

EVENT APPLICATION SHIRE OF BROOME

ISSUED UNDER LOCAL GOVERNMENT PROPERTY AND PUBLIC PLACES LOCAL LAW 2003

Disclaimer:

The information contained within this package has been provided as a guide only. Additional information or approvals may be required from other agencies and it shall be the sole responsibility of the Event Organiser, not the Shire of Broome, to ensure all relevant approvals and information are obtained in relation to each particular event.

Applications and approvals for an event are not transferable. Therefore the Event Organiser cannot transfer Shire of Broome approval for an event to an alternative venue, date or time, without re-negotiating with the Shire of Broome.

PLEASE NOTE: An event is not approved until the Shire of Broome is satisfied that event organisers have met all the conditions of the application and the Shire acknowledgement has been granted in writing.

This application form should be submitted to:
The Chief Executive Officer
Shire of Broome
PO Box 44
BROOME WA 6725
Email - shire@broome.wa.gov.au
Fax: (08) 9191 3455

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

SECTION 1 – EVENT DETAILS YOUR EVENT

Name of event:

Event Affiliation:
(i.e a major festival)

Event held previously: New event:

Annual event:

Venue (Venue name, specific location or streets required)

Date of Event:

Starting Time:
(Including Set-up) Finishing Time:
(Including Pack Down)

Expected number of participants:

Expected number of spectators:

Type of Event:

Concert

Street Parade

Sporting Carnival

Wedding

Artistic Performance

Private Function

Fireworks

Carnival

Market

Festival

Other (Please specify)



27 Weld Street, PO Box 44
Broome WA 6725
P: 9191 3456
www.broome.wa.gov.au

people • place • prosperity

YOUR EVENT

Description of activity:
(Please attach additional sheets if
required)

YOUR STAFF

Contact Person:

Phone (BH) Address:

Mobile:

Fax:

Email:

YOUR COMPANY

Organisation:
(If Applicable)

ABN: Address:
(If Applicable)

Charity / Non-Profit Organisation: YES NO

Incorporated Association: YES NO

Incorporation No: (if applicable)

THE RUNNING ORDER (TIMELINE)

Please complete, or attach a detailed running order for your event, including pre-event milestones, event set up, programme and pack down. Items in *italics* are examples.

Time	Activity	Location	Responsibility
PRE - EVENT			
<i>1 April</i>	<i>Submit event application to Shire of Broome</i>	<i>Shire of Broome</i>	<i>Event Coordinator</i>
EVENT SET-UP			
<i>14 May 0700</i>	<i>Erect fencing around event perimeter including access gates</i>	<i>Short Street & Broome Highway</i>	<i>Fencing Contractor</i>
EVENT PROGRAMME			
<i>15 May 2000</i>	<i>The Wiggles Live</i>	<i>Main Stage</i>	<i>Stage Manager</i>
EVENT PACKDOWN			
<i>16 May 0600</i>	<i>Rubbish Skip Emptied and removed from site</i>	<i>Short Street</i>	<i>Kimberley Waste</i>

SECTION 2 – Venue Hire, Shire Services, Fees and Charges

Venue Hire

Area required for exclusive use

- | | |
|--|---|
| <input type="checkbox"/> Cable Beach Amphitheatre | <input type="checkbox"/> Town Beach |
| <input type="checkbox"/> Male Oval | <input type="checkbox"/> Male Oval Concourse |
| <input type="checkbox"/> Father McMahon Sports Field | <input type="checkbox"/> Joseph Nipper Roe Sports Field |
| <input type="checkbox"/> Haynes Oval | |

Date and time for occupation of the site: / /

Date and time to vacate the site: / /

Are sprinklers and reticulation required to be switched off?

YES NO

Date and time / /

Do you require power?

YES NO

Date and time / /

Shire of Broome Fees and Charges

VENUE HIRE CHARGES						
	Day fee 6am to 6pm (GST Inclusive)	Full Day Fee 6am to Midnight (GST Inclusive)	Hourly fee – Without Lights (GST Inclusive)	Hourly fee With Lights (GST Inclusive)	Number of Days / Hours	Final Venue Costs
Cable Beach Ampitheatre	N/A	\$700	N/A	N/A		
Town beach	\$500	\$625	\$50	\$50		
Haynes Oval	\$400	\$600	\$50	\$50		
Male Oval	\$400	\$600	\$50	\$50		
Male Oval Concourse	\$500	\$625	\$50	\$50		
Father McMahon Sports Field	\$400	\$600 without lights \$780 (250 lux) \$1060 (500 lux)	\$50	\$55 (250 lux) \$100 (500 lux)		
Jospeh Nipper Roe Sports Field	\$400	\$600 (no lights)	\$50	N/A		
BRAC Total Venue	N/A	\$2000	N/A	N/A		
BRAC Stadium (Per Court)	N/A	N/A	N/A	\$55		
BRAC Stadium (Full Hire)	N/A	N/A	N/A	\$100		

Venue Hire Total		
ADMINISTRATION CHARGES		
Event Application Fee		\$55
Concert Licence fee / Service Charges	Varies – See Event Pack for details	
Fireworks Application Fee	\$50	
Regulation 18 Noise Approval	\$500	
Application fee for consideration of Public Building Approval - Simple	\$200	
Application fee for consideration of Public Building Approval - Complex	\$600	
Trading in Public Places Licence Application Fee	\$72	
Trading in Public Places licence within 10km of Post Officer per annum	\$801	
Trading in Public Places licence outside 10km of Post Office per annum	\$179	
Administration Total		
SHIRE OF BROOME PRODUCTS AND SERVICES		
Traffic Sign Hire	\$11 per sign per day	
Accredited Traffic Controller	\$78 per hour p.p.	
Ground Marking (reticulation identification and marking)	\$95 per hour p.p.	
Sulo Bin Hire	\$20 per bin \$200 minimum	
Event cleaning Service	As negotiated	
Products and Services Total		
Promotional Banner Hire		
Overhead banner per week	\$550	
Pole Banners per week (Cable Beach)	\$420	
Pole Banners per week (Frederick Street)	\$770	
Pole Banners per week (Cnr Frederick Street / Cable Beach Road)	\$420	
Less 50% reduction for not for profit organisations	-%50	
Promotional Banner Hire total		
Other Shire Services and Charges as negotiated		
Other Shire Services and Charges Total		
TOTAL		

SECTION 3 – Event Safety, Risk Management and Security

Safety Plan

Please detail how you will manage an emergency associated with your event, including fire, medical emergency, crowd crush or other emergency.

Including:

- Who will communicate and coordinate any emergency service response?
- Who will be the back up in case the first person is unavailable?
- Where will emergency services be directed to gain access to your event site?
- Where will event patrons and staff be directed to in case of an evacuation?
- How will the person coordinating the emergency service response be identified?
- How will you communicate this information to your event staff and patrons?
- How will first aid be administered to patrons?
- How will a fire response to fire be managed
- Detail any fire or first aid equipment on site.

Please attach additional sheets where necessary.

First Aid

Will you have an accredited First Aid person on site?

YES

NO

Name:

Contact:

Accreditation:

Expires:

Risk Management

The following Risk Documentation has been prepared by the Shire of Broome for use as a baseline risk assessment. Please review the following and ensure that it covers an activity undertaken within your event. This document should be used as a starting point for your risk assessment.

Please delete any hazards or risks that **DO NOT** apply to your event.

Please check the Control Measures that will be present for your event.

For more information on Risk Management, please refer to the Information for Applicants booklet.

HAZARD	RISK	CONTROL MEASURES
1.1. Biological Agents, Needles, Blood and Vomit	<ul style="list-style-type: none"> • Needle stick Injury • Biological Infection • Physical Injury to public and staff 	<ul style="list-style-type: none"> <input type="checkbox"/> Shire staff undertake site inspection prior to venue being hired to ensure clear of sharps <input type="checkbox"/> Cleaning staff are on hand during event to monitor and clean up spills <input type="checkbox"/> Cleaning staff are trained in the safe disposal of Sharps
1.2 Broken Glass, Litter	<ul style="list-style-type: none"> • Cuts and Abrasions to hands and feet • Physical Injury to public and staff • Increased likelihood of slip / trip 	<ul style="list-style-type: none"> <input type="checkbox"/> Shire staff undertake site inspection prior to venue being hired to ensure clear of broken glass <input type="checkbox"/> Cleaning staff are on hand during event to monitor and clean up waste <input type="checkbox"/> A waste management plan is developed and followed throughout the event <input type="checkbox"/> Adequate bins are provided for patrons <input type="checkbox"/> Cleaning staff have appropriate PPE to collect and dispose of glass / waste <input type="checkbox"/> Glass-free events and activities are recommended <input type="checkbox"/> Qualified first aid staff on-site
1.3 Hazardous Materials	<ul style="list-style-type: none"> • Contamination 	<ul style="list-style-type: none"> <input type="checkbox"/> Hazardous materials are not introduced to the venue <input type="checkbox"/> Hazardous material stored on site is appropriately secured and labelled with Australian standard warning signs in place
1.4 Live Electrical Wires / faulty equipment	<ul style="list-style-type: none"> • Electrocution 	<ul style="list-style-type: none"> <input type="checkbox"/> All electrical equipment is appropriately tagged and tested by accredited tester <input type="checkbox"/> Cabling is flown overhead to reduce contact with water <input type="checkbox"/> Electrical installations are checked and approved by qualified electrical contractor <input type="checkbox"/> Shire electrical power sources and fittings are regularly maintained <input type="checkbox"/> Electrical installations are equipped with appropriate tripping devices in case of short-out or overload
1.5 LPG Cylinders, and appliances	<ul style="list-style-type: none"> • Burns • Asset Damage 	<ul style="list-style-type: none"> <input type="checkbox"/> LPG Canisters are secured to avoid tipping <input type="checkbox"/> All LPG fixtures are checked prior to use to ensure that they are air tight with no worn or torn hoses <input type="checkbox"/> A fire extinguisher and blanket is stored within easy reach at any LPG storage location or where they are in use
1.6 Manual Handling	<ul style="list-style-type: none"> • Physical Injury to staff 	<ul style="list-style-type: none"> <input type="checkbox"/> Physical aids (Trolleys, forklifts, lifters) employed for any manual lifting <input type="checkbox"/> Manual lifting or carrying does not exceed 20kg <input type="checkbox"/> Staff do appropriate warm up or stretching prior to any physical work

1.7 Major Equipment relocations, Set up and Pack Down	<ul style="list-style-type: none"> Physical Injury to public pedestrians and staff Asset Damage 	<ul style="list-style-type: none"> All vehicles adhere to a 10 kmh speed limit within the event precinct A spotter is employed for all fork-lift / machinery transits All vehicles within the event precinct use hazard lights Only accredited / licensed operators to use heavy machinery Qualified first aid staff on-site
1.8 Rigging, stages and overhead lighting	<ul style="list-style-type: none"> Fall from Stage Fall from Rigging 	<ul style="list-style-type: none"> Access to stage is restricted to performers only Stage height above ground is limited to a maximum of 2 metres Areas directly in front of stage are free of infrastructure or patrons Only accredited riggers permitted to work above height All PPE is checked by an accredited rigger prior to work Access to speaker towers, light rig support structures are restricted Qualified first aid staff on-site
1.9. Slip, Trip, Knock and Fall	<ul style="list-style-type: none"> Physical Injury to public, performers and staff 	<ul style="list-style-type: none"> Cables are flown overhead or covered in pedestrian transit areas Raised stairs, platforms, handrails, changes in height are to be highlighted with reflective tape All tripping hazards identified by a pre-event site walk by the event coordinator to be removed, barrier or highlighted with safety tape All working areas of a height greater than 2m to have safety rails installed Qualified first aid staff on-site
1.10 Structures, scaffold, fences, stacked material collapsing	<ul style="list-style-type: none"> Lighting Rig Collapse Signage Collapse Speaker Stack collapse / fall Fence Fall / Collapse Stage Collapse Marquee Collapse / Fly-away 	<ul style="list-style-type: none"> All stages, rigs installed by a certified rigger All lighting rigs to be certified at appropriate wind rating for the season Rigs and stages checked by certified rigger prior to event All signs adequately secured All fences adequately secured and braced to avoid fall All Marquees over 5m X 5m to be checked by certified engineer or experienced installer prior to the event All Marquees are adequately secured with weights, or pegged into the ground Qualified first aid staff on-site
1.11 Vehicle to pedestrian / cyclist collisions through Set Up	<ul style="list-style-type: none"> Physical Injury to public / staff 	<ul style="list-style-type: none"> All vehicles adhere to a 10 kmh speed limit within the event precinct A spotter is employed for all fork-lift / machinery transits All vehicles within the event precinct use hazard lights Only accredited / licensed operators to use heavy machinery Qualified first aid staff on-site
1.12 Weather Extremes – Rain, Hail, Storm, Cyclone,	<ul style="list-style-type: none"> Physical Injury Asset Damage Inundation 	<ul style="list-style-type: none"> All Marquees and shade structures are dismantled in high winds Event is cancelled in extreme weather conditions Qualified first aid staff on-site

Downpour, Snow, Lightning	<ul style="list-style-type: none"> • Delay or cancellation of event 	
1.13 Weather Extremes - Extreme Heat, Total Fire Ban	<ul style="list-style-type: none"> • Dehydration • Physical Injury • Delay or cancellation of event 	<ul style="list-style-type: none"> <input type="checkbox"/> Adequate, free drinking water is available to all event patrons and staff <input type="checkbox"/> Sunscreen is provided free to all patrons <input type="checkbox"/> Event is cancelled in extreme weather conditions
2.1 Access and Exit by patrons	<ul style="list-style-type: none"> • Physical Injury • Asset Damage 	<ul style="list-style-type: none"> <input type="checkbox"/> All gates are dummy locked to allow emergency Exit <input type="checkbox"/> All exits on built structures are clearly visible and illuminated <input type="checkbox"/> All Exit points are clear of infrastructure <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons
2.2. Alcohol	<ul style="list-style-type: none"> • Intoxication & incapacitation • Physical Injury • Violent Behaviour • Disorder • Asset Damage 	<ul style="list-style-type: none"> <input type="checkbox"/> All alcohol is served by qualified RSA staff in accordance with the liquor licence <input type="checkbox"/> Adequate security is provided in accordance with the liquor licence <input type="checkbox"/> Bar opening times are limited in their duration to no more than 4 hours <input type="checkbox"/> A 'Chill out' room is provided for event patrons <input type="checkbox"/> WA Police are advised of the event
2.3 Cash Handling	<ul style="list-style-type: none"> • Theft • Assault 	<ul style="list-style-type: none"> <input type="checkbox"/> Security to escort any large cash transits <input type="checkbox"/> Cash is removed from site periodically throughout event <input type="checkbox"/> All vendors to undertake periodic check of registers throughout event <input type="checkbox"/> Adequate security is provided and briefed on cash handling processes
2.4 Civil Disturbance	<ul style="list-style-type: none"> • Event Disruption • Trauma • Adverse Publicity 	<ul style="list-style-type: none"> <input type="checkbox"/> Adequate security is provided <input type="checkbox"/> Clear media protocols are agreed on with Shire of Broome
2.5 Contributory Neighbouring Events	<ul style="list-style-type: none"> • Loss of Reputation • Event Disruption 	<ul style="list-style-type: none"> <input type="checkbox"/> Stakeholder consultation is undertaken to minimise overlapping events
2.6 Criminal Activity	<ul style="list-style-type: none"> • Personal Theft • Assault • Vandalism • Wilful Property Damage • Arson • Theft 	<ul style="list-style-type: none"> <input type="checkbox"/> Adequate security is provided <input type="checkbox"/> Overnight security is provided to protect valuable assets <input type="checkbox"/> WA Police are advised of the event <input type="checkbox"/> Adequate fire extinguishers are in place at key locations <input type="checkbox"/> Backstage areas are fenced with no public access
2.7 Illegal Fireworks / Flares	<ul style="list-style-type: none"> • Burns • Asset Damage 	<ul style="list-style-type: none"> <input type="checkbox"/> Adequate security is provided <input type="checkbox"/> WA Police are advised of the event <input type="checkbox"/> Adequate fire extinguishers are in place at key locations

2.8 Loss of Crowd Control	<ul style="list-style-type: none"> Physical Injury Trauma 	<input type="checkbox"/> PA system available for crowd messages <input type="checkbox"/> Adequate security is provided <input type="checkbox"/> Wardens are briefed on evacuation procedures
2.9 Missing Person and / or Lost Child	<ul style="list-style-type: none"> Trauma 	<input type="checkbox"/> PA System available for crowd messages <input type="checkbox"/> Lost children point established and communicated to security and event staff
3.1 Emergency Exit	<ul style="list-style-type: none"> Crowd Crush Panic Asset Damage 	<input type="checkbox"/> All gates are dummy locked to allow emergency Exit <input type="checkbox"/> All exits on built structures are clearly visible and illuminated <input type="checkbox"/> All Exit points are clear of infrastructure <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons
3.2 Bomb Threat and / or Blast	<ul style="list-style-type: none"> Physical Injury 	<input type="checkbox"/> All gates are dummy locked to allow emergency Exit <input type="checkbox"/> All exits on built structures are clearly visible and illuminated <input type="checkbox"/> All Exit points are clear of infrastructure <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons <input type="checkbox"/> WA Police are advised of the event <input type="checkbox"/> Emergency Management Plan is communicated to all event staff
3.3 Disasters	<ul style="list-style-type: none"> Physical Injury 	<input type="checkbox"/> All gates are dummy locked to allow emergency Exit <input type="checkbox"/> All exits on built structures are clearly visible and illuminated <input type="checkbox"/> All Exit points are clear of infrastructure <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons <input type="checkbox"/> WA Police are advised of the event <input type="checkbox"/> Emergency Management Plan is communicated to all event staff
3.4 External Emergency	<ul style="list-style-type: none"> Event Disruption Evacuation from venue 	<input type="checkbox"/> All gates are dummy locked to allow emergency Exit <input type="checkbox"/> All exits on built structures are clearly visible and illuminated <input type="checkbox"/> All Exit points are clear of infrastructure <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons <input type="checkbox"/> WA Police are advised of the event <input type="checkbox"/> Emergency Management Plan is communicated to all event staff
3.5 Failure of Emergency Agency to gain access	<ul style="list-style-type: none"> Physical Injury 	<input type="checkbox"/> A minimum of 2.5m wide thoroughfare is maintained into the event precinct to allow access of emergency vehicles <input type="checkbox"/> Wardens are briefed and are in position to assist with coordination of emergency services <input type="checkbox"/> Qualified first aid staff are on site
3.6 Fire, Cooking, Candles, Naked Flame, Hot Surfaces	<ul style="list-style-type: none"> Burns 	<input type="checkbox"/> All food vendors have a fire extinguisher and fire blanket within easy reach <input type="checkbox"/> All hot surfaces / cooking equipment has a physical barrier from the public <input type="checkbox"/> Food vendors have received and comply with the conditions of a Shire of Broome food permit

3.7 Medical Emergency	<ul style="list-style-type: none"> Physical Injury 	<ul style="list-style-type: none"> <input type="checkbox"/> A minimum of 2.5m wide thoroughfare is maintained into the event precinct to allow access of emergency vehicles <input type="checkbox"/> Wardens are briefed and are in position to assist with coordination of emergency services <input type="checkbox"/> Qualified first aid staff are on site <input type="checkbox"/> Emergency Management Plan is communicated to all event staff
3.8 Adjacent Active Carriage Ways	<ul style="list-style-type: none"> Physical Injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Qualified first aid staff are on site <input type="checkbox"/> Event infrastructure does not interfere with sightlines from oncoming traffic at key crossing points
3.9 Failure of Communications	<ul style="list-style-type: none"> Loss of event control Trauma Physical Injury 	<ul style="list-style-type: none"> <input type="checkbox"/> A communications register is in place with lists of primary and secondary communications <input type="checkbox"/> All staff have a tag or information sheet listing primary and secondary communications <input type="checkbox"/> Emergency services and the Shire of Broome have a copy of the communications register with key contacts <input type="checkbox"/> Emergency Management Plan is communicated to all event staff
3.10 Lack of Communications	<ul style="list-style-type: none"> Loss of event control Trauma Physical Injury 	<ul style="list-style-type: none"> <input type="checkbox"/> Key staff have event radios and mobile phones as back up <input type="checkbox"/> A communications register is in place with lists of primary and secondary communications <input type="checkbox"/> All staff have a tag or information sheet listing primary and secondary communications
4.1 Flood, Plumbing, Sprinkler Malfunction	<ul style="list-style-type: none"> Asset Damage 	<ul style="list-style-type: none"> <input type="checkbox"/> Reticulation systems are mapped or marked prior to installing fencing, marquees, pickets or pegs <input type="checkbox"/> Reticulation systems are turned off for the duration of the event <input type="checkbox"/> Reticulation systems are regularly checked for leaks or malfunction <input type="checkbox"/> Event is cancelled in extreme weather conditions
4.3 Controversial Content	<ul style="list-style-type: none"> Damage Reputation Stakeholder Complaint 	<ul style="list-style-type: none"> <input type="checkbox"/> All content is appropriate for the target age group of the event <input type="checkbox"/> Clear media protocols are agreed on with Shire of Broome
4.4 Negative Publicity due to crisis	<ul style="list-style-type: none"> Damage Reputation Decrease Visitation Financial Loss 	<ul style="list-style-type: none"> <input type="checkbox"/> Clear media protocols are agreed on with Shire of Broome <input type="checkbox"/> Emergency Management Plan is communicated to all event staff <input type="checkbox"/> Wardens are available and in position to assist Exit of patrons
4.5 Property and Asset Damage	<ul style="list-style-type: none"> Damage to Grassed areas Damage to reticulation infrastructure Damage to Assets 	<ul style="list-style-type: none"> <input type="checkbox"/> Reticulation systems are mapped or marked prior to installing fencing, marquees, pickets or pegs <input type="checkbox"/> Reticulation systems are turned off for the duration of the event <input type="checkbox"/> Reticulation systems are regularly checked for leaks or malfunction <input type="checkbox"/> Ice buckets are emptied in drains not on grassed areas
4.6 Sub Station	<ul style="list-style-type: none"> Cessation of 	<ul style="list-style-type: none"> <input type="checkbox"/> Emergency Management Plan is communicated to all event staff

Failure	Event	<input type="checkbox"/> Wardens are available and in position to assist Exit of patrons <input type="checkbox"/> Back up Generators are available
4.7 Contaminated water from Oval Irrigation	<ul style="list-style-type: none"> • Physical Injury • Stakeholder complaint 	<input type="checkbox"/> Reclaimed water is clearly communicated to event patrons through signage and pre-event communications <input type="checkbox"/> Qualified first aid staff are on site
5.1 Toilet Facilities	<ul style="list-style-type: none"> • Blocked or flooded facilities • Increased Trip / Slip • Waste water / sewage leak from toilets 	<input type="checkbox"/> Waste management plan is communicated to cleaning staff and 3 rd party toilet providers <input type="checkbox"/> All toilet facilities are completely contained to avoid escaping waste <input type="checkbox"/> Toilets are cleaned regularly throughout the event <input type="checkbox"/> Maintenance crew is on standby for the duration of the event in case of blocked toilets
5.2 Waste	<ul style="list-style-type: none"> • Drop in Reputation • Financial Cost • Increased Trip / Slip 	<input type="checkbox"/> Waste management plan is communicated to cleaning staff <input type="checkbox"/> Cleaning staff are on hand for the entire event to clean litter and waste <input type="checkbox"/> A waste skip is on site and periodically emptied throughout the event
5.3 Noise	<ul style="list-style-type: none"> • Physical Injury • Stakeholder Complaint 	<input type="checkbox"/> All amplified sound complies with Shire and EPA restrictions <input type="checkbox"/> Stage is positioned to minimise noise to neighbouring property and approved by the Shire of Broome <input type="checkbox"/> Periodic monitoring is taken through the course of the event, at various points in relation to the stage, and volume is adjusted accordingly <input type="checkbox"/> Written communication to neighbouring affected businesses prior to the event
5.4 Food Poisoning	<ul style="list-style-type: none"> • Physical Injury 	<input type="checkbox"/> All food vendors to comply with Shire food permits <input type="checkbox"/> All food to be stored at appropriate temperatures <input type="checkbox"/> Hand washing facilities, including running water, soap and basin are available <input type="checkbox"/> All cooked food is served at safe temperatures <input type="checkbox"/> Cold and hot food are not mixed during preparation or serving
5.5 Animals	<ul style="list-style-type: none"> • Animal attack • Biological Infection 	<input type="checkbox"/> All animals are supervised by a competent animal handler <input type="checkbox"/> All animal waste is removed immediately <input type="checkbox"/> Animal handling areas are away from main stage, flags and bunting or amplified noise <input type="checkbox"/> Animals are removed from the event precinct immediately if any skittish or aggressive behaviour occurs
5.6 Contaminated Water	<ul style="list-style-type: none"> • Physical Injury 	<input type="checkbox"/> All water for drinking is to be served at an appropriate temperature <input type="checkbox"/> Qualified first aid staff are on site

Other Risks and Hazards Associated with your activity or event
 (ie Fireworks, aerial performance, demonstrations etc)

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Risk Assessment Reviewed By:

Name:

Contact:

Position:

Date / /

Security

Please detail any Security arrangements for your event for both liquor Licencing requirements and general patron safety and security.

Please note, an Officer from the Shire of Broome may ask to see a Security Licence at any time.

Security Coordinator:

Company:

Contact number: After Hours Contact:

Number of Security Personnel assigned for Licensed Areas:

Number of Security Personnel assigned for general event patrolling:

Details of Security Personnel assigned for the event (If available)

Please attach additional sheet if required

Security Personnel Name	Company	License Number

SECTION 3 – EVENT SITE, INFRASTRUCTURE, ELECTRICAL, TRAFFIC MANAGEMENT AND PARKING

Site Plan

Please attach a site plan to detail any of the following, and check the boxes applicable to your event.

Infrastructure

- Stage (incl. measurements & area m²)
- Audio locations, including Front of House, additional speakers etc
- Location of Marquee, Tents (incl. measurements in m²)
- Lighting
- Electrical Generators
- Seating
- Fenced Off Areas (incl. distances)
- Site Signage

Food and Drink

- Water Access Points / Free Drinking Water stations
- Food Stalls
- Licenced Areas (inc. measurements in m²)
- Bars and alcohol service points

Traffic Management & Parking

- Parking Areas
- Vehicle Access Points (incl. street names)
- Traffic management / Parking checkpoints
- Public Transport Pick Up and Drop Off
- Taxi Rank
- Shuttle Bus Pick Up and Drop Off

Emergency and Safety Locations

- Emergency Exits
- First Aid Post(s)
- Police locations
- Emergency evacuation areas
- Primary Emergency Access point
- Fire extinguisher locations
- Exclusion zones (Fireworks, water or aerospace) if applicable
- Closest Landline Phone

Security

- Primary security locations (Bag searches, Control Centre, Security meeting points)
- Chill out zones
- Eviction points

Waste Management

- Bin areas, co-mingle and recycling
- Location and number of toilet facilities
- Rubbish Skips or waste collection points
- Access route for cleaning vehicles

Disability Access

- Disability Access Routes
- Disabled toilets and facilities
- Disabled ramps for raised surfaces or buildings

Structures

Please detail any built structures present on the event site.

Structure	Dimension	Purpose

Please attach any engineering structural certification for the above structures.

In the event that an Engineer's Structural Report cannot be provided by the supplier of a temporary structure (e.g. tent, marquee or stage), this following **must** be completed by your supplier.

This applies to all events held in the Shire of Broome.

I certify that the structures supplied:

By _____ (Name of Business)

For _____ (Name of Event/ Activity)

On _____ (Date)

Will be constructed in a safe manner. I further acknowledge that any claims arising out of the injuries from the inadequate construction will be met by:

_____ (Name of Business)

Signature: _____

Name: _____
(Block Capitals)

Date: _____

Public Buildings

Where a temporary public building is to be established, or an existing Public Building or extended, the following must be completed. Please see the Event Information for Applicants Pack for details.

APPLICATION FOR TEMPORARY CERTIFICATE OF APPROVAL

FORM 2 [REG.5] HEALTH ACT 1911

HEALTH (PUBLIC BUILDINGS)

REGULATIONS 1992

I being the owner/agent hereby apply for a Certificate of Approval in respect of:

PREMISES DETAILS

NAME OF _____

LOT NO _____ STREET NO _____

STREET _____

TOWN/SUBURB _____

NEAREST CROSS STREET _____

INTENTIONS FOR USE

DATE AND TIME OF USE

SIGNED: _____

OWNER/AGENT: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

APPLICATION TO CONSTRUCT, EXTEND OR ALTER A PUBLIC BUILDING

FORM 1 [REG.4] HEALTH ACT 1911

HEALTH (PUBLIC BUILDINGS)

REGULATIONS 1992

I being the owner/agent hereby apply under Section 176 of the Health Act to construct alter or extend a public building:

PREMISES DETAILS

NAME _____

LOCATION Lot No: _____ Street No: _____

Street: _

Town/Suburb: _____

If required, other information to find building (eg 5kms into property on left):

INTENTIONS FOR USE _____

In support of this application I hereby submit plans and detail as required together with the prescribed fee.

ANY OF THE FOLLOWING MAY SIGN THIS NOTICE:
The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built created or converted thereto.

Signed _____

Owner/Agent _____

Address _____

Contact details: phone: _____ mobile: _____

fax: _____ email: _____

Road Closures and Traffic Management

Will your event require any of the following?

- | | |
|---|---|
| <input type="checkbox"/> Road Closure | <input type="checkbox"/> Street Procession |
| <input type="checkbox"/> Vehicle Road Race | <input type="checkbox"/> Change to Road Rules (ie Speed Limits) |
| <input type="checkbox"/> Closure of Cable Beach Access Ramp | |

If a Road Closure or change of Road Rules is required, permission must be granted by the Shire of Broome, WA Police and the Department of Main Roads as per the forms below. In addition, if a Road Closure is sought, any business or resident adjacent to the proposed road closure must be contacted and their approval sought using the following document. At least 2/3rds of affected businesses or residents must approve the closure.

For any road closure, Street Procession or Change of Road Rules, a Traffic Management Plan must be prepared by a certified Traffic Manager or Controller. In addition, a Certified Traffic Controller must be present to both open and close the road.

Please Attach your Certified Traffic Management Plan here:

Name of Certified Traffic Manager:

Signature

Date: / /

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 of

and

on

/ /

The event is being conducted on behalf of

(club, group, organisation)

Occupiers Address	Approves? YES / NO	Signature	PRINT NAME

Please attach additional sheets if required.

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

22. LOCAL POLICE DECLARATION: 23. RECEIPT DETAILS
I.....designation..... The prescribed fee of \$.....received.
Approve/object to, this application General, Receipt Number.....issued.
Signed:.....Date:.....
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.



Application for Temporary Suspension of the Road Traffic Act/Regulations, Section 83 Road Traffic Act.

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. Extent to which roads will be used (half/full carriageway).....
11. Exact route that event will follow (including starting and finishing points)
12. Date of previous event, if any, conducted at the route.....
13. Date of previous event, if any, conducted by the applicant, club, group or organisation
14. Race meetings and speed tests: specify any provisions of the Road Traffic Act 1974, or Regulations made under that Act, requested to be suspended
15. Any other relevant information.....
16. Where insufficient space is provided relevant details are to be included on a separate sheet and submitted with application.
17. The information supplied by me is true and correct to the best of my knowledge.

Signature **Date**

18. LOCAL AUTHORITY APPROVAL:

19. LOCAL POLICE DECLARATION:

I..... designation.....

I..... designation.....

Approve/object to, this application on behalf of the

approve/object to, this application.

City/Shire/Town of

Signed:.....

Signed:.....

Date: ... / ... / ...

Date: ... / ... / ...

Official Stamp or Crest

Police Station.....

Parking and Public Transport

Will your event require any of the following?

Dedicated Parking Areas

Significant numbers of people

Event times outside of public transport business hours

Parking and the use of public transport must be considered for any event. Please detail your parking system, and how public transport will be used to service your event site. Please provide details as per the following

- Where are dedicated parking areas established to service the event?
- Who is managing marshalling of parking?
- How are dedicated car parking areas secured?
- Which public transport providers have been consulted about your event?
- Where are public transport pick up and drop off points established?
- Has a taxi rank been considered for your event?
- How will people waiting for public transport be managed?

Please attached additional sheets where necessary.

SECTION 4 –COMMERCIAL ACTIVITY, FOOD AND DRINK

Commercial Activity / Trading in a public place license

Any activity that involves selling of products or services to the public during an event must be approved with a Trading in a Public Places License. This License will encompass all vendors, stalls, merchandise or service including food vans and stalls, craft stalls, rides or amusements, merchandise and programmes, bar service or alcohol vendors, entrance ticketing or any other commercial activity undertaken as part of the event.

If you wish to undertake any commercial activity, please complete the following.

BUSINESS NAME: (If different from Event Applicant)

APPLICANT DETAILS:

Company name:

Applicant/s full name:
Residential address:

Postal Address:

Contact Numbers:

phone:

mobile:

fax:

email:

BUSINESS/OPERATION DETAILS

Proposed Location/s:

Proposed Hours:

Goods, Wares, Merchandises or Services:

For events with multiple points of sale or vendors, including markets, please complete the following:

Business	Location	Product / Service	Contact Details	Opening hours
<i>i.e Jakes Kebabs</i>	<i>Main Gate</i>	<i>Food / Drink</i>	<i>(08) 555-2345</i>	<i>12 noon - 10 pm</i>

Alcohol and Liquor Licensing

As an event organiser it is your responsibility to apply for a Liquor License from the Department of Gaming, Racing and Liquor and adhere to any conditions within that license. Unauthorised public drinking at your event may result in the cancellation of your permit.

Please attach a copy of your relevant Liquor License detailing the area of use, identifying the licensee and highlighting the level of security required under the licence conditions.

Food Vendors and Food Safety

Anyone serving food or drink to the public must be issued with a Food Permit for a temporary food premises or van. This includes stalls where only drinks are served. Many existing Broome businesses that regularly attend events to serve food and drink have already been issued with a Food Permit. However, if any food stall or vendor has not already been approved, please complete the following.

APPLICATION FOR A TEMPORARY FOOD PREMISES/ VAN

1. Applicant's Name:

Address:

2. Name of Food Outlet:

3. Type of Outlet: Stall Kiosk Mobile Food Van Tent

Other (specify):

4. Intended Location/ Event:

5. Intended Date(s) and Time:

6. Food intended to be sold: Wrapped Unwrapped Hot Cold

7. Describe range and type of food:

8. Will food be prepared on site? Yes No If **No**, specify address:

9. How will food be transported to site to avoid contamination and maintain correct temperature?

10. How will unwrapped food be protected from contamination?

11. How will you provide for food requiring temperature control?

< 5°C

> 60°C

12. How are you going to provide for the following?

Hand washing:

Washing food and Utensils:

Refuse storage and removal:

Waste water:

13. Has electrical equipment been tested and tagged? Yes No

All food handlers and myself have read the requirements for temporary food premises handout and understands them. All people working on the stall will comply with these requirements and the food safety issues I have illustrated with this application.

Please note: Council's Environmental Health Officer may make amendments to the food safety issues submitted and these will need to be complied with.

Signature of Applicant

Date

SECTION 4 –INSURANCE AND PUBLIC LIABILITY

Certificate of Currency for \$10 Million – Public Liability Insurance

Every event must supply a Certificate of Currency for \$10 Million public liability Insurance that:

- Is Current for the proposed event dates
- Lists the Shire of Broome as an interested party
- Is insured to \$10 Million public liability minimum
- Lists the event applicant on this form

Please attach a copy of your Public Liability Insurance here.

Note: The Shire of Broome will not approve an event without Public Liability Insurance that meets the conditions above.

DRAFT

SECTION 5 – APPLICATION DETAILS

DECLARATION - I/We the applicant/s have read, understand and agree to abide by all the conditions as outlined in the Shire of Broome Information for Event Applicants document. I/We declare that the information provided by Me / WE is true and accurate. It is understood that providing false or misleading information may result in the cancellation or suspension of the event permit.

Name/s:

Date:

Signature/s:

Disclaimer:

The information contained within this package has been provided as a guide only. Additional information or approvals may be required from other agencies and it shall be the sole responsibility of the Event Organiser, not the Shire of Broome, to ensure all relevant approvals and information are obtained in relation to each particular event.

Applications and approvals for an event are not transferable. Therefore the Event Organiser cannot transfer Shire of Broome approval for an event to an alternative venue, date or time, without re-negotiating with the Shire of Broome.

PLEASE NOTE: An event is not approved until the Shire of Broome is satisfied that event organisers have met all the conditions of the application and the Shire acknowledgement has been granted in writing.