paid at the time of lodgement.
- B. To permit the relevant authorities adequate time to assess applications and organise resources, applications shall be lodged within the following prescribed periods –
 - (i) events involving large public participation e.g. City to Surf Fun Run, pageants, not less than six calendar months prior to the proposed event;
 - (ii) events involving the racing of motor vehicles but not large public participation, not less than three calendar months prior to the proposed events;
 - (iii) events involving the racing of non-motorised vehicles, athletic events or other activities of a smaller nature, not less than one calendar month prior to the proposed event;
 - (iv) events involving street or locality events which do not involve large public participation, not less than one calendar month prior to the proposed event.
- C. Where local authority/Commissioner of Main Roads approval is required, the relevant declarations on the application are to be completed prior to the application being lodged.
- D. It is the applicant’s responsibility to arrange with the local authority for –
 - (i) the supply, erection and removal of prescribed road closure barriers and signs;
 - (ii) the payment of any associated fees and/or administrative charges.
- E. Where an Occupier’s Consent Form is required it must indicate that two-thirds of the occupiers affected are in favour of the proposed road closure.

The consent shall take the following form –

OCCUPIER’S CONSENT FORM FOR A STREET/LOCALITY EVENT

It is intended to apply to conduct a street/locality event in,.....between
(street/road)

.....and.....
(intersecting feature) (intersecting feature)

during the hours ofandon, 20.....

The event is being conducted on behalf of
.....
(club, group, organisation)

OCCUPIER’S NAME ADDRESS DATE CONSENT/OBJECT

- F. Where insufficient space is provided relevant details are to be included on a separate sheet and submitted with the application.

Road Closure Procedures –Check List

1. Applicant completes Road Closure Application Form (Form 1), including a Traffic Management Plan and Requirements List.
2. Applicant submits application forms to Council for approval, along with the Traffic Management Plan and all the information requested with the application form. (*Timeframe is a minimum of 6 to 8 weeks before the event is to be held*).
3. The Council advertises the road closure in the local papers prior to the event at the Applicants cost. (*See Item 10 below*).
4. CEO signs the application.
5. Application goes back to the applicant.
6. Applicant then takes the application to the Commissioner for Main Roads for approval (note: only goes to MRD if it is a main road that is being temporarily closed)
7. Applicant then takes application to the local Police Station for signing / approval and pays the required fees at the Police Station. Applicant to return signed form to the Shire.
8. The Police Station sends the application for approval to the Police Traffic Branch.
9. After the Police Traffic Branch have approved the application, a copy of approval will finally come back to the Council.
10. Once approvals from Main Roads WA (if applicable), the local Police and the Commissioner of Police is received the Council will advertise the road closure in the local papers prior to the event at the Applicants cost. Once a proof is provided payment is to be made prior to proceeding with advertising. The fee is based on cost recovery only.
11. The Council notifies the Works Depot so arrangements can be made for barriers, road closure signs etc to be erected on the day and also taken down.
12. The Council sends a copy of the road closure advertisement to the following local groups:
 - St Johns Ambulance Association
 - York Police Station
 - York Volunteer Fire & Rescue Services
 - Radio Station
 - Transwa (if applicable)
13. Copy of the road closure advertisement also goes up on the following notice boards:
 - Information Centre
 - Post Office
 - Council Administration Notice Board
 - Council Website

Please Note that the applicant (under the requirements list) must also notify all businesses/occupiers/residents within the road closure area of their intentions, providing details on date of closure and times.

Any objections must be noted and given to the Council along with the application form.

The Applicant must also supply to the Council a map of the area detailing where the road closure is taking place.

The Applicant must provide a current copy of their public liability insurance certificate.



Banner Booking Form

Please complete and return this page.

NAME _____ EVENT _____

Residential / Business Address	Postal Address
Postcode	Postcode

Phone Contacts _____

Email _____

Preferred Method of Contact Telephone Email Post

Date of Booking from _____ to _____

BANNERS requested - Cnr Balladong and Avon TCE (2)	1	2		
- Town Centre <u>Avon Tce</u> (3)	1	2	3	
- Town entry <u>Henrietta St</u> (4)	1	2	3	4
- Panmure Rd (2)	1	2		

Placement and use \$ _____

Total Payable \$ _____

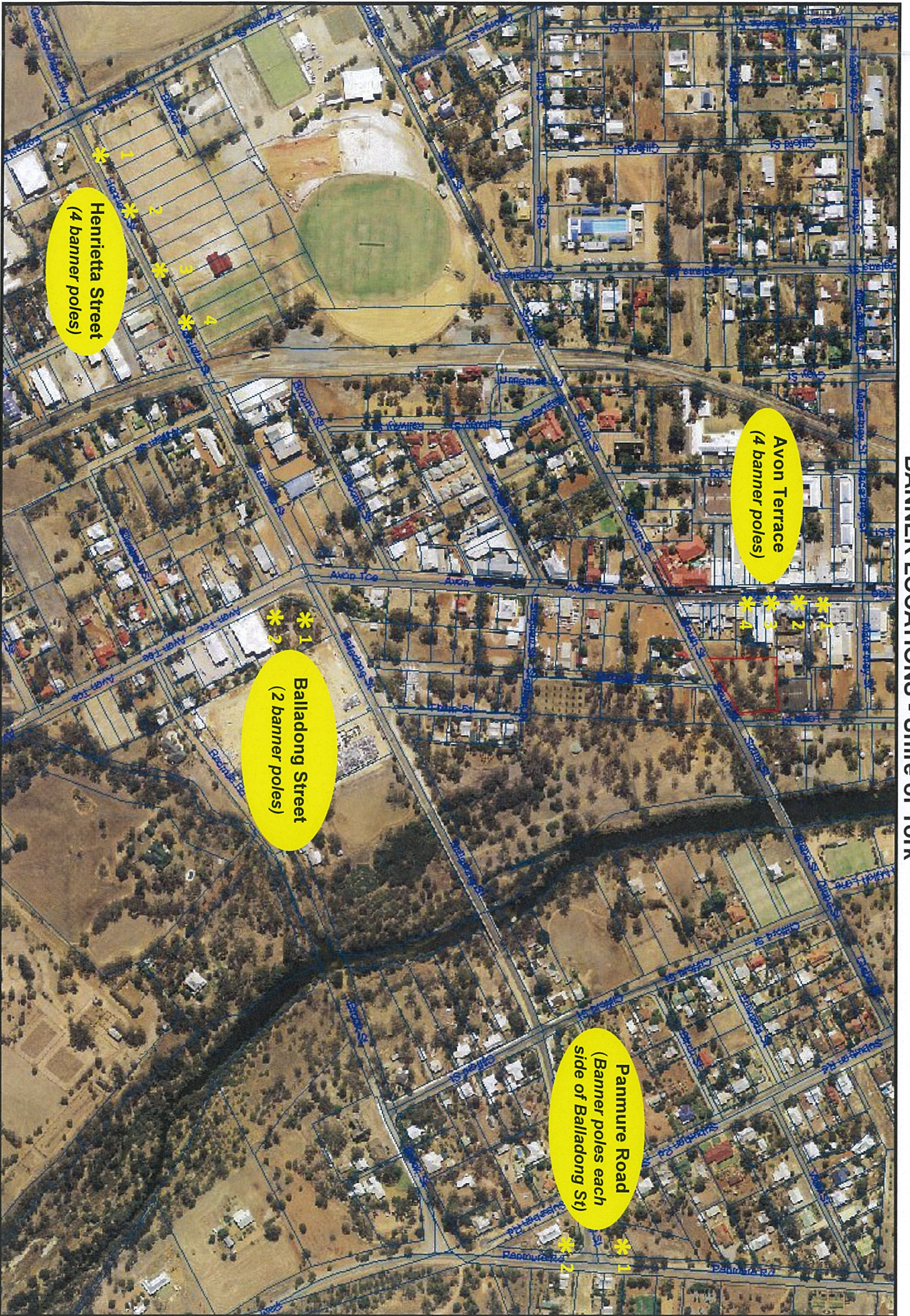
-----●

Portrait Banner poles (smaller) – Avon Tce (x3) Henrietta Street (x4) & Panmure Rd (x2)

Avon Tce -	1400 mm x 700 mm
Henrietta Street -	3300 mm x 700 mm
Panmure Road -	2150 mm x 800 mm
Balladong St -	6000 mm x 1750 mm

See Over:

BANNER LOCATIONS - Shire of York



**Avon Terrace
(4 banner poles)**

**Balladong Street
(2 banner poles)**

**Pannure Road
(Banner poles each
side of Balladong St)**

**Henrietta Street
(4 banner poles)**

REG 18

**APPLICATION FOR A NOISE EXEMPTION FOR AN EVENT
ENVIRONMENTAL PROTECTION (NOISE) REGULATIONS 1997**



This form is to be used for the purpose of obtaining a noise exemption of an approved sporting, cultural or entertainment event whereby noise emissions are likely to exceed assigned levels. All fields must be completed.

Event Details		
Event Name:		
Event location:		
Event Description		
Event date(s):	Start time:	Finish Time:
Bump In Date:	Start time:	Finish Time:
Sound Check:	Start time:	Finish Time:
Bump out:	Start time:	Finish Time:
Has this event been run in the past:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Applicants Details:		
Name of Business:		
ABN/ACN:		
Postal Address:		
Suburb:		Post Code:
Phone :	Mobile:	
E mail:		
Description of Key activities:		
Predicted Noise levels from Event:		
Please provide information on predicted noise levels:		

Important Supporting Information

The following information is required to be submitted with this form:

- Site plan showing stage , location of PA system and property boundaries
- The noise control measures to be implemented
- Noise monitoring procedures or activities to be undertaken
- Complaint response procedure to be adopted
- Method of providing notification to surrounding properties (include copy of any notices)

I declare the above information is correct to the best of my knowledge.

Signature:

Name:

Date: __/__/____



Shire of York Telephone Payments Credit Card Transactions

Full name on the customer's card:

Postal Address:

Owners Residential Address:

Contact Telephone Number/s:

Property Address and Assessment Number:

Amount to be paid:

\$

\$ _____

\$ _____

Receipt required Y / N

Date of Transaction:

□	□	-	□	□	-	□	□	□	□
---	---	---	---	---	---	---	---	---	---

Transaction taken by: _____

Card Details

Type of Card:

Card Number:

□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Card Expiry Date:

□	□	□	□
---	---	---	---

3 Digit Security Code (Found on back of card):

□	□	□
---	---	---