

ORGANISED ACTIVITIES EVENT PERMIT SHIRE OF BROOME

ADVICE ISSUED UNDER LOCAL GOVERNMENT PROPERTY AND PUBLIC PLACES LOCAL LAW 2003

Organised Activities

The culture and climate of Broome is ideal for, social 'get-togethers', functions, wedding, parties and barbecues in dozens of beautiful public parks, reserves and beaches.

To encourage the safe management of these events in public open space, the Shire of Broome has introduced a permit system to use these stunning areas.

Under Local Laws of the Shire of Broome, anyone undertaking an event within public space must obtain written consent to do so. This consent can be obtained by completing an application form for an Event in a Public Place.

Who needs to get a permit?

Any individual or company who undertakes an event, commercial function, wedding or function on public open space expecting up to 100 people to attend, must be issued with a permit for an organised activity.

Any event which expects more than 100 people to attend, must apply for a Shire of Broome Event Permit, by contacting the Shire.

Why do we need a permit?

With the ever increasing popularity of public open space as a venue for weddings, corporate functions, organised events and parties, it is critical that activities are managed to avoid conflict with other events, and ensure Broome's parks, reserves and beaches are maintained and free of event waste and litter.

How do I get a permit?

Permits can be obtained by completing an Event in a Public Place application and sending it to the Shire of Broome no later than **14 DAYS** prior to your event.

What does the permit cover?

The permit will cover any non-exclusive use of an area of Shire managed public open space or Local Government Property for use of events, private or commercial functions and wedding ceremonies where expected attendance is not expected to be more than 100 people.

These areas include; Cable Beach and Gantheaume Point, Town Beach, Male Oval, Haynes Oval and dozens of other parks and reserves across Broome.

Events and functions at Entrance Point must be approved by the Broome Port Authority.

What does the permit NOT cover?

The Organised Activity Event Permit does not include:

- Events for more than 50 people
- Events where an exclusive use is required
- Events where alcohol is served or consumed
- Events where live or amplified music is used other than normal car radios
- Events where any temporary infrastructure is required
- Events where power, water or other Shire services are required
- Events involving fireworks

For any of these events, a Shire Event Permit and Application process must be issued.

What does my company need to provide?

For company functions and events, or those of a commercial nature, a Public Liability Insurance Certificate of Currency for \$10 Million must be provided to the Shire.

What are my responsibilities under the permit?

When a permit is issued to you, or your company, you are then responsible for the conduct, behaviour and manner of your guests or employees. In addition, it is your



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www.broome.wa.gov.au

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responsibility to ensure that any areas used for your event are left in the manner in which you found them.

The Permit requires you to maintain the function area in a clean state, with all refuse to be removed at the completion of your event. Public bins at your event site may not be used to dispose of the refuse generated by your event, all waste must be removed entirely from the reserve.

Are there any other conditions or restrictions?

Yes, the event permit will cover your activity with the following restrictions and conditions applied.

Alcohol

This permit does not cover the consumption, sale or supply of alcohol. If you wish to serve alcohol as part of your event, a liquor license must be obtained from the Department of Racing, Gaming and Liquor.

Vehicles and the environment

Vehicles are to be parked in approved car parking spaces only, and must not be parked on grass areas at any time.

Access for vehicles is only provided through established access points.

Items must be placed on grassed areas. Tent pegs, flags or any other item are not to be placed into or piercing turfed areas.

No vehicles are to be driven onto or parked on dune areas or above the high water mark.

No permit will be provided for activity that involves walking on or over sand dune areas.

All vehicles accessing the beach must adhere to the 15kmph speed limit.

Noise

Any event within a non-beach area must conclude by 10.30 pm.

Fires

Fires are only permitted on beaches. Only timber that is free of nails is to be burned. Any fire associated with an event must be extinguished with water at the completion of the event and any unburned timber and ashes must be removed from the site.

Fires must be attended at all times.

In accordance with the Bush Fires Act Section 25 (1)(a)

“When for any day, or any period of a day, the **fire danger forecast** by the Bureau of Meteorology in respect for the Shire of Broome is “**extreme**” or “**very high**”, **such a fire shall not be lit on that day or during that period**”

“The fire shall not be lit except between the hours of 6pm and 11pm.”

Guantheume Point

No vehicles are to proceed further than 450 metres past the access road at Guantheume Point. For your convenience there is a sign against the sand dunes at the 450 metre mark. Vehicles are prohibited left of the access ramp.

Further Information

For additional information, or a copy of the application form, please visit the Shire of Broome website at www.broome.wa.gov.au or contact the Event and Sponsorship Coordinator on (08) 9191 3456.

To report any issues or concerns during your event, please contact the Duty Ranger at the Shire of Broome on 0407 382 079 between the hours of 6am and 6pm.

Disclaimer

This document has been developed to provide advice concerning the Organised Activities Event Permit application process under the Local Government Property and Public Places Local Law 2003. This information should not be considered as approval for your event. An Organised Activities Event permit must be issued by the Shire of Broome for your event to proceed.

ORGANISED ACTIVITY APPLICATION SHIRE OF BROOME

ISSUED UNDER LOCAL GOVERNMENT PROPERTY AND PUBLIC PLACES LOCAL LAW 2003

Disclaimer:

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 is for an Organised Activity Event Permit, and will not be issued for events and functions that:

- Involve more than 50 guests
- Require a Liquor License
- Involve built infrastructure
- Require exclusive access to an area
- Require lighting, audio equipment, electrical installations or fireworks

Events of the above nature must apply for a Shire of Broome EVENT PERMIT.

This application form should be submitted to:
The Event and Sponsorship Coordinator
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 15 DAYS PRIOR** to your event)

Date of application:

EVENT DETAILS

Name of 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:

Type of Event:

Birthday

BBQ

Wedding

Other (Please specify)

Is your event:

Private Function

Commercial Activity

Company or Business Event



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Description of Activity

Is a Wood Fire Required? NO YES

Contact Information

Contact Person:

Phone (BH) Address:
Mobile:
Fax:
Email:

Drivers Licence Number: Vehicle Registration:

YOUR COMPANY (Commercial and Business Events Only)

Organisation:
ABN:

Charity / Non-Profit Organisation YES NO

Please attach a copy of your company / organisation Public Liability Insurance Certificate of Currency for \$10 Million.

Please note that all commercial and business events will attract a \$50 application fee.

SIGNED: DATE: / /
PRINT NAME:



Office Use Only FILE: REP003 ACTIONOFFICER ESC		Approved _____ Event and Sponsorship Coordinator / /
ACTION: NOTED RECORD NO:	RESPONDED	
FURTHER REFERRAL ACTION OFFICER ACTION REQUIRED	Already Received by EMAIL / FAX	