



28 Cavell Street Calingiri  
 PO Box 21 Calingiri WA 6569  
 P: 9628 7004  
 F: 9628 7008

E: [reception@victoriaplains.wa.gov.au](mailto:reception@victoriaplains.wa.gov.au)  
 W: [www.victoriaplains.wa.gov.au](http://www.victoriaplains.wa.gov.au)

## NOTIFICATION OF A PUBLIC EVENT

*This form should be completed with reference to the Shire of Victoria Plains Guidelines for Public Events (supplied with this document)*

### Shire Event Assistance

**PROMOTION:**

**EQUIPMENT:** .

## Part A

INFORMATION REQUIRED	YOUR RESPONSE
<b>EVENT NAME:</b>	
<b>PURPOSE:</b> (Community, Commercial, Fundraising)	
<b>ORGANISATION / GROUP:</b>	
<b>INSURANCE:</b> *you must have Public Liability Insurance	
<b>CONTACT PERSON:</b> (Event Organiser – 18+)	
<b>TELEPHONE (DAY):</b>	
<b>EMAIL ADDRESS:</b>	
<b>DATE / TIME:</b>	
<b>VENUE:</b>	
Shire Venues: have you completed a booking form?	
Other Venues: do you have the owner's permission?	
<b>Signed (Event Organiser)</b> I confirm that I have referred to the Guidelines for Public Events.	<i>*By entering your name, you acknowledge you are responsible for this notification.</i>
<b>Date:</b>	
<b>Office Use Only: - File</b>	
Event Classification (as per attached):	File Refs:
The above event is APPROVED subject to compliance with the Health (Public Buildings) Regs. 1992.	Officer: _____ Date: _____
The above event requires PART B (reverse) to be completed.	Officer: _____ Date: _____
<b>Chief Executive Officer</b>	Date: _____
<i>Low risk events require Part A only to be completed, to ascertain the risk factor of your event please call the Shire's CDO on 9628 7004 so that an assessment can be undertaken over the phone.</i>	

# Part B

INFORMATION REQUIRED					YOUR RESPONSE
<b>ACCESSIBILITY:</b>					<i>Please ensure ease of access to your venue and promote clearly.</i>
<b>ACTIVITIES (please list):</b>					<i>Suppliers should provide you with their public liability insurance.</i>
<b>ALCOHOL:</b>					<i>Please ensure that you apply for a licence should you be providing / selling alcohol.</i>
<b>APRA (music licence):</b>					<i>Your entertainer/s may provide their own licence.</i>
<b>ATTENDANCE EXPECTED:</b>					<i>If in a public building this cannot exceed the 'maximum accommodation' number.</i>
<b>ELECTRICAL ITEMS (please list):</b>					<i>All items must be tagged. Please ensure that cables / connections are not hazards.</i>
<b>ENTERTAINMENT:</b>					<i>Suppliers should provide you with their public liability insurance.</i>
<b>FIRST AID:</b>					<i>If you do not have a first aider or first aid post, please advise your 'plan'.</i>
<b>FOOD:</b>	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<i>Please ensure you have approval should you / stalls be providing / selling food.</i>
<b>NOISE:</b>					<i>If your event might be noisy, please consider advising the neighbours.</i>
<b>PARKING:</b>					<i>If your venue does not have sufficient parking, please advise of your plan.</i>
<b>POLICE (advised):</b>	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<i>If you are serving alcohol, please advise Police of the event.</i>
<b>RISK MANAGEMENT PLAN (attached):</b>	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<i>Please consider the list of items in the Guidelines.</i>
<b>SECURITY / CROWD CONTROL:</b>	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<i>This can be a requirement of some event approvals.</i>
<b>SHELTER / LIGHTING:</b>	<input type="checkbox"/>	OK	<input type="checkbox"/>	Hired	<i>Consider the requirement for shade, shelter and / or lighting.</i>
<b>SITE PLAN (attached):</b>	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<i>Please consider the list of items in the Guidelines.</i>
<b>TEMPORARY STRUCTURES (list types):</b>					
<b>TOILETS:</b>	<input type="checkbox"/>	OK	<input type="checkbox"/>	Hired	<i>Please consider the requirements in the Guidelines.</i>
<b>TRAFFIC MANAGEMENT (attached):</b>	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<i>Remember this process, if required, can take up to four months.</i>
<b>WASTE REMOVAL:</b>	<input type="checkbox"/>	OK	<input type="checkbox"/>	Hired	<i>Please include recycling facilities where possible.</i>
<b>WATER:</b>	<input type="checkbox"/>	OK	<input type="checkbox"/>	Supplied	<i>Potable water should be available at your event.</i>
<b>OTHER COMMENTS:</b>					
<b>Signed (Event Organiser)</b> I confirm that I have referred to the Guidelines for Public Events.					<i>*By entering your name you acknowledge you are responsible for this notification.</i>
<b>Date:</b>					
<b>Office Use Only:</b>					
The above event (PART A & B COMPLETE) is APPROVED subject to compliance with the Health (Public Buildings) Regs. 1992.	Officer:		Date:		
Chief Executive Officer			Date:		
The above event (PART A & B COMPLETE) will be the subject of a report to Council.	Officer:		Date:		
The above event is REFUSED.	Officer:		Date:		