

Event Permit Document Guide



Event permit applications must be supported by clear and comprehensive documentation. The specific evidence required will depend on your event's activities and impact. This guide explains what you need to provide.

Document	When it's required	Notes
Event Management Plan	- High impact events only 6 months before event	Detailed plan of how your event will be managed
Site Map How-To Guide Template	- All events 3 months before event	- Show event footprint and infrastructure - Template available
Risk Management Plan Template	- All events 3 months before event	- Identify potential risks and outline mitigation strategies - Template available
Emergency Management Plan Template Example	- All events 3 months before event	- Outline action plan in case of potential emergencies - Template available
Public Liability Insurance	- All events 1 month before event	Minimum \$20 million coverage
Event Notification Notification Guide	- All events 1 month before event	Notify stakeholders. See attached guide for information
Traffic Management Plan Shire MOA	- If roads or car parks are affected 3 months before event	Must be professionally developed. Requires Shire Traffic MOA
Place of Public Entertainment Application Form	- If POPE requirements are met 3 months before event	- Shire will advise if needed - Associated fees apply

Liquor Documentation Consumption of Liquor Local Law Information	• If alcohol is served, sold, or BYO • 3 months before event	• Provide vendor licences and Red Line Plan • Associated fees apply for Local Law permit when required
Councillor or CEO Attendance Request Application Form	• If inviting Mayor, Councillors, or Shire CEO • 3 months before event	• Complete and send the Councillor Duties & Speech Request Form
MACA Consent Application Application Form	• If event meets requirements • 60 business days before event	• Shire will advise if required
Noise Management Plan Template	• If event has amplified sound	• Always recommended
EPA Permit EPA Guidelines	• If amplified sound outside standard hours	• Refer to EPA guidelines
Other Approvals	• If you have fireworks, animals, amusement rides, etc.	• Shire will advise if anything additional is required

Event Planning Guide

Refer to our [Event Planning Guide](#) for helpful information about:

- Amusements
- Drinking water
- Fireworks
- Noise Management
- Toilets
- Waste Management
- ... and much more!

