

Event Application Checklist

The purpose of this checklist is to outline some of the evidence that may need to be supplied as part of your event application.

Evidence	Tick if applicable	Supporting Information Required
Site Plan/Map	<input type="checkbox"/>	Include all structures, fenced areas, toilets, signage, power and exits.
Event Notification to neighboring residents and/or businesses	<input type="checkbox"/>	Please provide a copy of correspondence to persons impacted by your event (e.g. due to noise or road closures etc.).
Public Liability Insurance	<input type="checkbox"/>	Certificate of current (valid for your event date/s)
Sale of Food	<input type="checkbox"/>	List of registered businesses and/or temporary food premises
Sale of Alcohol	<input type="checkbox"/>	Copy of liquor license/s. For more information visit https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor/liquor/liquor-licensing
Temporary Structure/s i.e. Marquees, Tents	<input type="checkbox"/>	Temporary Structure Permit (for structures bigger than 5m x 5m). Temp Structure Application form
Excessive Noise	<input type="checkbox"/>	Noise Guide Noise application form Noise Management Plan example – https://www.broome.wa.gov.au/files/assets/public/community/public-health-and-safety/speedway-nmp-final-proposed.pdf
Waste Management	<input type="checkbox"/>	Bins to be outlined in site plan/map.
Police Notification	<input type="checkbox"/>	Please provide a copy of correspondence (recommended for events greater than 100 people). Email broome.police.station@police.wa.gov.au
Hospital Notification	<input type="checkbox"/>	Please provide a copy of correspondence (recommended for events greater than 100 people). Email broome.executiveassistant@health.wa.gov.au or phone 9194 2855
First Aid	<input type="checkbox"/>	Provide details of first aid provision (where applicable).
Electrical Compliance	<input type="checkbox"/>	Certificate of Electrical Compliance ((where existing electrical supply is modified for the event))
COVID-19	<input type="checkbox"/>	COVID Safety Plan is required for all events
Risk Management	<input type="checkbox"/>	Risk Management Plan is encouraged for all events, and mandatory for events attracting more than 1000 persons. Refer to Guidelines for Concerts, Events and Organised Gatherings
Emergency Management	<input type="checkbox"/>	Emergency Evacuation Plan required depending on location for all high risk events (e.g. outdoor adventure race events, large gatherings etc.). Refer to Guidelines for Concerts, Events and Organised Gatherings
Security	<input type="checkbox"/>	Provide details of security in site plan.
Traffic Management / Road Closure	<input type="checkbox"/>	Traffic Management Plan is required where roads are closed, partially closed or traffic is suspended.
Parking	<input type="checkbox"/>	Parking to be included in site plan/map.
Street Banners and Signage	<input type="checkbox"/>	Banner Hire application
Variation in Public Building use i.e. this includes the variation in use for private premises.	<input type="checkbox"/>	Depending on the required approval: Application to construct, install or alter a public building form 1 Application for certificate of approval for a public building form 2 Application to vary a public building form 3
Vehicle Access to Cable Beach	<input type="checkbox"/>	Application Form - https://www.broome.wa.gov.au/files/assets/public/community/rangers/application-for-permit_vehicle-access-to-prohibited-areas-on-cable-beach.pdf
Amusement Ride/s	<input type="checkbox"/>	Copy of public liability insurance; Annual certificate of inspection of the amusement structure by a competent person; Copy of WorkSafe plant registration; For Class 1 amusement structures: an assessment or certification letter from a competent person that shows the assessment methodology.
Fireworks	<input type="checkbox"/>	Fireworks operator license
Large Animals / Livestock	<input type="checkbox"/>	Quantity, type and location to be outlined in site plan