

**APPLICATION FOR EVENTS AND TEMPORARY PUBLIC BUILDINGS**

The Shire of Katanning Environmental Health Officer applies the *Health Act 1911, Health (Food Hygiene) Regulations 1993, Health (Public Buildings) Regulations 1992, Environmental Protection Act 1986, Environmental Protection (Noise) Regulations 1997* and all relevant local laws to community events to protect the health and safety of the public.

**APPLICANT'S DETAILS**

Contact Name:

Organisation:

Postal Address:

Suburb:

Postcode:

Contact number:

E-mail:

Date/s of event/s:

Location/s of event/s:

Description of event:

Description of entertainment proposed:

**Will your event have any of the following?**

Please include their location on your "*Application to Construct, Alter or Extend a Public Building*":

- Amplifiers, band, music or commentary
- Portable generating, equipment or lighting
- Amusement rides and animal petting displays or zoos
- Fireworks or other pyrotechnic displays
- Public procession or parade

Description of any other proposed amusement:

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**INSURANCE AND PUBLIC LIABILITY INSURANCE**

Public Liability Insurance is required for all public events. Copies of Certificates of Currency from all participants and service providers are required, to illustrate that they have Product and Public Liability Insurance of \$10 million each.

**Have you attached a copy of insurance with this application?**

- Yes
- No

**FOOD SAFETY AND HYGIENE PRACTICES**

**Will food be offered for sale or supplied during the event?**

- Yes
- No

**Will alcohol be consumed?**

- Yes
- No

**Will the alcohol be:**

- Sold
- Supplied
- BYO

Please list the food and drink and/or businesses selling or supplying the food:

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Food safety and hygiene practices during preparation, storage, heating and sale of food for community events must comply with the requirements of the *Health Act 1911, Health (Food Hygiene) Regulations 1993* and Chapter 3 of the Australia New Zealand Food Standards Code (Australia Only).

The sale or supply of food to the public from temporary food stalls, premises or vehicles within the Shire of Katanning requires the specific approval of the Shire’s Environmental Health Services. An *“Application for Temporary Food Premises”* must be made at least 14 days prior to the event. Please ensure that all food stalls are issued a Licence for Temporary Food Premises for the date/s and duration of the event/s.

All food vehicles operating must have a current Certificate of Classification and comply with the provisions of the *Health (Food Hygiene) Regulations 1993* and *Chapter 3 of the Australia New Zealand Food Standards Code (Australia Only)*.

**If you are having food at the venue/event, have you attached the “Application for Temporary Food Premises” to this application?**

- Yes
- No

If alcohol is to be consumed prior approval must be obtained from the Shire of Katanning. If you plan to sell alcohol separately or by way of an inclusive charge with some other service it is necessary to obtain a liquor licence from the Department of Racing, Gaming and Liquor WA and a copy must be provided to the Shire of Katanning.

**If you are selling alcohol, have you attached a liquor licence to this application?**

- Yes
- No

**VENUE SAFETY**

An “Application to Construct, Alter or Extend a Public Building”, with a plan of all areas used for the event must be submitted at least one month prior to the event. Venue safety is controlled by the *Health Act 1911* and the *Health (Public Buildings) Regulations 1992*. Under this legislation the area within which the event is held (indoor or outdoor) is considered a “public building” for the duration of the event.

The plan of the venue submitted to the Shire must include details on:

1. all other areas available to the public
2. stages and detail on stage lighting
3. exit area
4. parking areas
5. the locations of fire safety equipment
6. location and list of food stalls
7. structural information on any spectator stands or tents/marquees in excess of 24m<sup>2</sup>
8. Toilets: The number of public toilets available must be adequate for the type of event being held (more information is available upon request).

**Have you attached an “Application to Construct, Alter or Extend a Public Building” with this application?**

- Yes
- No

**FIRE SAFETY**

Fire safety equipment and fire prevention precautions are necessary to protect the safety of patrons, employees and volunteers at these events.

**REMEMBER:** Extinguishers are only suitable for use on small fires, and should always be used in a manner that does not put the user at risk of harm or injury. It is very important to use the correct fire extinguisher for the fire source. Some extinguisher types are designed for use in specialist situations, and not all extinguishers are suitable for use on live electrical equipment.

<b>Extinguishers are divided into groups depending on the source of the fire and the type of extinguisher.</b>	
There are five different classes of fires, including:	The five common types of fire extinguishers include:
<b>Class A</b> - carbonaceous solids, e.g. wood, paper and plastics <b>Class B</b> - flammable and combustible liquids <b>Class C</b> - flammable gases <b>Class (E)</b> - fire involving live electrical equipment <b>Class F</b> - fire involving cooking oils and fats	<b>Water</b> - normally in a capacity of 9 litres <b>Foam</b> - in 4.5 and 9 litre capacities <b>Dry Chemical Powder</b> - in capacities ranging from 1 to 9kgs (Different types of powder are also available) <b>Carbon Dioxide</b> - in capacities from 2 to 5kgs <b>Wet Chemical</b> - in 3.4 and 7 litre capacities

Further detail on extinguisher types and the suitability of their applications may be obtained from fire safety consultants.

All extinguishers must be kept fully charged and maintained in accordance with AS 1851.1. This standard requires extinguishers to be tested at least every 6 months and the test dates clearly identified on each extinguisher. Large-scale events may be subject to additional requirements from Fire and Emergency Services (FESA).

**As a *minimal fire safety requirement, at least one 4.5 kg B (E) dry chemical powder extinguisher* should be located within 2-4 meters of:**

- Any electrical generator or switchboards
- Any flammable liquid or gas containers
- Any food preparation/cooking area backstage

Each extinguisher should be positioned on a hook or bracket located no more than 1200 mm above the adjacent floor, with the base more than 100 mm above the floor.

Please list the fire safety you are providing and highlight the position on the site plan as part of your "*Application to Construct, Alter or Extend a Public Building*":

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### **ELECTRICAL SAFETY**

Issues may exist where additional power supplies or light sources are required. Power may be required in areas where there is no access to mains power. Similarly, additional lighting may be required to ensure sufficient lighting for safe use of the facilities and for people to safely leave the area must be provided in the case of an emergency.

- Any temporary wiring shall not be laid on the ground, accessible to the public unless it is adequately protected or positioned in such a manner not to be a hazard.
- Residual Current Devices and circuit breakers must be used to protect electrical outlets and appliances in areas available to the public. All leads or portable outlets used by stalls or otherwise must have been tagged and tested within six months by an electrical contractor. Excluding piggyback leads or double adaptors.
- Generators are to be installed in accordance with all relevant standards and are to be appropriately earthed.

Wherever possible, generators and power sources should be positioned so that they are supervised or that access to them is restricted.

Please list the lighting/electrical/generators you are providing, your safety measures and highlight the position on the site plan as part of your "*Application to Construct, Alter or Extend a Public Building*":

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### **PUBLIC TOILETS**

How many public toilets will be provided (including one disabled unisex toilet)? Please include their location on your site plan as part of your "*Application to Construct, Alter or Extend a Public Building*":

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Public toilets must be provided, with the facilities adequate for the number of people who may attend the event. The toilets must be checked and serviced throughout the event.

At least one unisex toilet for use by the disabled is required for each venue. Disabled facilities are required to cater for the disabled, elderly or less able bodied. Care and consideration should be given to the suitable location of disabled facilities. When portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be located so that they can be pumped out during the event.

### **NOISE EMISSIONS**

Noise emissions from community events may result in noise being received in nearby homes. Generally, the noise associated with crowds at community events is exempt from noise legislation. However, noise from loud speakers or loud music is not exempt and must comply with the permitted level of noise for the time of day when received at people's homes.

As a courtesy to surrounding residents, it is suggested that a sign be erected at all entrances to the event detailing the nature of the noise, finishing times, and a contact number of someone available at the event to record any noise complaints received. The Shire may approve the use of loud speakers and events with rock bands exceeding permitted noise where a formal application to do so is made. Please note all applications must be made at least 60 days prior to the event.

### **EMERGENCY EVACUATION PLAN**

Incorporating a risk management plan must be submitted to the Shire with the Application to Construct, Extend or Alter a Public Building at least one month prior to the event where it is anticipated that 5000 or more people will attend OR where alcohol is to be served.

- If the event is expecting 5000 people to attend, but is NOT serving alcohol, a risk management plan may not be required, at the discretion of the Environmental Health Officer.
- Information on risk management and a copy of the Insurance Commission of WA publication "*Can you risk it? An introduction to Risk Management for Community Organisations*" may be obtained from the Insurance Commission website [www.icwa.wa.gov.au](http://www.icwa.wa.gov.au).
- The risk management plan, where required, must be prepared in accordance with Australian Standard 4360. The Community Risk Base available on the Insurance Commission website is a tool designed to assist community groups to prepare an appropriate risk management plan.

I hereby acknowledge that I have read the guidelines and requirements and have provided true and accurate information.

#### **Applicant:**

Full Name:

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Signature:

\_\_\_\_\_

Date:

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**SITE PLAN/LAYOUT**