

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 How-To Guide Template	All events 3 months before event	Identify potential risks and outline mitigation strategies. Template available.
Emergency Management Plan How-To Guide Template	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 How-To Guide & Contacts	All events 1 month before event	Notify emergency services, Chamber of Commerce, and impacted businesses and residents.
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 a 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 within 200m of shoreline 60 business days before event	Shire will advise if required.
EPA Permit EPA Guidelines	If amplified noise 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.