



## Applying for Special Events Exemption Checklist

Visiting Health Professionals must apply for approval to practice in Western Australia.

| Step | Action  | ✓ |
|------|---|---|
| 1.   | Complete the Application Form   |   |
| 2.   | Print the completed Application Form  |   |
| 3.   | <p>Make a copy of your credentials (qualifications/certificates) and your current registration.</p> <p>Get the copies of all the documents certified as true and correct by an authorised person.</p> <p><b><i>For information on who can certify documents and information on required documents see the “Who can certify” document.</i></b></p>   |   |
| 4.   | Print a copy of your Curriculum Vitae   |   |
| 5.   | Print a copy of the Special Events Exemption Statutory Declaration and complete to declare that the copies of documents you are providing are true and correct.   |   |
| 6.   | <p>Post the:</p> <ul style="list-style-type: none"> <li>• Copy of your application Form;</li> <li>• Certified copies of your qualifications and current registration;</li> <li>• Your Curriculum Vitae</li> <li>• Completed Special Events Exemption Statutory Declaration</li> </ul> <p>To:</p> <p>Special Events Exemption Officer<br/>Disaster Preparedness and Management Unit,<br/>Department of Health<br/>189 Royal Street,<br/>East Perth. WA. 6004<br/>AUSTRALIA</p> |   |

General advice about the Act and its application can be obtained from:

Email: [DPMU@health.wa.gov.au](mailto:DPMU@health.wa.gov.au)

or

Disaster Preparedness and Management Unit,  
Department of Health  
189 Royal Street,  
East Perth. WA. 6004

Telephone: (08) 9222 2067

Fax: (08) 9222 2304