

APPLICATION FOR A TEMPORARY PUBLIC BUILDING/EVENT

Health (Public Buildings) Regulations 1992

Application forms need to be received at least six weeks before the event

The City of Karratha is committed to working towards a paperless environment and reducing our environmental footprint, therefore we encourage you to complete and submit your application electronically.



APPLICANT DETAILS						
Event coordinator's name:			Business name:			
Postal address:						
Phone:			Mobile:			
Email:						
EVENT DETAILS						
Event name:						
Venue:			Area (m ²):			
Street:			Town/suburb:			
Ticketed event: ☐ Yes ☐ No						
DATES AND DURATION (if the event goes over three days please make a separate list)						
Day	Date	Expected no. of patrons	Start time	Finish time		
PROVISION OF FACILITIES AND SERVICES ¹						
Sanitary facilities	Please tick all boxes that apply:			M	F	Uni
	☐ Fixed/permanent ☐ Portable ²		Toilets			
	Who cleans facilities before/during the event?		Urinals			
	Who maintains soap/paper towel supplies?		Showers			
	How many accessible sanitary facilities ³ are provided?		Hand basins			
Solid waste disposal	Please quantify bin numbers below and mark their location on the plan.					
	Wheelie bins:	Skip bins:	Other:			
	Consider disposing cans & bottles through the Containers for Change initiative					
	Which company is providing waste collection services?					
	Which individual or company is contracted to clean after the event?					
Traffic management	Approximately how many parking spaces are available?					
	Parking Plan submitted			☐ Yes ☐ No ☐ N/A		
	Will parking attendants be available to coordinate parking?			☐ Yes ☐ No ☐ N/A		
	Will alternative transportation be available to and from the event?			☐ Yes ☐ No ☐ N/A		
	If yes, what transportation arrangements have been made:					
	Will road closures be involved?			☐ Yes ⁴ ☐ No ☐ N/A		

¹ All facilities and services should be included on the plan submitted with this application in particular the location of toilets, bins and camping.

² It is important that portable sanitary facilities used over a period of time are accessible to be pumped out and do not overflow.

³ Accessible sanitary facilities ensure people with disabilities are able to utilise the facilities.

⁴ Application for traffic management plan endorsement form needs to be submitted with the City of Karratha's Technical Services Team

OFFICIAL

Camping	Will camping be offered at this event: ☐ Yes ☐ No - If yes how many camp sites: The plan submitted with this application needs to show: ▪ Number and location of camp sites ▪ Separation of vehicles and campers to mitigate personal safety risks				
FOOD AND BEVERAGES					
Food – Traders Permit	Will food be sold at the event: ☐ Yes ☐ No If yes, please provide details below (if there are more than three food businesses make a separate list)				
	Food business name	Contact (include phone no.)	Description of food for sale	Registered	
				☐ Yes ☐ No	
				☐ Yes ☐ No	
				☐ Yes ☐ No	
Beverages – Liquor Licence	Is the event liquor licenced: ☐ Yes ☐ No - If yes, please identify the area on the plan.				
	Is free drinking water supplied: ☐ Yes ☐ No If yes, how will it be supplied):				
INFRASTRUCTURE AND ENTERTAINMENT ⁵					
Structures	Please tick all the boxes that apply: ☐ Marquees/tents ☐ Stages ☐ Spectator stands ☐ Climbing walls ☐ Bouncy castles ☐ Cinema screens ☐ Fencing ☐ Other _____				
	Please provide details below (if there are more than three structures make a separate list)				
	Type of structure	Area (m²)	Height (m)	Contact name and number⁶	Insurance current
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
	Is a structural engineer certificate available?				☐ Yes ☐ No ☐ N/A
	Is a contractor allocated to sign off the Statement of Construction?				☐ Yes ☐ No ☐ N/A
Electrical equipment	Please quantify equipment numbers below and mark its location on the plan.				
	Portable generating equipment:		Lighting towers:	Other:	
	How will trip hazards from leads be avoided?				
	Have plug and play electrical equipment/cables been tagged and tested in the past 6 months?				☐ Yes ☐ No ☐ N/A
	Is an electrician allocated to sign off the certificate of electrical compliance for any new installations?				☐ Yes ☐ No ☐ N/A
Entertainment	Please tick all the boxes that apply: ☐ Amusement rides/equipment ☐ Animal petting display/zoo ☐ Public procession/parade ☐ Fireworks/pyrotechnic displays ☐ Other _____				
	Please provide further details including contact name/number for person(s) responsible, location/duration, insurance details, WorkSafe approvals and any other relevant information.				
	_____ _____				

⁵ All structures and equipment should be included on the plan submitted with this application in particular the location of stages, marquees, amusements, generators and lighting towers.

⁶ This person should be able to provide information about the structure such as engineering specifications, wind limitations, maintenance schedule, and insurance validity. The person may be contacted for further information.

INFRASTRUCTURE AND ENTERTAINMENT

Noise – Regulation 18 Approval	☐ Amplified music		☐ Live band		☐ Commentary		☐ Other _____				
	Main acts: _____										
			Date(s)		Start time(s)		Finish time(s)				
	Main acts										
	Sound checks/rehearsals										
	Set up										
	Pack down										
	Other relevant contact information (e.g. promoter, production/sound system supplier):										
	Name		Company				Contact number				
	Please tick all boxes that apply to advertisement of the event:										
	☐ Newspaper		☐ Radio		☐ Social media						
	☐ Signage		☐ Letter drop		☐ Other _____						
	What type of music will be present? (Electronic dance music/DJ/Live band/Single artist/Other)										
Sound limits (measured as LAeq 1min at 30m from the sound source)											
- Catrrall Park – 85dB for all types - REAP (amphitheatre) – 90dB for EDM/DJ - REAP (amphitheatre) – 95 dB for live bands/Single artists - Other locations – 100 dB (subject to individual assessment)											
Approx. distance to residential properties (meters) ⁷				North		South		East		West	
Are private residences located within a 500m radius of the event: ☐ Yes ☐ No											
Contact person for complaints:				Contact number for complaints:							
The plan submitted with this application needs to show:											
- Location and orientation of stage - Location of speakers incl. upper level loudspeakers											

HEALTH AND SAFETY

Crowd control and security	Name of crowd control agent:				Officers		No.	
	Is a crowd control plan available? ☐ Yes ☐ No				Crowd Control			
	Please specify how officers will communicate?				Security			
First aid	First aid post provided? ☐ Yes ☐ No				First aiders			
	Please specify how patrons will be advised of the first aid location:							
Fire extinguishers	No.	Location			Signage			
Exits	No.	Location			Signage ⁸			
Are exit signs illuminated and/or clearly marked: ☐ Yes ☐ No								
Smoking zone	Is the event smoke-free? ☐ Yes ☐ No - If no, identify smoking zones on the plan							

⁷ Environmental Health Services can be contacted on 9186 8555 to request a map highlighting a 500m radius around the event.

⁸ Under the Guidelines for concerts, events and organised gatherings the optimum width to allow for streaming flows is 2.5m. The location and width of exits should be included on the plan submitted with this application.

HEALTH AND SAFETY				
Management plans	Please specify whether the following has been submitted with this application.	Yes	No	N/A
	Has the traffic management plan been endorsed by the City of Karratha's technical services team ⁹ ?	☐	☐	☐
	Has the risk management plan ¹⁰ been submitted with this application?	☐	☐	☐
	Has the emergency evacuation plan ¹¹ been submitted with this application?	☐	☐	☐
	Are all attendants aware of the content of the plans and their role?	☐	☐	☐
	Briefly describe how an emergency evacuation will be coordinated. Please also specify how communication will be transmitted both between attendants and to the patrons. 			
OTHER AGENCIES TO NOTIFY				
Please ensure the agencies below have been notified where applicable:		Yes	No	N/A
Have WA Police and Liquor Enforcement Unit been notified about the event?		☐	☐	☐
Does the event involve the sale/supply of alcohol? If so, please ensure that:				
1. a liquor licence is obtained through Racing Gaming and Liquor;		☐	☐	☐
2. the liquor licensed area is designated on plans submitted with this application; and		☐	☐	☐
3. a letter of consent has been obtained from the land owner. ¹²		☐	☐	☐
Have St John Ambulance and Karratha Fire & Rescue Service been notified about events that are high risk and/or involve road closures?		☐	☐	☐
Does the event involve fireworks or other pyrotechnic displays? If so, please provide approval number from WA Department of Mines and Petroleum and liability insurance certificate.		☐	☐	☐
Are City of Karratha's Community Services ☐ , Waste Services ☐ , Leisure Services ☐ , Technical Services ☐ or other departments involved? Please specify: _____		☐	☐	☐
Has the venue booking been confirmed?		☐	☐	☐
GENERAL ADMINISTRATION				
Please specify whether the following documentation has been submitted with this application.		Yes	No	N/A
A site plan or sketched drawing needs to be submitted and should include detailed information as outlined on page 5 of this form.		☐	☐	☐
A certificate of electrical compliance (Form 5) needs to be submitted if electrical systems are installed.		☐	☐	☐
A statement of construction needs to be submitted if a stage, marquee or other structure is erected.		☐	☐	☐
A certificate of currency for public liability insurance needs to be submitted for every event.		☐	☐	☐
A draft advisory notice needs to be submitted if private residences within a 500m radius will be impacted by noise and the event requires a Regulation 18 Approval ¹³ .		☐	☐	☐
An application for traffic management plan endorsement form ¹⁴ needs to be submitted if road closures are involved. Parking plan endorsement.		☐	☐	☐
An emergency evacuation plan needs to be submitted for every event.		☐	☐	☐
A risk management plan needs to be submitted for every event.		☐	☐	☐
A medical plan needs to be submitted for high risk events.		☐	☐	☐
If you answered 'no' to any of the above questions, explain why this information is not provided. 				
DECLARATION				
I/we declare that all details in this form are true and correct.				
Signature of applicant:		Date:		

⁹ Application for traffic management plan endorsement form needs to be submitted with the City of Karratha's Technical Services Team.

¹⁰ Australian Standard 4360-2004 Risk management.

¹¹ Australian Standard 3745-2010 Planning for Emergencies in Facilities.

¹² Karratha Leisureplex issue approvals for City of Karratha reserves and buildings.

¹³ Approval to conduct an event that is likely to result in the emission of noise in contravention of the standard prescribed under Regulation 7 of the Environmental Protection (Noise) Regulations 1997.

¹⁴ Further information and forms are available at <http://karratha.wa.gov.au/traffic-management>

Privacy Consent and Disclosure Form

The City of Karratha collects personal, business, and event-related information on this form for the purpose of assessing and processing your application for a temporary public building or event, determining compliance with applicable public health and safety requirements, administering any approval granted, maintaining accurate records, and meeting its statutory obligations. This collection is managed in accordance with the *Privacy and Responsible Information Sharing Act 2024* (WA) and the City's Privacy Statement.

Your information may be disclosed to authorised City staff, contractors, consultants, relevant government agencies, emergency services, and law enforcement where required or authorised by law, or where necessary to assess your application, administer any approval, monitor compliance, maintain accurate records, and carry out the City's statutory functions.

This information is collected in accordance with the *Health (Miscellaneous Provisions) Act 1911* (WA), the *Health (Public Buildings) Regulations 1992* (WA), the *Local Government Act 1995* (WA), other relevant Western Australian legislation, and is subject to the *Freedom of Information Act 1992* (WA).

By completing this form, you acknowledge that the City will collect, use, and disclose your information as described in this notice. You may request access to, or correction of, your personal information by emailing enquiries@karratha.wa.gov.au or writing to PO Box 219, Karratha WA 6714.

If you do not provide the requested information, or if the information provided is incomplete or inaccurate, the City may be unable to process or assess your application.

For more information about our privacy practices, please refer to the City's [Privacy Policy](#) and [Privacy Statement](#).

Please provide a site plan or sketch a drawing in the boxed area below. The plan must include the location of the following facilities (if applicable)

- ☐ Amusements
- ☐ Backup power supply
- ☐ Bar facilities incl. liquor licenced area
- ☐ Bouncy castle
- ☐ Camp ground
- ☐ Climbing wall
- ☐ Cooking oil disposal

- ☐ Emergency exit points
- ☐ First aid point/posts
- ☐ Food stalls (no. and locations)
- ☐ Information desk
- ☐ Lighting towers and generators
- ☐ Marquees/tents¹⁶
- ☐ Muster points

- ☐ Parking areas
- ☐ Refuse facility
- ☐ Rubbish bins
- ☐ Septic tanks
- ☐ Showering facilities
- ☐ Smoking zones
- ☐ Speaker towers incl. orientation

- ☐ Spectator stand
- ☐ Stages¹⁵
- ☐ Temporary cinema screen
- ☐ Toilets (male & female)
- ☐ Waste water disposal points
- ☐ Water access points

¹⁵ Please specify whether they are more than 12m² in area or 300mm above ground.
¹⁶ Please specify whether they are more than 24m² or 55m² in area.