

Important information – read before completing application form.

Application form must be completed in full and submitted to council no later than 6 weeks prior to the event.

Issued under: *Subordinate Local Law 1 (Administration) 2011, Schedule 11 Operation of temporary entertainment events*

1. Applicant details

The applicant is the organisation, company or individual taking responsibility for management of the event and must be the holder of the public liability insurance.

Applicant name		ABN	
Contact name			
Postal address			
Email address			
Business phone	Alternate phone	Mobile	
Preferred method of contact for correspondence:		<input type="checkbox"/> Email	<input type="checkbox"/> Post
On-site contact name		Mobile	
Organisation type	<input type="checkbox"/> Not for profit	<input type="checkbox"/> Private/public company	<input type="checkbox"/> Government body <input type="checkbox"/> Other:

2. Public liability insurance

The Certificate of Currency must be in the name of the applicant, noting Gympie Regional Council as an interested party and cover the scope of the activity. The level of cover must be \$20,000,000.

Has a copy of the Certificate of Currency been attached to the application?	<input type="checkbox"/> Yes	Certificate expiry date	
	<input type="checkbox"/> No*	* Date certificate will be provided:	

3. Event details

Event name			
Location <i>(if applicable attach a copy of landowner's consent)</i>			
Event date/s			
Start time	Finish time	Anticipated attendance (approval not required less than 1K not required)	
Setup date and time		Clean up date and time	
Annual event only - please advise tentative date for next year:			

4. Wet weather alternative

Detail the contingency plans in case of inclement weather: *including method of notifying potential attendees*

5. Description of event

Briefly describe the event and its purpose including schedule of activities: *attach a separate sheet if necessary*

6. Food

Will food be served or sold at the event?		<input type="checkbox"/> Yes – complete item below.
		<input type="checkbox"/> No – proceed to next item.
Will food be served or sold at event?	<input type="checkbox"/> Served	Provide details (name of community group/entity serving/selling food and type of food):
	<input type="checkbox"/> Sold*	
* If being sold - complete Food Vendor form on page 12		

7. Alcohol			
Will alcohol be consumed, served or sold at the event?	<input type="checkbox"/> Yes, it will be consumed		
	<input type="checkbox"/> Yes, it will be served or sold - complete item below and a liquor licence application <u>must be lodged</u> with Office of Liquor and Gaming Regulation.		
	<input type="checkbox"/> No – proceed to next item.		
Liquor Licence holder name		Phone	
Address		Email	
Provide number of dispensing and consumption areas to be available	Dispensing:	List operating hours during event	
	Consumption:		
How will boundaries of the dispensing and consumption areas be defined? <i>indicate areas on site plan</i>			

8. Electricity/Generators		
Will generators be used at the event?	<input type="checkbox"/> Yes	* provide details:
	<input type="checkbox"/> No*	
Will generator be used during set up and pack down?	<input type="checkbox"/> Yes*	* provide details:
	<input type="checkbox"/> No	
Will the generator be silent?	<input type="checkbox"/> Yes	* provide details:
	<input type="checkbox"/> No*	

9. Portable Toilets			
Any existing toilet facilities at the site may be insufficient for your event. It may be necessary that you supply additional amenities for event patrons.			
Will additional toilets be provided at the event?	<input type="checkbox"/> Yes – complete Item below.		
	<input type="checkbox"/> No – proceed to next item.		
How many portable toilets will be provided?	Male	Female	Disabled
Who will be supplying the portable toilet facilities?			Phone
Delivery date and time		Collection date and time	
It is the organiser's responsibility to obtain a Manufacturer's Statement of Compliance.			

10. Waste management

A Waste Management Plan is required.

Bins required	per 100 attendees	1 x 240L – general waste if no food or drinks served/sold	
		2 x 240L – general waste if food or drinks served/sold	
		2 x 240L – recycle waste bin	
	over 1,000 attendees	1 x 3m general waste front load skip bin	
		1 x 3m recycle waste front load skip bin	
Types and number of bins supplied for event		General waste Number of bins: Number of front load skips:	<input type="checkbox"/> Recycle waste Number of bins: Number of front load skips:
Bin supplier			Phone
Delivery date and time		Collection date and time	

11. Site Set Up

Will temporary structures be used at the event?	<input type="checkbox"/> Yes – complete item below.	
	<input type="checkbox"/> No – proceed to next item.	
Structure (e.g. marquees, jumping castle, inflatable movie screen, scaffolding, tiered seating, temporary fencing, etc.)	Number	Size (e.g. 3mx3m)
If temporary structures/equipment are to remain onsite overnight (excluding secured bins and portable toilets), qualified security personnel are required (refer Item 25).		
Will structure remain on-site overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Provide details:		

12. Amusement Devices

Will amusement devices be operated at event?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No – proceed to next item.
Licenced operator supplying the rides	
Address	Phone

Name of rides being operated
Documents required with application: <ul style="list-style-type: none"> ▪ Amusement operator insurance policy (must cover the rides) ▪ Workplace health and safety certificate for the rides

13. Animal Management	
Are animals proposed as part of the event program?	<input type="checkbox"/> Yes <input type="checkbox"/> No – proceed to next item.
Details:	

14. Traffic Management		
Will the event require temporary road/car park closure?		<input type="checkbox"/> Yes* – complete item below <u>and</u> lodge an application with Queensland Police Service and a copy of the permit submitted prior to the event. Contact <u>Translink for temporary road closures</u> impacting public transport routes. temporary.closures@translink.com.au <input type="checkbox"/> No – proceed to next item.
Select relevant:	<input type="checkbox"/> Road closure	Provide details:
	<input type="checkbox"/> Car park closure	
	<input type="checkbox"/> Public transport disruption	
A copy of compliant Traffic Management Plan and parking strategy prepared by an accredited Traffic Control provider must be attached to application.		
Event Parking & Public Transportation		
What steps will be taken to ensure adequate car parking/transport for the event? <i>A parking strategy may be required.</i>		

15. Aquatic activities

Will any water based activities be part of the event?

- ☐ Yes – complete item below and contact Maritime Safety Qld as an aquatic permit may be required
- ☐ No – proceed to next item.

Provide details of all water-based activities, location, water safety management plan and a detailed site map that shows the distance from the shore to the perimeter of the water based activity

Type and number of any watercraft involved e.g. inflatable rescue boats/jet skis:

16. Fireworks

To provide Council with sufficient time to review and assess applications, please submit your application a minimum of 6 weeks (or 30 business days) before your planned event. Applications submitted after this timeframe may not receive approval.

Will a fireworks display be conducted at event?

- ☐ Yes – complete details below and lodge an application with Resources Safety & Health Queensland
- ☐ No – proceed to next item

Licensed operator supplying the fireworks

Address

Telephone

Fireworks operator conducting show

Date: Duration of fireworks: Time from: Time to:

Bump in time: Bump out time:

Method of firework installation:

Fireworks materials:

(fireworks must not contain any plastics or other materials harmful to the environment. Fireworks materials must be biodegradable.)

Documents required with application:

- Fireworks Display Notification Form (submitted to Resources Safety & Health Queensland)
- Fireworks Contractor Insurance Policy
- Fireworks Contractor Licence
- Fireworks Operators Licence of the operator who is conducting the show
- Confirmation that firework display has Civil Aviation Safety Authority (CASA) approval prior to commencement of event.
- Launch site map, showing distance in metres of exclusion zones and areas that will be closed to members of the public
- Event risk management plan, which addresses environmental impacts, including environmental protection, noise, sustainability, waste and litter
- Copy of notification letter to nearby residents, businesses and relevant community organisations. A notification letter must be distributed at least 7 days prior to the scheduled fireworks display and include a manned mobile phone contact number
- Copy of proposed temporary signage content to be placed in and around display area.

17. Aerial activities – Skydiving/Flyovers/Unmanned Aerial Vehicle (Drone)

Will a skydiving display, flyover or drone be a part of the event?	<input type="checkbox"/> Yes – Description/Date/Duration of aerial activity:
	Drone model _____ weight _____ Please attach flight path details.
	<input type="checkbox"/> No – proceed to next item.

Documents required with application:

- Confirmation that aerial activity has Civil Aviation Safety Authority (CASA) approval prior to commencement of event.
- Confirmation that aerial activity has Air Traffic Control (ATC) approval prior to event.
- Site map showing course, launch and landing locations, distance in metres of exclusion zones.

Must have a UAV Operator's Certificate Part 101 Unmanned Aerial Vehicles issued in accordance with *Civil Aviation Safety Regulations 1988* (Cwlth) and ensure that all conditions listed therein are adhered to.

18. Noise Management

Will amplified noise be used at the event?	<input type="checkbox"/> Yes – complete item below.
	<input type="checkbox"/> No – proceed to next item.

Detail the amplified music, announcements and/or sound (air horn/megaphones/starter guns) at the event (*including how noise levels will be monitored*):

Duration of amplified noise (dates and times): *please include sound check periods*

If you propose to have live bands or use amplified devices at your event, then you may need to provide a Noise Management Plan.
You need to engage a qualified acoustic engineer to develop the Noise Management Plan.
The plan should include:

- a site plan including the location of the event, neighbouring land-use details, location and orientation of stages and public address or audio systems
- all potential sources of noise nuisance
- steps that will be taken to minimise the risk of nuisance
- a plan for notifying potential noise-affected premises and closest sensitive receptors
- details of acoustic monitoring during the event
- how complaints received before, during and after the event will be addressed
- event hotline

19. Camping

Will overnight camping be conducted at event?	<input type="checkbox"/> Yes – please include on Site Plan		
	<input type="checkbox"/> No – proceed to next item.		
Location		Maximum capacity	
Camping date/s	Start time	Finish time	
Detail facilities to be provided <i>(include specific number of portable/existing toilets, waste bins and showers)</i>			
Provide details of scheduled campsite activities:			
Is additional lighting being provided?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No	* details:
Will overnight security be present on site?	<input type="checkbox"/> Yes – please provide company details:		
	<input type="checkbox"/> No – proceed to next item.		

20. Environmental management

What steps will be taken to avoid environmental impacts?

21. Damage to site

What steps will be taken to avoid any damage to local infrastructure? (roads, footpaths, Council trees etc)

22. First aid and medical services

First aid service supplier/provider	
Number of first aid personnel	Start time
Detail arrangements with Queensland Ambulance Service for emergency responses and event access:	
How will all event related staff be informed of the emergency evacuation plan:	

Note: All events require qualified first aid personnel for the duration of the activity.

23. Access and equity compliance

Is the site accessible for wheelchairs and for people with disabilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the promotional material for the event specify if the event is wheelchair accessible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Regional/large public event: will appropriate disability access toilets be provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Road/car park closures: is adequate and suitable disability parking incorporated on the site plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

24. Community consultation

What action will be taken to notify local residents of your event?

25. Promotion and signage

A Signage Plan may be required for large scale events

Provide details of all pre-event promotional marketing: *including radio, newspapers, television, leaflet*

Do you intend to erect any on-site banners/signs?	<input type="checkbox"/> Yes*	* provide details (number and affixing methods):
	<input type="checkbox"/> No	

26. Site plan

Attach a site plan, which clearly indicates all of the following applicable to the event:

• Emergency access routes/parking and disabled parking	• Fire extinguishers
• Stage and direction of amplified sound	• Spectator areas
• Security, crowd control and/or police locations	• First aid posts & lost children/property
• Approved liquor consumption areas/non-alcohol areas	• Car park closure (number of car spaces and location)
• Site entrances/exits	• Portable toilet facilities
• Registration/marshalling areas	• Litter/refuse facilities
• Marquees/tents/ Camping site	• Fireworks launch site/exclusion zone
• Food vendors - clearly mark each stall with name and (where applicable) number corresponding to the Food Vendor list (page 8)	

27. Application attachments (as required)

Ensure you have completed all sections of application – the following documents must be attached to the application

<input type="checkbox"/> Landowners consent
<input type="checkbox"/> Event Management Plan (large scale events)
<input type="checkbox"/> Certificate of Currency (Public Liability Insurance)
<input type="checkbox"/> Site Plan
<input type="checkbox"/> Food Vendor list (if applicable)
<input type="checkbox"/> Liquor Licence Application lodged with Office of Liquor, and Gaming Regulation (if applicable)
<input type="checkbox"/> Waste Management Plan
<input type="checkbox"/> Amusement Devices and supporting documentation (if applicable)
<input type="checkbox"/> Traffic Management Plan/Parking Strategy and supporting documentation (if applicable)
<input type="checkbox"/> Aquatic Event Application (if applicable)
<input type="checkbox"/> Fireworks Display Notification and supporting documentation (if applicable)
<input type="checkbox"/> Aerial Activities supporting documentation (if applicable)
<input type="checkbox"/> Noise Management Plan (if applicable)
<input type="checkbox"/> Risk Management Strategy, including a Risk Register and Evacuation Plan (large scale events)
<input type="checkbox"/> Community Consultation Plan
<input type="checkbox"/> Signage Plan (if applicable)

28. Declaration

I declare that all information supplied in this application is true and correct and I am authorised to sign on behalf of the organisation/company.

I/We, the applicant, understand that Gympie Regional Council use all provided contact details including email, phone calls and SMS for sending annual notices, reminders and verifying data. To opt out of all SMS and email contacts I/we must contact Gympie Regional Council and specifically nominate to be excluded from emails or SMS.

Name	Position
Signature	Date

(Please note: a typed signature is not acceptable)

Fees	
Application fee is payable at time of application lodgement; if applicable an additional invoice will be forwarded under separate cover.	
Fee payment prior to commencement of the event is a condition of event approval.	
All fees are GST free unless noted	
Application fee for Temporary Event on private land (non-refundable)	\$605.00
Application fee for Temporary Event on private land (Not for profit organisations, State Primary and Secondary Schools only)	Nil
Permit monitoring per Council Officer – Charge per hour or part thereof (Required if a condition of approval)	\$195.00

OFFICE USE ONLY					
Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp

Payment options					
In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).				
By mail	Cheque or money order to be made payable to: Gympie Regional Council.				
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	
	Card number		Expiry date	Amount \$	
	Name on card		Signature of cardholder		
	Phone		Is a receipt required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please complete and return a minimum of two weeks prior to event.
Site plan identifying numbered location of each food vendor is also required.

Event details		
Event name	Event Location	Event date
Event organiser name	Event organiser contact number	

#	Food Business name	Current Food Licence No	Name of council licence issued to	Expiry date	Type of food sold	Food business contact name, phone number and email
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						