# EVENT PERMIT APPLICATION FORM

Clear Button

Speedway clubs / promoters require a WA Speedway Commission Event Permit for each race meeting held at their venue. The Event Permit is an essential component of a venue operators risk management processes under the WA Speedway Safety Governance Framework.

## Track Details

| | |
|---|---|
| **Track Name:** | |
| **Club/ Promoter Name:** | |
| **Contact Name:** | |
| **Email:** | Phone: |
| **Event Date(s):** | Start: Finish: |

| Event Classification | *WA Speedway Commission Steward Accreditation Level Required:* |
|---|---|
| ☐ Club practice/ demonstration<br>☐ Club Meeting/ Club Points, or club run Series | *Club Steward* |
| ☐ Blue Ribbon (State or National Title, Major Event/ Series) | *Chief Steward* |

## Event Details

Please list all competing divisions:

Please list any other special features/ exhibitions to be held (e.g. monster trucks, fireworks, special displays, demo derby):

Does your Public Liability Insurance cover these divisions & features/ exhibitions? ☐ Yes ☐ No

## Local and State Government Approvals

Have you obtained required Government approval(s), e.g. liquor licensing, fireworks, food stall approvals? ☐ Yes ☐ Pending ☐ Not required

| Personnel involved in conducting the Meeting: | | WA Speedway Commission Accreditation Level |
|---|---|---|
| Steward Name | | ☐ Chief Steward<br>☐ Club Steward |
| Scrutineers Name | | ☐ Chief Scrutineer<br>☐ Club Scrutineer |
| Safety Officer Name | | |
| Clerk of Course | | |

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## Emergency Provisions

Has attendance of a Medical Service Provider been confirmed? ☐ Yes ☐ Pending ☐ No

Will an ambulance be present during racing? ☐ Yes ☐ No

***If No**, provide details of alternate medical emergency arrangements below:*

Has attendance of a Fire and Rescue Service been confirmed? ☐ Yes ☐ Pending ☐ No

***If No**, provide details of alternate fire safety arrangements below:*

Have all fire extinguishers been checked and certified within the last 6 months? ☐ Yes ☐ No

Do you have available the following *MINIMUM* safety equipment:

| | | | | | |
|---|---|---|---|---|---|
| Fire blanket | ☐ Yes | ☐ No | Vehicle capable of lifting approximately 1.5 tonnes | ☐ Yes | ☐ No |
| Bolt cutters | ☐ Yes | ☐ No | 4 x 7.7 kg dry powder extinguishers | ☐ Yes | ☐ No |
| Seat Belt Cutter | ☐ Yes | ☐ No | 4 x 7.7 kg alcohol resistant foam fire extinguishers | ☐ Yes | ☐ No |
| | | | Access to water in the Pit Area | ☐ Yes | ☐ No |

*Additional fire & safety equipment is required for large events and in canteen/club rooms. Please ensure you have completed a risk analysis of your safety equipment needs. Refer to the Track Operators Manual for more information.*
*Prior to the start of any practice session or event the person responsible for fire emergencies must be advised of the fuel types of competing vehicles and check all extinguishers are full and in working order.*

## External emergency provisions

| | | | |
|---|---|---|---|
| Have you notified local police of your event date and time? | ☐ Yes | ☐ Pending | ☐ No |
| Have you liaised with your nearest hospital/ medical service? | ☐ Yes | ☐ Pending | ☐ No |
| Have you verified the hospital/ medical centre is open and staffed with Doctor/ medical personnel for the duration of your event? | ☐ Yes | ☐ Pending | ☐ No |
| Do you have an emergency plan? | ☐ Yes | ☐ Pending | ☐ No |

## Facility modifications/ improvements

Have all Critical Elements identified in the Safety Improvement Plan/ Track Grading Work Orders been addressed, with details provided to the Track Grading Committee? ☐ Yes ☐ No
*All critical safety improvements/ work orders must be completed with evidence/ advice provided to the Track Grading Committee before an event permit will be issued.*

Please detail any other changes or improvements to the track safety barrier system or facilities at your venue that have not yet been reported to the WA Speedway Commission:

***Please collate the following contact details for each person/ role prior to the start of your event, and provide a copy to each person on the day.*** *This may form part of your emergency plan.*

Other contact details that may assist Stewards in running the event include: pit marshal, grid organiser/ handicapper, drivers representative, track curator and other assisting stewards.

| Event Emergency Communication Contacts | | |
|---|---|---|
| **Position/ Organisation** | **Name** | **Contact Phone Number** |
| **Chief/ Club Steward** | | |
| **Scrutineer** | | |
| **Club President** | | |
| **Club Secretary** | | |
| **Ambulance Crew** | | |
| **Fire & Rescue Crew** | | |
| **Duty Police Officer** | | |
| **Nearest staffed and open Hospital** | | |

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**Event Permit Fee 2017/18:** $180 (GST Included)

**WA Speedway Commission**

Payment Details: BSB 633-000
Account Number: 151681632

**Cheques:** **WA Speedway Commission**
PO Box 1154
Osborne Park DC, WA, 6916