

# Event Application Checklist

*The purpose of this checklist is to ensure that your application will be complete at time of submission*

## Information Required

<b>Book Space</b>		Events held in public spaces such as parks need to be booked via the <a href="#">SpacetoCo</a> website.
<b>Site Plan/Map</b>		A site plan should be drawn to scale and include all structures, fencing, entries and exits, toilets, first aid posts, fire safety equipment and bins. You might find it useful to use the <a href="#">Shire's Intramap Tool</a> to get an aerial view of your event location. You can also find a simple <a href="#">site plan example here</a> .
<b>Toilets</b>		Use the <a href="#">toilet calculator guide</a> to help you determine the number of toilets that may be required for your event. You may need to bring in portable toilets for your event.
<b>Public Liability Insurance</b>		You will need to attach a copy of your certificate of currency that is valid for the date(s) of your event.
<b>Sale of Food</b>		List of businesses selling food. Businesses not registered in the Shire of Broome must submit a <a href="#">Temporary Food Premises Application</a> .
<b>Sale of Alcohol</b>		Please provide a copy of your liquor licence or application reference number. For more information, <a href="#">visit this website</a> .
<b>Temporary Structure (marquees, stages etc.)</b>		You are required to submit a temporary structure form (for structures bigger than 9sqm). <a href="#">Temp Structure Application Form</a>
<b>Waste Management</b>		How will rubbish generated by your event be managed? How many bins and bin stations will you have? You can use Shire <a href="#">bin calculator tool</a> to assist in your planning.
<b>First Aid</b>		Provide details of any first aid provisions (where applicable).
<b>Risk Management</b>		A risk management plan is encouraged for all events and you can find a simple <a href="#">risk management plan template here</a> which may assist in your event planning. A risk management plan is mandatory for events attracting more than 1,000 persons and must be developed in accordance with ISO 31000:2018.
<b>Port of Broome Authority Land</b>		You have to apply for approval from the <a href="#">Port of Broome Authority</a> for any events held around Entrance Point, Riddell Beach and Gantheaume Point.

<b>Traffic Management or Road Closure</b>		<p>A Traffic Management Plan is required where roads are closed, partially closed or traffic is suspended. You will also need to notify the Police by <a href="#">applying here</a> and submit a traffic management plan to the Shire for approval.</p>
<b>Public Procession or March</b>		<p>You will need to notify the Police by applying for a permit which <a href="#">can be found here</a>.</p>
<b>Vehicle Access to Prohibited Areas</b>		<p>Will you be driving onto a park or reserve, or onto an area of Cable Beach that is normally prohibited to vehicles? You will require permission from the Rangers by <a href="#">submitting this form</a>.</p>
<b>Amusement Ride/s &amp; Inflatable Devices</b>		<p>You are obligated to submit a copy of the following documents for <b>each</b> device or structure:</p> <ul style="list-style-type: none"> <li>• Copy of public liability insurance;</li> <li>• Annual certificate of inspection of the amusement structure by a competent person;</li> <li>• Copy of WorkSafe plant registration (or for Class 1 amusement structures: an assessment or certification letter from a competent person).</li> </ul> <p>Further information <a href="#">can be found here</a>.</p>
<b>Fireworks</b>		<p>If you will be having fireworks, you will need to apply for a licence - <a href="#">Fireworks Operator Licence</a></p>
<b>Notification to Neighbouring Residents and/or Businesses</b>		<p>If your event will have traffic or noise disruptions to the surrounding community, you will need to provide a draft copy of correspondence to persons impacted by your event. The letter will need to list a mobile phone number that will be monitored during the event in case of complaint. A simple <a href="#">letter example can be found here</a>.</p>
<b>Police Notification</b>		<p>You must notify the Broome Police by emailing the event details to <a href="mailto:broome.police.station@police.wa.gov.au">broome.police.station@police.wa.gov.au</a> - this assists in operational planning.</p>
<b>Hospital Notification</b>		<p>You must notify the Broome Hospital of any event being held with more than 500 persons by emailing the event details to <a href="mailto:broome.executiveassistant@health.wa.gov.au">broome.executiveassistant@health.wa.gov.au</a>. This assists in operational planning.</p>
<b>Event Registration with the Department of Health</b>		<p>Events with over 500 persons are required to be registered with the <a href="#">WA Department of Health</a>.</p>
<b>Electrical Compliance</b>		<p><a href="#">Certificate of Electrical Compliance</a> to be completed and signed by licensed electrician where temporary electrics (such as a generator) are being supplied for the event.</p>