Public Community Event
Public Building Application Package

Health (Miscellaneous Provisions) Act 1911, Health (Public Buildings) Regulations 1992

Thank you for your interest in hosting a public community event within the City of Wanneroo.

The overarching legislation for event regulation within Western Australia is the Health (Miscellaneous Provisions) Act 1911 and the Health (Public Building) Regulations 1992

Hosting a public community event is a complex process that often requires compliance with varying pieces of legislation. It is the responsibility of the event organiser to ensure their event adheres to the applicable legislative requirements and obtains the necessary approvals.

The general intent of Part VI of the Act is to assist in the protection of the health, safety and amenity of persons in and about places where, generally, large numbers of the public gather.

The statutory definition of a “public building” under this legislation this includes an assembly of people in a place or a part of place which captures public community events.

The forms within this application package are prescribed by legislation and must be completed by the event organiser and submitted along with the Event Application.

For further information please refer to the Public Community Events Guidelines available at **www.wanneroo.wa.gov.au**



City of Wanneroo
23 Dundebar Road
Wanneroo WA 6065

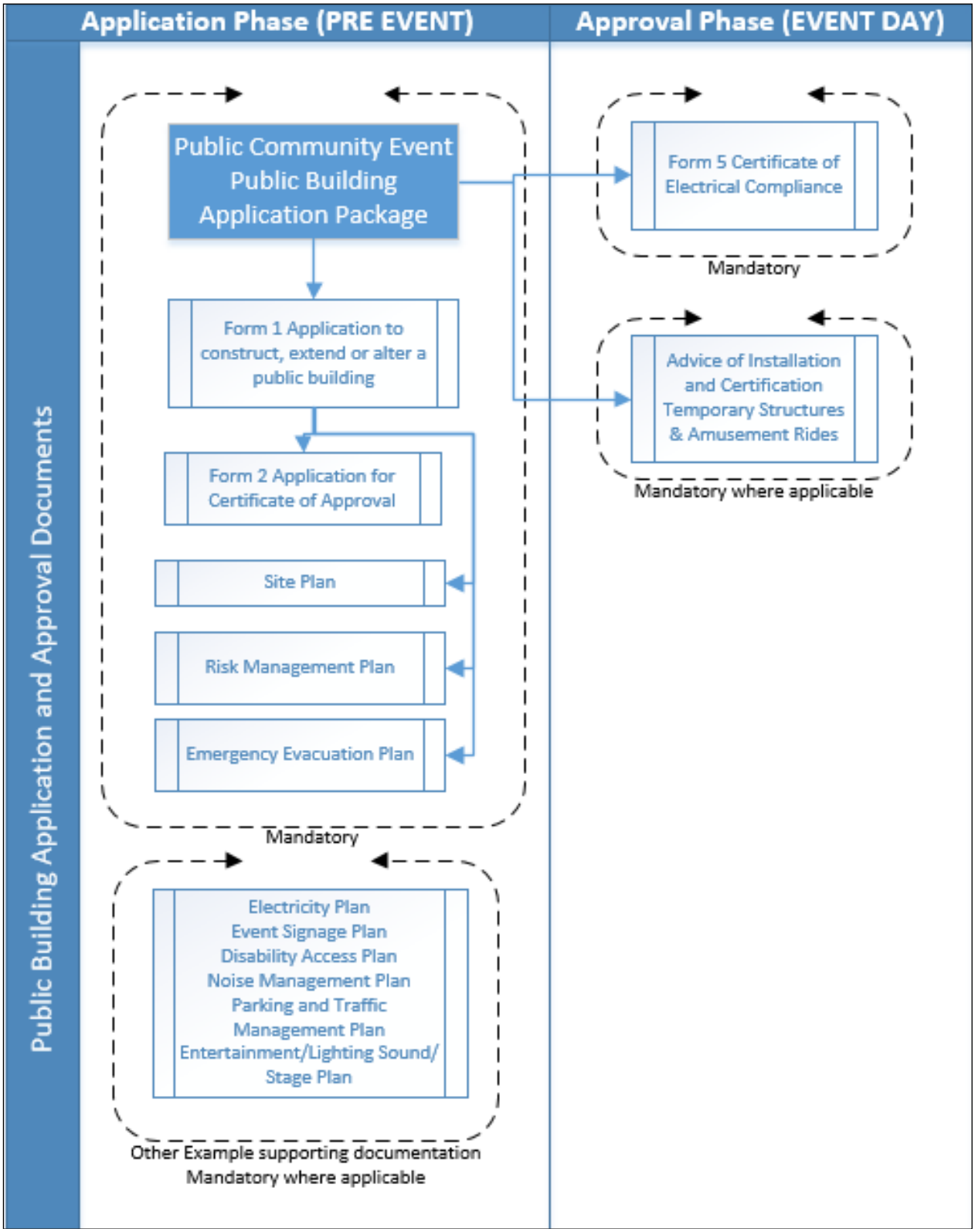
Postal Address
Locked Bag 1
Wanneroo 6065

T (08) 9405 5000
E health@wanneroo.wa.gov.au

wanneroo.wa.gov.au

Public Community Event Application Document Submission Guide

Please note this is a basic diagram to show when the prescribed forms are required to be submitted, the supporting documentation requirements are not limited to what has been included in this pack.



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Public Community Event – Public Building Forms

Health (Miscellaneous Provisions) Act 1911,
Health (Public Buildings) Regulations 1992

You are **not** required to complete this form if you are hiring a City of Wanneroo building with an existing accommodation certificate.

Event Name: _____ **Event Date/s:** _____

Expected Number of Attendees at any one time _____

Form 1 - Application to Construct, Extend or Alter a Public Building - *Regulation 4*

Form 1 is a legal requirement and is to be completed by the event organiser who is responsible for patron safety, risk management and emergency evacuation at the event.

I, being the owner/agent hereby apply under Section 176 of the Health (Miscellaneous Provisions) Act 1911 to construct, alter or extend a public building.

Form 2 - Application for Certificate of Approval - *Regulation 5*

Form 2 is a legal requirement and is a formal request for approval from you as the event organiser to the City of Wanneroo's Health Services who issue the statutory approval for your event.

This Certificate/Form is your statutory approval and denotes how many people are approved to attend your event. Failure to disclose accurate numbers of patrons may result in this Certificate not being issued. Failure to receive a Certificate of Approval from the City may void any insurance.

I, being the owner/agent hereby apply under Section 176 of the Health (Miscellaneous Provisions) Act 1911 to construct, alter or extend a public building.

Event Premise (location) Details

Name of Premises:
Address of Premises:
Nearest Cross Street:
Intentions for Use::
Construction/extension/alteration of which was completed on _____ *(date)* in accordance with your approval given on _____ *(date)*

Applicant

ANY OF THE FOLLOWING MAY SIGN THIS NOTICE:
The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built, created or converted thereto:

Name of Owner/Agent:	
Address:	
Postal Address (if different from above):	
Telephone:	Email:

Fees – *to be paid upon submission of application*

Application and Assessment Fee for events less than 1000 persons	**$176.00**
Application and Assessment Fee for events 1000-5000 persons	**$342.00**
Application and Assessment Fee for events over 5000 persons	**$871.00**

Falsification of event patron numbers may lead to enforcement action or a Certificate of Approval not being issued.

☐ In support of this application I hereby submit plans and detail as required together with the prescribed fee.

Signed:	Date:

Lodging your Application

By Email: health@wanneroo.wa.gov.au
Payment of the relevant fee can be made by calling Health Services on 9405 5000.
Credit card payments incur a surcharge of 0.38% (incl GST).

In Person: City of Wanneroo Administration Centre, 23 Dundebar Road, Wanneroo

By Mail: Locked Bag 1, Wanneroo WA 6946

****Please allow up to 14 days for application to be processed****

Public Community Event - Form 5
Certificate of Electrical Compliance

Health (Miscellaneous Provisions) Act 1911
Health (Public Buildings) Regulations 1992

This form is to be completed on the day of the event by a qualified electrician responsible for the electrical installations at the event that the form refers to.

Date:	
I hereby certify that the electric light and/or power installation, alteration, addition — at the undermentioned premises has been carried out in accordance with the *Health (Public Buildings) Regulations 1992.*	
Name (event organiser):	
Details Of Public Building/Venue	
Name of:	
Location Number:	Street:
Suburb:	Postcode:
Particulars of Installation	
Electrical Works – Describe particulars of installation:	
Describe any electrical work for which you are not responsible in these premises:	
Signature of licensed electrical contractor or electrical worker authorised to sign on behalf of the electrical contractor/in-house electrical installer.	
Signature:	
Contractor's/ electrical installer's Business Name:	
Contractor's/electrical installer's Registration No:	
Contractor's/electrical installers Name:	
Contractor's/electrical installer's Address:	
Contractor's/electrical installer's Telephone No:	

This form is to be submitted to the City of Wanneroo within 48 hours of the event either in person on the event site or via **health@wanneroo.wa.gov.au**

Public Community Event
Advice of Installation and Certification: Temporary Structures & Amusement Rides

Health (Miscellaneous Provisions) Act 1911
Health (Public Buildings) Regulations 1992

This form is to be completed by a qualified/competent person following the temporary structure and/or ride being installed/erected/built at the event for:

- Marquees greater than 9m^2 where the public will assemble
- Stages higher than 1m off the ground
- Amusement rides and bouncy castles temporarily erected at the specified event

Separate Forms are to be completed where there are multiple installers

Event Details
Name of Event:
Location of Event:
Event Date/s:
Structure/s:
Event Organiser:
Signature:
Date:
Installer's Details
Installer's Business Name:
Registration Number:
ABN:
Address:
Phone contact:

Certification
I hereby certify that the structures listed above have been erected and/or constructed in accordance with their respective engineering details and/or manufacturers' instructions:
Signed:
Dated:

Additional documentation required for carnival and amusement Rides (where applicable)**:**

- Copy of *Plant Registration* (WorkSafe)
- Copy of current *Certificate of Annual Inspection*

This form is to be submitted to the City of Wanneroo within 48 hours after the event either in person on the event site or via health@wanneroo.wa.gov.au