

Public Event Application Package

Please complete and return this application package for your up-and-coming event and retain the information package for your reference.

This information should be included in your Event Management Plan which must be submitted well prior to the event.

The Shire's EHO is available to assist with your preparation of that document and to provide advice about the information required there-in.

Application Process

There are various departments within the Shire that can provide advice and access event applications. The Shire's Environmental Health Officer is the conduit to these departments and will be your main contact throughout the entire process.

Step 1: Discuss your plans with the Shire Environmental Health Officer. Should your event meet the application requirements proceed with the following steps.

Step 2: Read our Guidelines for Public Events

Step 3: Complete the **Event Details** form starting on page 8 this document.

Step 4: Commence your planning. You may need to obtain various permits, licences or supplementary documents prior to submitting your application. These are listed under Permits/Documents to Obtain on the last page of this document.

Step 5: Upon completion of your application please submit the following items electronically via email to reception@victoriaplains.wa.gov.au

- ☐ A detailed **Event Application Form**
- ☐ A detailed layout of the **event/site plan**
- ☐ A copy of the organisation **Public Liability Insurance**
- ☐ A copy of the organisations **Liquor Licence**, if applicable
- ☐ Signed **Terms and Conditions**
- ☐ Ensure and further supporting information such as licences, permits or Shire required applications are also attached. These are listed under **Permits/Documents** to Obtain and further detailed in the Information guide for Event Organisers.

Step 6: The Shire Environmental Health Officer will be in contact with you once everything is received by the Shire.

Please note:

- All applications are to be submitted **AT LEAST 6 WEEKS PRIOR** to the event.
- Your application will not be accepted without a signed copy of the **Notification of a Public Event** form.
- Fees are charged as per the fees and charges and are subject to change.
- If applicable, fees are charged for the reserve/public space hire, bin hire, temporary food stall approvals and applications to hold a non-conforming noise event.
- Other fees may apply.

Guidelines for Public Events

What is a public event?

“A gathering of people brought together for a common purpose by some pre-arrangement – and which is not open to the public”.

Note: therefore, this does not include private events.

Why does the Shire need notification?

The Health (Public Buildings) Regulations require Local Governments to approve public events. Further details can be found in the “Guidelines for Concerts and Organised Gatherings”, Section 1.4. *Note: this does not apply to events held in approved public buildings, which have previously been issued permanent approval, providing that the requirements of the Regulations are complied with.*

How much is approval?

Please refer to the Shire’s Fees and Charges. *Note: no application fee is applicable for non-commercial, community and fundraising events.*

How can the Shire help?

Risk classification: Call the Shire’s Environmental Health Officer and they will be able to ascertain this through asking a series of questions over the phone.

Promotion: Once your notification is submitted, the Shire can promote your event (through its events calendar, web page, newsletter and social media).

Equipment: Please enquire - the Shire may have equipment available for hire such as trestle tables, chairs etc.

Event Application Preparation: The Shire’s Environmental Health Officer can be contacted via the email and phone number above for advice and questions relating to the preparation of an Event application and the Event Management Plan for your event. This Event Application form outlines the requirements that must be met in order to gain approval to hold your event, regardless of the type examples include sport, recreation, community, music, entertainment, arts and culture etc.

This form aims to simplify the process of issuing and obtaining your event approval for both parties and to provide the necessary information to ensure your events success.

Your Event Information

Every event is different and will vary in scale, complexity and risk factors so not all of the items that follow will necessarily apply to your event. The Shire's Environmental Health Officer will be able to advise whether your event is classified as a low, moderate, high or extreme risk event.

Please submit your Event Notification at least 6 weeks prior to the event.

Note: events that are considered an 'extreme' risk will require a report to Council, therefore additional notice is required due to the timetable for Council meetings.

The following information is required in your responses:

Accessibility: Under State and Federal law it is a legal requirement to make events accessible for people with disabilities.

Please advise how your event is 'accessible' for people of all ages and abilities, including parents with prams. Examples include; promotional fliers and posters being clear to read, parking and pathways being wheelchair / pram friendly; the venue being easily accessible with disability / parent friendly facilities and having clear signage to / at the event.

For more details see www.disability.wa.gov.au (type 'accessible events' into the search tool).

Activities: Activities which include equipment and/or animals (such as bouncy castles, pony rides and amusement rides) require the operator to supply their insurances and certification (please ensure that you retain these for your reference).

Please list the activities / equipment (including the supplies / operator names) that you will have at your event.

Alcohol: The Department of Racing, Gaming and Liquor is responsible for regulating and maintaining the integrity of lawful racing, gambling and liquor activities for Western Australians to participate in.

Please advise if there will be alcohol at the event. If 'yes', please advise whether it will be provided by visitors (BYO), supplied by organisers (included in ticket price) or available for guests to purchase (i.e. cash bar). If alcohol is being sold (as part of the ticket price or on a cash basis) an Occasional Liquor Licence will most likely be required from the Department of Racing, Gaming and Liquor. For more details see www.rgl.wa.gov.au or call 9425 1888.

If the event is in a Shire building or on Shire land, please complete and attach an "Alcohol Permission Request" to your notification.

The Shire can provide copies of "Exemptions to the Liquor Control Act 1988" and the "Occasional Licence Guide" upon request.

APRA: (Australasian Performing Rights Association). Some events which feature music may require an APRA Licence. Generally professional entertainers will supply their own licence.

Please advise if there will be live or recorded music at your event. The onus is on the event organiser to apply for an APRA Licence should it be required.

More information can be gained from the APRA website <http://apraamcos.com.au> or by calling 9382 8299. The Shire can provide a copy of the "APRA Licence Guide" upon request.

Attendance: Please advise how many people are expected to attend the event.

If the event is in a public building, the number of attendees (or “patrons”) cannot exceed the maximum accommodation number. If the event includes grounds or areas around a public building but not included in its approved accommodation area, then an *application to Construct, Extend or Alter a Public Building* should be made to the Shire. The Shire can provide a copy of the application form upon request.

Electrical Items: Suppliers should provide you with insurances and certification for the items (please ensure you retain this for your reference).

Please advise whether there will be portable electrical items (such as audio-visual systems, generators, lighting towers, catering equipment etc.) at your event. If yes, please confirm that these items will be certified by an electrician as safe and that actions will be taken to ensure that cables will not become trip hazards.

Entertainment: Be aware that entertainers such as live bands, amplified music, face painting, roving entertainers (clowns, fairies, mascots, bubble blowers, balloon twisters etc) should be requested to supply their insurance (please ensure that you retain this for your reference).

Please list the entertainers that you will have at your event.

First Aid: Be aware that some events may require an onsite first aid post.

Please advise if a volunteer with current senior first aid qualifications will be at the event, or whether you will have a first aid officer / post onsite (professional service). If neither, please advise of your contingency plan.

Food: Under the Food Act, if food is to be sold, a temporary approval is required (a free application can be made to the Shire for this).

Please list all food suppliers. Suppliers should provide you with their certification and insurance (please ensure that you retain this for your reference). The Shire can provide a Temporary Food Business Application (form and checklist) upon request. This application does not have a fee associated with it.

Insurance (Organiser/s): If you do not hold appropriate public liability insurance, you or your organisation may be liable for the consequences that could arise from negligence without insurance.

Please attach a Certificate of Currency for the public liability policy that you will be utilising.

Insurance (Suppliers / Stallholders): If your suppliers and stallholders do not hold appropriate public liability insurance, you or your organisation may be liable for the consequences that could arise from negligence without that insurance.

As the organiser it is your responsibility to request that suppliers (entertainers, service providers) and stallholders provide you with a Certificate of Currency for their public liability insurance. Please ensure that you retain those for your reference.

Noise: Please confirm that you have considered neighbouring properties if your event could be considered ‘loud’, noting that the Noise Regulations allow the Shire to set conditions for events they feel might be ‘noisy’.

Parking: Adequate parking needs to be available at / near the venue for the expected number of people attending.

Please advise whether you are organising signage and/or parking attendants.

If the event / venue requires traffic management or road closures, please liaise with the Shire Works Manager.

Police: Please confirm that you have advised the local police of your event if alcohol is to be available, as alcohol greatly increases the risks associated with an event.

Risk Management: Whilst only events expecting more than 5,000 people require a formal Risk Management Plan, the Shire recommends that organisers of smaller events should still formally assess hazards and put appropriate measures in place.

Below please find an example list of items that should be considered:

- Animal Incident
- Insurance (lack of)
- Disability Access (lack of)
- Medical Risk
- Electrical Cabling / Devices (unsafe)
- Parking (inadequate)
- Emergency Response/Communications
- Personal Injury
- Environmental Conditions (e.g. heat, storm etc)
- Toilets (inadequate)
- Fight
- Temporary Structure (collapse/failure)
- Fire (buildings, bush, vehicle, food van, stall)
- Reticulation (accidental activation/damage)
- Food Poisoning
- Vehicle Accident

Consider whether each item might be applicable to your event. If it is, consider what 'worst case scenario' might happen and ascertain whether:

- a) there is any way to minimise the risk of it happening; and
- b) decide what actions will be taken if it does happen.

As mentioned previously, if the event includes grounds or areas around a public building but not included in its approved accommodation area, then an *application to Construct, Extend or Alter a Public Building* should be made to the Shire.

Security / Crowd Control: Consider whether your event will need this, noting that it can be a requirement of some approvals.

Shelter: Please consider if you might need additional shade, shelter or lighting and advise if you are going to provide any, or all, of these.

Site Plan: Please attach a basic plan for any events which are not to be held in a public building or include areas to be used in conjunction with a public building. Please indicate the location of the following (where applicable):

Temporary Structures: Marquees and stages larger than 55m² require certification. For example, a correctly erected and secured 3x3m (9m²) or 6x3m (18m²) marquee does not require certification. Please advise if you will have any individual structures larger than 55m². Further information is available upon request.

Toilets: As a guideline, events up to 1,000 people require the following, noting that if no alcohol is being served these figures can be halved:

- Bins
- Lighting
- Designated Smoking Areas
- Parking Areas
- Emergency Muster Points
- Seating
- Entry / Exit Points
- Security / Traffic Management
- First Aid Post
- Stages
- Food Vendors
- Stalls
- Infrastructure
- Toilets
- Disabled Access
- Event Manager
- Other Emergency Services

Numbers of Fixtures - Ablutions

Male Facilities			Female Facilities		
2 x WC	1.5m Urinal	3 Urinals	1 Hand Basin	5 x WC	1 x Hand Basin

Please confirm that there are adequate toilets available and / or whether portable ones will be required.

Traffic Management: If you require the conditions of the road to be altered for any reason (ie slower speed or closure for alternate traffic / parking) you will need to submit a Traffic Management Plan to the Police and the Shire. This should include consultation with any residents / businesses that might be affected. This process can take up to 4 months.

Please advise if you will have any kind of traffic management in place.

Waste Removal: It is a requirement that there are adequate rubbish disposal facilities at the event.

Please advise whether additional bins and / or waste removal has been organised. Where possible please consider recycling facilities.

Water: Potable water should be available at the venue / event.

Please confirm that there is water available, noting that if there is alcohol on sale free potable water must be provided.

This form has been developed from the Department of Health Guidelines for Concerts, Events and Mass Gathering which can be sourced at:

http://www2.health.wa.gov.au/Articles/N_R/Public-buildings-and-mass-gatherings

Please contact the Shire's Environmental Health Officer if you are unsure of any aspect of the notification. Your notification will be assessed, and we will contact you if more information is required. Event approval will be issued by the Shire once satisfactory.

EVENT DETAILS

Event Name:	
Description of Event:	
Location of Event:	
Street No:	
Street Name:	
Event Organiser:	
Expected Number of Patrons at any one time at the event:	
Expected number of Patrons over the duration of the event:	
Event Set up Date:	Event Set up Time:
Event Start Date:	Event Finish Date:
Event Start Time:	Event Finish Time:
Pack down Date:	Pack down Time:

NOTE: If your event is a cluster of events over a set time period, please disregard above and provide dates and times as a separate attachment to your application.

Is the Event raising money for charity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes provide charity name:		
Incorporated Number:		
Entry to the Event is:	Free <input type="checkbox"/>	Gate Fee <input type="checkbox"/> Ticketed <input type="checkbox"/> Donation <input type="checkbox"/>

Applicant Details

Name of Organisation:			
Contact Person:			
Postal Address:			
Phone:	Mobile:		
Email:	Website		
Event Day Contact:			
Contact Person:			
Mobile:			

Event History

Have you run this event before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, how many persons attended on the previous occasion?		
Were there any written complaints received regarding the previous events? If YES please detail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Insurance

Have you obtained Public Liability Insurance for your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please attach a copy.		

Emergency Services

(Please contact Emergency Services and inform them of the event dates and nature of the event)

Police	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Officer Name:
Ambulance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Officer Name:
Bush Fire Brigade	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Officer Name:
Hospital	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Officer Name:
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Officer Name:
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Staff Name:
Is first aid being provided for your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please provide details (i.e. first aid station, first aid kit, ambulance on duty)			

Food and Beverage

			Office Use	
Will there be food stalls at your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If yes, have stallholders been supplied with an application form? *	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Will alcohol be available at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Has a liquor licence been obtained?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Detail how alcohol is being supplied (ie wine tasting, beer tent, BYO)				

* See *Notification for Food Stalls and Temporary Food Businesses* form attached here-to

Water

			Office Use	
What drinking water sources will be available?				
Scheme <input type="checkbox"/>	Bottled <input type="checkbox"/>	Rainwater/Bore <input type="checkbox"/>		
Other please detail)				

Marquees and Stages

			Office Use	
Do you propose to use marquees or tents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If yes, how many?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
What size/s?				
Do you propose to use stages?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If yes, how many?				
Are they fit for their purpose?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Are they safe?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

Signage

			Office Use	
Do you intend to use advertising signage on public or private land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If yes, please provide details.				

Toilets

			Office Use	
Existing Toilets	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Male - # Female - # Accessible - #				
Portable Toilets	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Male - # Female - # Accessible - #				
If the event is to occur during darkness, have adequate arrangements been made for lighting of toilets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Details of Plumber on standby (for events that are large or over 6 hours)				

Waste and Cleaning

			Office Use	
How many bins do you believe you will need for the event?:	#			
Will you need to hire council bins?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If yes how many?	#			
How will rubbish be removed from site?				
Will recyclables be separated and collected during the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
How? Please describe.				
Who is responsible for cleaning toilets?				
Detail cleaning schedule for toilets:				

Rides and Attractions

			Office Use	
Will there be any commercial amusement operators at your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If yes, please provide details.				

Traffic Management

Detail what arrangements are in place for vehicle parking at the event:		
Do you require a road closure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you require a traffic management plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there accessible parking facilities available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes How many?		

Protection of Council Reserves

Will your event require any holes dug or tent pegs driven into the ground?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you be doing any line marking on grass for your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you need access to the reserve for trucks, semi-trailers or heavy machinery?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you need access to any of the following?; Power <input type="checkbox"/> Toilets <input type="checkbox"/> Change rooms <input type="checkbox"/> Other _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Disability Access and Inclusion

Will people with a disability have the same opportunity as other people to access your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will buildings or other structures (for example marquees and toilets) be accessible for people with a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are providing information; will people with disability receive it in an easily accessible format?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will people with a disability receive the same level and quality of service as other people?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are conducting or permitting any public consultation at your event, will people with a disability have the same opportunities as other people to participate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Amplification

Do you propose to have recorded or live music as part of your entertainment program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will there be amplified noise?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How will residents/businesses be informed of the amplification?		
Letter Drop <input type="checkbox"/> Public Notice <input type="checkbox"/> Other please specify _____		
Briefly explain the purpose and type of amplification being used at your event:		

Security and Crowd Control

Is security or crowd control needed for your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, how many security or crowd control officers will be provided and who is supplying them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Camping or Onsite Living

Will camping or onsite living be available?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, how many?		
* A separate application will need to be made to the Environmental Health Officer for camping other than at an approved caravan or camping site		

Emergency and Risk Management

Do you have an Emergency Evacuation Plan prepared for your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you required to have a risk management plan for your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you required to have an Emergency Management Plan for your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Fire Safety

Are extinguishers being provided for your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the local VFB have any personnel and tenders at your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Describe the fire management arrangements:		

Event Site Plan

I have included a site plan with my application with the following details:

• Stage	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Parking areas	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Vehicle Access Points	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• First Aid Posts	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Emergency Exits	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Marquees/ Tents	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Liquor Licensed Area	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Bin Areas	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Lost Children and Property	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Seating	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Fire Extinguishers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Rides/amusements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Toilets	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Food Stalls	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Camping/Onsite Living	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Endorsement of Application

I/We _____, as the event organiser applying to host the

Name of event

to be held at _____ on ____/____/20____,

Name of venue

Acknowledge that the information and completed actions in this application are true and correct. I/we 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/we indemnify the Shire against any action, suit or proceeding caused by my/our failure to observe all statutory and other requirements or as a result of my/our negligence or wilful actions.

I/we will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Event Information and Application Package is a guide only. There could be other requirements that exist outside the package and that as the event organiser I am responsible for ensuring they are identified and addressed. This includes the provision of a completed Event Management Plan and relevant associated supporting documents.

Declaration

I declare that the information contained in this Event Application is true and correct;

Signature of applicant: _____ Date: _____

☐ *A fee may be payable as indicated in the Shire of Victoria Plains Schedule of Fees and Charges)*

Please return the completed form to Environmental Health Services, Shire of Victoria Plains at reception@victoriaplains.wa.gov.au

OFFICE USE ONLY

☐ Approved ☐ Not Approved

Conditions

1.
2.
3.
4.

5.
6.

Environmental Health Officer	Signed	Date
Planning Officer	Signed	Date

Application for Certificate of Approval (Health PB001)

HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

To the Shire of Victoria Plains

Date: _____

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

PREMISES DETAILS

NAME OF FACILITY AND/OR EVENT AREA

LOT NO _____ STREET: _____

SUBURB/TOWN: _____ POSTCODE: _____

NEAREST CROSS STREET _____

Construction/extension/alteration of which was completed on _____

in accordance with your approval given on _____

SIGNED _____

OWNER/AGENT/EVENT MANAGER _____

ADDRESS _____

TELEPHONE: _____

Please return the completed form to:

**Environmental Health Services,
Shire of Victoria Plains,
28 Cavell Street,
Calingiri, WA, 6569**

OR

Email to reception@victoriaplains.wa.gov.au .

Application for Certificate of Approval (Health PB001)

HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992

Date _____

I hereby certify that the electric light and/or power – installation, alteration, addition – at the undermentioned premises has been carried out in accordance with the *Health (Public Buildings) Regulations 1992*.

NAME & INITIAL OF OCCUPIER/EVENT MANAGER

DETAILS OF BUILDING

Name _____

Lot _____ No _____ Street _____

Suburb/Town _____ Postcode _____

PARTICULARS OF INSTALLATION

Describe any electrical work for which you are not responsible in these premises.

Signature of licensed electrical contractor or electrical worker authorised to sign on behalf of the electrical contractor/in-house electrical installer.

(SIGNATURE)

Contractor's/in-house electrical installer's Business Name: _____

Contractor's/in-house electrical installer's Registration No.: _____

Contractor's/in-house electrical installer's Address: _____

Contractor's/in-house electrical installer's Telephone No.: _____

Please return the completed form to:

Environmental Health Services, Shire of Victoria Plains, 28 Cavell Street, Calingiri, WA, 6569 OR Email to reception@victoriaplains.wa.gov.au .

Marquee Requirements (less than 55m2)

Stall No: _____

Grp/Individual/Org: _____

This checklist identifies the elements that will require checking prior to the structure being used. If you answer no to any questions below, the temporary structure/marquee may need repairs or alterations and may not be approved to use.

1	Are anchorages adequate and holding fast?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Describe the soil type: (circle type) Loose Sand / Firm Clay or Pindan / Compact Sand		
3	Is the wall and roof bracing installed and adequately tensioned?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Are all ropes / tensioned straps in good order and correctly fastened?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Is fabric tensioned so that it is not prone to ponding?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Are the exits correctly identified and not obstructed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Are any exposed ropes and stakes identified so they are not a hazard to the public?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Are all locking pins and bolts in place and correctly tensioned?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	Are all structural supports sound?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	Have all fabric tears been adequately repaired?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	Is the flooring even; preventing trip hazards?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12	Are the walls adequately secured?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	Are all the bars and legs free of breaks or bends showing 'frosting'?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
FOR ROPES AND POLE TENTS			
14	Does the tent have the full complement of side uprights, anchor stakes, pulley blocks and guy ropes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15	Are the hoists secure and only controlled by an authorised person?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

PERSON CONDUCTING CHECK

Name: _____ Signature: _____ Date: _____

Please be advised that all marquees are to be regularly checked and serviced at least every 12 months. Any marquees or temporary structures > 20m² should be serviced and maintained by an appropriate service company. Marquees > 55m² must be certified by a structural engineer. Contact the Shires Environmental Health Officer for relevant form and information.

As a stall holder it is your responsibility to ensure that your marquee or shade structure is regularly maintained. By ensuring that your marquee /shade structure is well cared for will help create a safe environment for both your staff and customers.

PLEASE COMPLETE THIS CHECKLIST ONCE YOUR MARQUEE HAS BEEN ERECTED AND SECURED

The form is then to be handed to the designated event coordinator for presentation to the inspecting Environmental Health Officer.

Environmental Health Officers may request to see this checklist on inspecting your stall/marquee.

CARING FOR YOUR MARQUEE / SHADE STRUCTURE

As a stall holder it is your responsibility to ensure that your marquee or shade structure is regularly maintained. By ensuring that your marquee/shade structure is well cared for will help create a safe environment for both your staff and customers.

The following guide shows the steps to take in servicing your marquee:

CLEANING YOUR MARQUEE / SHADE STRUCTURE

Small Stains: Simply clean with a clean rag and any general use / mild household spray and wipe cleaning fluid.

Stubborn Stains: Use a mild detergent on a sponge to scrub off stubborn stains. Hose off and allow to dry completely before storing folded.

Complete Canopy: The canopy of your marquee should be cleaned regularly depending on frequency of use. This is best cleaned by using a soft mop and any mild household cleaning fluid such as dishwashing detergent in warm water. Do not extend the legs as this will avoid the necessity of using a ladder or extension pole. To clean a PVC canopy, warm water with a mop and hosed down works best.

The Frame: Wipe the frame clean of dust and dirt with a damp cloth. Oil and greasy marks can be removed with a cloth or sponge soaked in warm soapy water.

DO NOT USE SOLVENTS, OIL BASED SPRAY OR LUBRICANTS ON ANY PART OF THE STRUCTURE.

MAINTAINING YOUR MARQUEE / SHADE STRUCTURE

Loose Screws: Regularly check your frame components and tighten any loose keys or screws. **Legs:** Remove any tape from upper or lower legs. Any tape left on the legs may cause the inner and outer leg to jam and cause damage when erecting or folding.

Bent Bars: Sometimes a scissor bar can bend or break. If you notice any “frosting” at a bend in the bar, it is best safe practice to replace it. If any truss bar has broken, it is recommended that you do not use the marquee until it has been replaced. Truss bars, if the structure is operated correctly in normal weather conditions, truss bars will not break.

Buttons: If you notice that the restraining buttons are not clicking into place easily, a short spray with Silicon Spray will lubricate the action. If silicon Spray is not available, rub the button with a piece of bath soap.

The above should be done on a regular basis and fully completed at least every 12 months.

Please be advised for marquees >20m², a copy of the documented service history must be available for inspection. Marquees >55m² must be of a design certified by a practicing structural engineer and a copy of current certification must be available for inspection.

Please return the completed form to:

Environmental Health Services, Shire of Victoria Plains, 28 Cavell Street, Calingiri, WA, 6569 OR Email to reception@victoriaplains.wa.gov.au .

Marquee Requirements (greater than 55m2)

Function / Event: _____

Function / Event Date: _____

Structures being certified: _____

Description of structures and dimensions (include details of whether there will be sides to a marquee etc)

Manufacturer of Structure: _____

Maximum safe wind speed that structure can withstand in the proposed operational mode: _____

Details of flammability of structure and all decorations to be used: _____

Details of soil type at locations of marquee / structure and holding down requirements: _____

This is to certify that the above information is correct and that this structure will be / has been erected in strict accordance with the manufacturer's specifications, with due consideration to the soil type and holding down requirements and is/will be suitable for its intended use.

Name and Position of responsible person: _____

Signature: _____

Date: _____

Time: _____

Please return the completed form to:

Environmental Health Services, Shire of Victoria Plains, 28 Cavell Street, Calingiri, WA, 6569
OR Email to reception@victoriaplains.wa.gov.au .

Notification for Food Stalls and Temporary Food Businesses

Applicant details		
Applicant Name		
Name of Organisation		
Address		
Charity <input type="checkbox"/>	Community <input type="checkbox"/>	Commercial <input type="checkbox"/>
Postal address		
Home Phone	Work/mobile Phone	
Email Address		
Name of Event/Activity:		
Date/s:		
Location:		
Proposed operating times:		
Proposed area in m2 to be occupied (<i>LG property only</i>):		
Number of people working at the temporary food premise:		
Names and addresses of people assisting at the temporary food premise:		
Name	Address	
Address of off-site preparation:		
This stall or van is registered with _____ (<i>name of local authority</i>)**		
This stall or van is not registered. <i>Registration may be required prior to approval of temporary food stalls.</i>		

**** Please provide a current Certificate of Food Business Registration**

Food Preparation

Where is food being prepared/cooked?

- ☐ At the event
- ☐ At home, please provide details below:

Do you own a pet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the answer is yes, is your pet permitted indoors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please tick the categories that best describes your food activities:

- ☐ Prepare and provide food as part of a bed and breakfast or home stay
- ☐ Prepare and provide food as part of a tour
- ☐ Prepare cakes, biscuits, or other flour products that do not contain potentially hazardous food such as cream
- ☐ Prepare and provide food as part of a family daycare
- ☐ Prepare and provide food as part of a community/charitable fundraising event
- ☐ Cake decorating
- ☐ Jams
- ☐ Pickled onions
- ☐ Chutney, relishes and sauces
- ☐ Repackaging confectionary products
- ☐ Other (please specify) _____
- ☐ At a Registered Food Business:
Name of Food Business**: _____

**** Please provide a current Certificate of Food Business Registration.**

Please indicate the stall structure

- ☐ Marquee (enclosed on 3 sides)
- ☐ Trestle Table (open at sides)
- ☐ Food Van
- ☐ Provide small plan of layout. Include handwashing, servery equipment, cooking equipment, dish washing, benches, etc

Attached:

- ☐ Yes
- ☐ No

Detailed description of type of food and drink sold: _____

Describe how food will be stored and temperature will be monitored: _____

If transporting food items, how will it be transported to the site?

- ☐ Car
- ☐ Van
- ☐ Refrigerated Van
- ☐ Other (please describe)_____

Approx travel time: _____

How will food items be displayed: _____

Food Handling

Have you had a food stall before:

- ☐ Yes
- ☐ No

Have you completed I'm Alert Food Safety Training Program? (*Minimum units required: Overview, potentially hazardous foods, food handling skills & knowledge food packaging, hygiene of food handlers*)

- ☐ Yes
- ☐ No

Public Liability Insurance (*Local Government Property Only*)

The permit holder must have Public Liability insurance (minimum cover \$5,000,000) relating to the approved activity. **A copy of the Public Liability Insurance certificate must be attached with this application.**

Declaration

I declare that the information contained in this application is true and correct;

Signature of Applicant:_____ Date:_____

- ☐ A fee may be payable as indicated in the Shire of Victoria Plains Schedule of Fees and Charges

Office Use Only

- ☐ Approved
☐ Not Approved

Stallholders Permit	Traders Permit	Temporary Food Business Permit	Mobile Trader	Exempt under S10 Food Regs
				Notification Only

Conditions

7.
8.
9.
10.
11.
12.

Environmental Health Officer	Signed	Date
Planning Officer	Signed	Date

Please return the completed form to Environmental Health Services, Shire of Victoria Plains at reception@victoriaplains.wa.gov.au