



Small Event Application

Applicant Details

Applicant's Name: _____

Organisation (if applicable): _____

Postal address: _____

Phone _____ Email _____

Event Details

Event name: _____

Dates and times of event: _____

Venues: _____

Event description: _____

Event program:

(Please attach an event program if not enough room)

Is the event open to the general public? Yes No

Is the event invitation only? Yes No

Is there an entry fee? Yes No

What are the ticket prices? _____

Overall expected numbers: _____

Maximum numbers expected at at any one time: _____

Will crowd control or security be present? Yes No

If yes, who is supplying this service? _____

Event Logistics

Will food be available at the event? Yes No

If yes, detail type, amount and provider: _____

Will alcohol be available at the event? Yes No

If yes, is the venue/business licensed? Yes No

Will there be amplified voices or any music at the event? Yes No

If yes, detail: _____

Are any temporary structures used at the event (stages, gazebos, bouncy castles, tents etc)? _____

Is access to power required? Yes No

Will the event rely on existing toilet facilities? Yes No

Does the event require assistance with waste management? Yes No

Are any road closures required? Yes No

If yes, you will require a traffic management plan and road closure form.

Event Promotion

Event website: _____

Social Media: _____

Would you like the Shire to promote the event?

• Shire's online event calendar Yes No

• Antenno app posts Yes No

• Fixed event banner frames Yes No

• Digital Variable Message System Yes No

Site Plan

Site plans are a **requirement** for all events and should be submitted with this form. It is recommended that satellite images are used, such as Google maps, as a base for outdoor events. Please contact the Event Officer at the Shire if you need help.

Event Risk Rating

All events have risk. Event organisers need to assess the risk of their event to ensure it is safe for participants, attendees and the organisers. To assess the risk of the event, complete the following quiz by choosing the appropriate value from each category.

Risk Factor	Value	Event
Event Nature*		
*For events with multiple natures, please apply only the highest value		
Politician / dignitary visit	1	
Classical / folk / theatrical performance	1	
Athletics / sport (spectator event)	1	
Fetes / fundraisers	1	
Parades / carnivals / circuses	2	
Fireworks displays	2	
Children's event – fair, playground, carnival etc.	2	
Food and wine shows / expos	3	
Concerts – unlicensed or family concert (where alcohol	3	
Agricultural show / horse racing / greyhound racing	3	
Marathons / triathlons / fun runs	5	
Aviation displays	5	
Motor sports and displays	5	
Concerts – licensed, alcohol/drugs possible or likely, animated	7	
Marine / waterway events	7	
Music festivals, large celebrations, licensed parties / raves	7	
Electronic dance music (EDM) festival	10	
Obstacle course / extreme sporting event	12	
	Score	
Venue		
Outdoor, defined boundaries	3	
Indoor (incl. marquee)	5	
Outdoor, widespread, street festival , cross country etc.	7	
	Score	

Risk Factor	Value	Event
Expected Numbers (at any one time)		
<500	1	
500 - 1,000	2	
1,000 – 3,000	3	
3,000 – 5,000	5	
5,000 – 10,000	8	
10,000 – 20,000	12	
20,000 +	17	
	Score	
Audience Profile		
All ages, family groups	1	
Predominantly adults (18 – 70) (calm, orderly, compliant)	2	
Predominantly young people (15-30) (animated, excitable)	5	
Predominantly elderly	5	
Conflict / rival factions / protesters / non-compliant crowd	10	
	Score	
Time From Hospital*		
*Does not include nursing post or first aid post		
<10 minutes	1	
11 – 45 minutes	4	
46 – 90 minutes	8	
91+ minutes	14	
	Score	

Event Risk Score

Is alcohol available at the event? (Sold / Provided / BYO)

No alcohol is part of the event	0
Yes, alcohol is part of the event	Double Event Risk Score

Total Event Risk Score

Risk Rating	Score	Action
Low Risk	0 - 20	Complete the Low Risk Event Management Plan on the next page.
Medium Risk	21 -28	Do not complete Low Risk Event Management Plan on the next page. Instead, complete an independent Risk Management Plan.
High Risk	29+	Do not complete Low Risk Event Management Plan on the next page. Instead, complete an independent Risk Management Plan.

Low Risk Event Management Plan

Only complete this section if the risk rating score from above was 20 or under.
Detail below how risk has been addressed.

Risk Area	Action Taken By Event Organisers
First Aid	(e.g. First Aid Kits have been checked and stocked. If applicable, people with first aid qualifications have been recruited to attend the event)
Weather	(e.g. Fire hazards have been identified, and reasonable steps have been taken to reduce the risk of fire)
Food Safety	(e.g. Food handlers have demonstrated food safety knowledge, and their food businesses are registered with their relevant local government authority)
Hazards	(e.g. Potential slip, trip and fall hazards have been identified and strategies implemented to minimise the risk)
Emergency Management	(e.g. An evacuation plan and procedure are in place. The contact details of all relevant emergency services are available in case of an emergency)
Communications	(e.g. A contact list has been developed and circulated to all event staff before the event)
Alcohol	(e.g. Responsible service of alcohol is followed at all times. Conditions stipulated by Department Racing, Gaming & Liquor are being followed at all times. Bar staff hold relevant approvals)
Insurance	(e.g. Relevant insurance has been taken out and in place for the event)

Submit Event Documents

Event applications should be submitted with as much supporting documentation as possible. Applications cannot be assessed on the application form alone. Please supply any of the applicable documents below when submitting the application.

Types of Supporting Documentation
Comprehensive site plan (mandatory)
Risk management plan
Emergency management plan
Traffic management plan
Certificate of currency
A listing of all event vendors
Temporary food stall application
Temporary camping permit
Waste management document
Occasional liquor licence
The fireworks application
Event notification letter to emergency services and/or residents affected by the event
OneMusic licence

Event Organiser Acknowledgement

As the event organiser, I acknowledge that the information in my application is true and correct. I accept the Shire of Manjimup may require a briefing meeting before the event and/or a debriefing meeting after the event. I accept that the event is not approved until the Shire of Manjimup is satisfied with all aspects of my application, and it is my responsibility to adhere to any conditions set by the Shire or the State Government. I accept that the Shire of Manjimup has fees for events as set in the **Fees and Charges** Schedule as stated in the current Shire of Manjimup budget. Upon receipt of an invoice from the Shire of Manjimup, I agree payment must be received at least seven days before the event. I understand that I am responsible for ensuring the event complies with all statutory, local laws and other requirements. I indemnify the Shire of Manjimup against any action, suit or proceeding caused by my failure to observe all statutory and local laws or other requirements or as a result of my negligence or willful actions. I will ensure that appropriate public liability and other insurances are in place before any activities relating to the event commencing and continuing through until all activities associated with the event have been completed.

Applicant Name:	
Signature:	Date:

Lodging the Application

Once completed, please return the application and supporting documentation to communityevents@manjimup.wa.gov.au If you require assistance with the application, please call the Shire's Event Officer on 9771 7712.