

# Weddings and Private Ceremonies



May 2017

There are many scenic locations that are popular for weddings and private ceremonies within the Shire of Augusta Margaret River. A permit is required in order to hold a ceremony on land that is vested with the Shire. Please complete the attached application form and submit along with a location plan. A permit fee is payable on lodgement of your application.

## Things to Consider

Weddings and private ceremonies are very personal events, when selecting your location it is important to note that beaches and reserves are "Public Open Space" which is intended for recreational use. *Permits for Weddings and Private Ceremonies do not grant the holder exclusive use of the site.* Other users may be in the area playing, walking dogs or even launching boats and jet skis. Members of the public will have the right to use the area while your ceremony is taking place. Please recognize you are in a public open space that is not specifically designed for private ceremonies.

Visual appearance and presentation of your chosen location cannot be guaranteed, whilst the Shire may advise you of potential works in the area chosen for your ceremony, works by other agencies and other environmental issues such as weather, storm destruction or accumulated seaweed may impact on you on the day.

## Use of the Reserve

Permits for ceremonies are granted for no longer than a 3 hour time frame, this is to include set up and pack of any items to be used for the ceremony.

Ceremonies conducted on beaches and reserves are permitted to bring items onto the reserve on a small scale. A small shade structure (no larger than 10m<sup>2</sup>) for protection from sun and rain may be erected. Other items such as, arches and chairs are permitted. One arch, a maximum of 10 chairs and a small table for celebrant use are permitted. Structures need to be adequately secured (with weights, no pegging on grassed reserves) to ensure stability. All items are to be installed and removed from the site within the approved time frame. Details of all items to be used on reserves are to be included in the permit application. No items are to be brought onto the reserve without prior notification.

The permit holder is responsible for ensuring the reserve is left litter and damage free at the conclusion of the ceremony. Confetti is not permitted. If there is any damage to the reserve (ie damage to reticulation) the cost of repairs will be incurred by the permit holder.

Permits for ceremonies on Shire reserves will not be granted for ceremonies to be held on long week-ends or public holidays.

WEDDINGS AND PRIVATE CEREMONIES

## Vehicles

Car parking is an important consideration. Coastal locations during the spring and summer months in particular have a high recreational use, car parking in these areas is often at capacity. Advising guests to car pool or bringing them to the ceremony by bus is recommended. No car bays may be reserved for those attending your ceremony.

Vehicles are not permitted to be driven onto Shire reserves. Please be mindful of this when organizing items / structures you wish to use for the ceremony

This application package is for ceremonies only, Shire beaches and reserves are generally not considered appropriate for larger functions such as wedding receptions.

Please Contact Shire's Events Officer on 9780 5266 should you need to discuss your application.

For weddings and private ceremonies on land vested with the Department of Parks and Wildlife, (such as Borannup Forest) there is no need to contact the Shire instead you should contact the DPAW Busselton office on 9752 5555.

# Weddings and Private Ceremonies Application



May 2017

Environmental Health Services

File No: CSV/35

*Permits for Weddings and Private Ceremonies do not grant the holder exclusive use of the site.*

Applicant Details:	
Applicant name	
Postal address	
Email address	
Phone	Mobile
On-site contact name	Mobile

Ceremony Details:	
Type of Ceremony:	
Location:	
*(Location map attached?)	
Date:	
Ceremony start time:	Ceremony finish time:
Set up time:	Pack up Time:
Number of Guests:	
Will you be bringing items/structures on the Reserve? provide details ( ie, number of chairs, arbour)	
Have you arranged for guest transport to and from the Ceremony?	
Will you be using a PA?	

*Have you attached a plan of the location you wish to use for your Ceremony?*

Maps available on Shire website [www.amrshire.wa.gov.au](http://www.amrshire.wa.gov.au) "Intramaps" or Contact Events Officer phone 9780 5266

WEDDINGS AND PRIVATE CEREMONIES APPLICATION

**Declaration:**

I declare that all information supplied in this application is true and correct. I accept responsibility for ensuring compliance with the Local Laws and conditions pertaining to use of Shire of Augusta Margaret River property.

**Name****Date****Signature****Payment Details:****In person**

(Cash, Cheque, EFTPOS)

Customer Service  
Shire Civic Administration Centre  
41 Wallcliffe Road  
Margaret River

**Telephone**

(Credit Card only)

**Please tick**

A Customer Service  
Officer will contact you.

**Post**

(Cheque - made payable to Shire of Augusta Margaret River)

Shire of Augusta Margaret River  
PO Box 61  
Margaret River WA 6285

**Fee: \$130.00****Receipt #****Application #**