

# Event Checklist

This checklist is provided to assist you in timing of the work necessary for your approvals and notifications. Please feel free to edit this document for your specific requirements. Please note the timeframes listed in this document are considered minimum to allow requirements to be processed. It may be wise to allow more time in some cases.

TIMEFRAME	DATE	EVENT ORGANISER REQUIREMNT	ACTIONED	SIGHTED	APPROVED
6 months prior		Submit 'Application for Order for Road Closure' for Category 1 events to Shire			
		Book accredited first aid facilities (such as St John's)			
3 months prior		Advise Shire of any camping facilities required			
		Submit 'Application for Order for Road Closure' for Category 2 events to Shire			
10 weeks prior		Submit 'Working with Children' Application/s via Australia Post			
2 months prior		Advise Shire of any events where noise is likely to be an issue			
		Advise Shire of any possible changes to land use / zoning for your event			
		Submit 'Application to Construct, Extend or Alter a Public Building' to Shire			
		Discuss any signage requests that apply to main roads with Main Roads WA			
6 weeks prior		Submit 'Approval to Consume Alcohol' to Shire' (sale of liquor >500p)			
30 days prior		Submit 'Approval to Consume Alcohol to Shire' (sale of liquor <500p)			
		Submit Application for Occasional Liquor Lic. To Dept RGL (>500p)			
		Submit all APRA Licence applications to APRA			
		Submit 'Application for Order for Road Closure' for Category 3 & 4 events to Shire			
		Submit copy of Traffic Management Plan to Shire			
		Advise all emergency services such as police of event notification			

TIMEFRAME	DATE	EVENT ORGANISER REQUIREMNT	ACTIONED	SIGHTED	APPROVED
28 days prior		Return all 'Application for Stallholder's' Permits to Shire (food & non food)			
		Submit 'Fireworks Event Notice' (pre-requisite for Event Permit) to Shire			
		Submit signage requirements on Shire owned roads and land to Shire			
		Submit toilet plan indicating numbers, usage, cleaning arrangements to Shire			
14 days prior		Submit Application for Occasional Liquor License To Dept RGL (<500p)			
		Submit Certificate of Currency (Public Liability Insurance) to Shire			
		Check that all third party contractors have submitted their Certificates of Currency			
		Submit 'Fireworks Event Permit' to Resources Safety, DMP			
		Advise Shire of any gaming requirements			
		Submit Risk Management Plan (incl. emergency & evac. procedures) to Shire			
		Advise Shire of details of waste management plan			
		Submit 'Approval to Consume Alcohol to Shire' (providing liquor, but not selling)			
7 days prior		Submit any gaming applications to Dept RGL			
		Submit site plan to shire indicating all facilities, structures, pegs, posts, signage			
On Event Set Up		Submit 'Certificate of Structural Integrity for Temp. Structure / Marquee' to Shire			
		Submit 'Certificate of Electrical Compliance' to Shire			