

Event Application Guidelines

Do I Need Approval for my Event or Gathering?

If you are organising an event or detailed gathering within the Shire of Katanning, you will need to complete a **Notice of Event or Detailed Gathering Form** to be submitted for approval if you answer yes to any of the following questions:

- Is your event open to the public AND on Shire property?
- Will your proposed event be held on public space e.g. All Ages Playground, park, Clive Street etc.?
- Is your event providing food to the public?
- Will your event have large infrastructure e.g. a marquee, stage, bouncy castle, portable toilets etc.?
- Will your event require a road closure?
- Is there intent to have alcohol at your event?

NOTE: It is an offence to operate an event without a valid licence, permit or approval. Both Local Government and Police are empowered to close events that do not comply with the conditions of permits and approvals issued by the Shire of Katanning.

What forms do I need to complete for my event?

Activities held solely within Shire facilities may not require event permits because public gatherings, functions and activities are permitted when conducted within the venue's maximum capacity.

Depending on the nature and scale of the activity, other approvals such as a variation to maximum capacity, permit to consume alcohol or Trading in a Public Place permit may be required for Shire facilities.

There is a cost to hire these facilities; however, you may apply for support if you are a not-for-profit or community organisation.

To access the appropriate booking forms please see the Event Applications page.

Shire Facility contact details can also be found on each facility page on the website.

For any further information on applications and checklists for your event, please contact the Community Relations Officer at publicrelations@katanning.wa.gov.au





52 Austral Terrace, Katanning
PO Box 130, Katanning WA 6317
Ph: 9821 9999

admin@katanning.wa.gov.au katanning.wa.gov.au

