



EVENT APPLICATION FORM

To allow for sufficient time, please submit this application at least **12 weeks prior to the event, unless it is large or high-risk (12 months)**.

Please note that an event is not approved until the Shire of Donnybrook Balingup is satisfied that event organisers have met all conditions of the application, and approval has been granted in writing in the form of a permit. This application form must be complete for all events that will either be open to the public, or any events as advised by the Events team.

Applicant Details

Organisation (if applicable) _____

Applicants Name _____

Address _____

Email _____

Phone _____ Mobile _____

Have you read the Event Planning Guidelines? Yes No

Event Details

Event Name _____

Venue Requested	☐ Donnybrook Amphitheatre	☐ Egan Park
	☐ Donnybrook Memorial Hall	☐ VC Mitchell Oval
	☐ Kirup Hall	☐ Kirup Oval
	☐ Balingup Hall	☐ Balingup Village Green
	☐ Yabberup Hall	☐ Ayres Gardens
	☐ Newlands Hall	☐ Balingup Oval
	☐ Other - _____	

Have you checked that this venue and date is available by contacting the Shire? Yes No
(Note for Parks and Gardens - this booking does not guarantee exclusive use of the requested venue unless you intend on fencing your intended area)

Setting up date (s) _____ and times (s) from _____ to _____

Event date (s) _____ and time (s) from _____ to _____

Pack down date (s) _____ and times (s) from _____ to _____

Type of Event (Fair, Exhibition, Concert etc.) _____

Total anticipated event attendance _____

Estimated number of participants/competitors _____

Brief description of your event _____

Is entry to your event free to the public? ☐ Yes ☐ No

Is this a ticketed event that the public can attend? ☐ Yes ☐ No

If yes to either of the above, a contact number must be provided for public enquiries: _____

Health Requirements

Will food or beverages be available at the event? ☐ Yes ☐ No

If yes, please consider existing food or beverage vendors who currently trade at your event location prior to engaging additional food vendors. Should there be existing vendors nearby, your event permit may stipulate that temporary food operators must not directly compete with the type of food for sale at these premises. Please note all commercial food vendors are required to be registered as a food business with their local council.

Separate conditions apply to not-for-profit/community group food vendors (e.g. fundraising sausage sizzles, etc.). Any requirements regarding food vendors for your event will be details in your permit.

Please detail if alcohol will be available at the event? ☐ No ☐ Sold ☐ Supplied ☐ BYO

If alcohol is to be sold, have you obtained the appropriate Liquor Licence? ☐ Yes ☐ No

If you intend to consume alcohol on a park or reserve, you will need to fill out and submit a Consent to Consume Liquor form. The form can be found at www.shireofdonnybrook-balingup.com.au and emailed to records@donnybrook.wa.gov.au.

If you intend selling alcohol, you will need to obtain the appropriate Liquor Licence from the Department of Racing, Gaming & Liquor who can be contacted on (08) 9425 1888.

Please tick any of the below which apply to your event, and provide further information about each including number/sizes/suppliers/how items will be secured or erected, etc.:

- ☐ Will there be animals at the event such as petting zoos, horse rides, camel rides etc.?
- ☐ Will there be fireworks or other pyrotechnics?
- ☐ Have you arranged security or crowd controllers?
- ☐ Will there be amplified sound such as recorded or live music, busking, PA announcements, etc.?
If amplified sound, duration of amplified sound (e.g. occasional, regular, constant) _____
- ☐ Are you installing tents or marquees?
- ☐ Are you installing stalls or stages?
- ☐ Are you installing temporary fencing or barriers?
- ☐ Are you installing lighting towers?

- ☐ Will there be bouncy castles or inflatables?
- ☐ Will there be amusements/rides?
- ☐ List any further infrastructure you will installing for use at the event _____

Further information for any of the above marked as application to your event: _____

TOILETS

As a guidance, the table below shows toilet figures for events where alcohol is available. If alcohol is not available, then reduce the requirements in the table below by 50%.

Average Hrlly Attendance	Male WC's	Urinal Metres	Male Hand Basins	Female WC's	Female Hand Basins	Accessible Toilets
0 – 1000	2	1.5m	1	5	1	1
1000 – 2000	3	3m	2	10	2	
2000 – 3000	4	4.5m	3	15	3	
3000 – 4000	5	6m	4	20	4	
4000 - 5000	6	7.5m	5	25	5	
5000 - 6000	7	9m	5	30	6	2
6000 - 7000	8	10.5m	6	35	7	
7000 – 8000	9	12m	7	40	8	
8000 - 9000	10	13.5m	8	45	9	
9000 - 10000	11	15m	9	50	10	

Please advise the number of additional toilets you will be provided (if applicable) _____

Please advise the number of accessible (toilet for people with disabilities) toilets you will be providing _____

POWER

Power is only available at the Donnybrook Amphitheatre, Balingup Oval and Balingup Village Green (power is available at all indoor venues). If your event is to be held at one of these locations, and you require access to power, please list all electrical equipment being used, including amperage requirements. _____

If you require a temporary power supply, specify type: _____

COVID 19

COVID Safety Plan	Required for all events involving 0 – 500 persons. Refer wa.gov.au for a COVID Safety Plan template and guidelines.	
COVID Event Plan	Required for events involving more than 500 persons. Refer to wa.gov.au for a COVID Event Plan template and guidelines.	
Physical Distancing Achievable?	☐ Yes	☐ No
Hand Hygiene Station available?	☐ Yes	☐ No
Contact Tracing Register in Place?	☐ Yes	☐ No

Open Space

Do you require the reticulation to be marked? ☐ Yes ☐ No

Do you intend having a fire or wood fired BBQ ☐ Yes ☐ No
Depending on the time of year there may be a requirement for a Permit to Burn application to be made, contact the Shires Ranger service for assistance.

Are temporary camping or caravanning sites required? ☐ Yes ☐ No
If yes, please visit www.donnybrook-balingup.wa.gov.au and download the Temporary Camping Permit Application Form, fees apply)

Traffic Management

Do you require closure of any parking bays? ☐ Yes ☐ No

Are there enough parking bays for event attendees? ☐ Yes ☐ No

Do you require an open space area to be used as a temporary parking location? ☐ Yes ☐ No
If yes, please submit a map showing parking plan which includes a map identifying where vehicles are entering, exiting, where vehicles are permitted and prohibited, and where traffic wardens will be stationed. A pedestrian plan will also be required showing alternate pedestrian pathways.

Will any public roads be closed? ☐ Yes ☐ No
If yes, please provide further details _____

If roads are to be closed, have you attached your Traffic Management Plan? ☐ Yes ☐ No
(Mandatory if you have answered Yes to any of the above questions)

Do you require use of the Shires Event Signage kit? ☐ Yes ☐ No
If yes, please visit www.donnybrook-balingup.wa.gov.au and download the Events Signage Kit application form

It is recommended that you provide one 240L bin per 100 people at your event.

Do you require extra bins? ☐ Yes ☐ No
(please note fees may apply)

☐☐

Waste Management

How many? _____ (max 20) Date of Delivery: _____

Accessibility

We encourage all event organisers to consider how accessible and inclusive their event is to all members of the community. This includes but is not limited to ramp access, accessible toilets, clear and easy to understand signage, path access for wheelchairs, viewing areas for people in wheelchairs, accessible parking options, fair ticketing options and food and drink services being easily accessed or reached. More information can be found by visiting this link: http://www.disability.wa.gov.au/understanding-disability1/understanding-disability/accessibility/services_events/

Please explain how you plan to make your event accessible and inclusive to all members of the community _____

Site Plan

An aerial view of the event Site Plan showing the location of each item below is required for assessment of your application. Your Event Application form will not be assessed until this is provided. It is recommended that a map from Google or similar is used, with any below items clearly marked on the map.

Stage
Inflatables/Bouncy Castles
Seating
Food Stalls
Market Stalls

Parking Areas
First Aid Posts
Vehicle Access Points
Fencing
Additional Toilets

Emergency Exits
Marquees or Tents
Sale or Consumption of
Alcohol Areas
Camping areas

Event Application Checklist

Mandatory requirements (your application will not be processed if the below are not provided)

- ☐ All questions have been answered, and further information supplied when you have answered "yes"
- ☐ Public Liability Insurance attached

If applicable

- ☐ Risk Management Plan attached
- ☐ Traffic Management Plan attached
- ☐ Liquor Licence from Department of Racing, Gaming & Liquor attached
- ☐ Permission to drink alcohol on Shire Property
- ☐ Pyrotechnics Permit attached
- ☐ Detailed site plan attached

Declaration

I/We have read, understood and agree to abide by the Conditions of Hire. I/We agree to indemnify the Shire of Donnybrook Balingup against all actions, claims, demands or costs arising out of connection with the hire of the facility. In consideration for the use of facilities owned by the Shire of Donnybrook Balingup, I/We agree to hold the Shire of Donnybrook Balingup harmless for any damages, acts or incidents that occur as a result of the above event held by me/us. Further, I/We assume all liability for specific losses arising from the event listed about and release the Shire of Donnybrook Balingup from all liability and costs arising from or incident to the event.

Applicant Name _____ Date _____

On behalf of (Organisation Name) _____

Please submit the completed form by email to communitydevelopment@donnybrook.wa.gov.au or alternatively

In Person

Shire Offices
Corner of Bentley and Collins Streets
Donnybrook WA 6239

Mail

PO Box 94
Donnybrook WA 6239

Phone 9780 4200

Privacy Collection Notice

The Shire of Donnybrook Balingup collects personal information to provide services and carry out its functions. If you do not provide the requested information, the Shire may be unable to provide the requested service or process your request. Information about how your personal information is collected, used, disclosed and managed, including the Collection Notice applicable to this service or activity, is available on the Shire's PRIS webpage and in the Shire's Privacy Policy. For information about how your personal information is handled, to request access to your information, or to make a privacy enquiry, please contact Corporate Services.