

# Application for Temporary Entertainment Event on Private Land

Rockhampton Regional Council Local Law No. 1  
(Administration) 2011



**Enquiries:** 1300 22 55 77  
**Address:** PO Box 1860  
Rockhampton Qld 4700  
**Email:** [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au)

## PRIVACY NOTICE

Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. The Council is authorised to do this under *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011*. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This application is to be completed in full and submitted to Council at least 6 weeks prior to the event. Your application may be assessed by multiple departments within Council. If mandatory supporting documentation is not attached your application may not be processed.

APPLICANT DETAILS	
Applicant Name:	
Postal Address:	
Property Address:	
Contact Number(s):	
Email Address:	Fax Number:
On-Site Contact:	On-Site Contact Number(s):
EVENT DETAILS	
Event Name:	Date(s):
Location:	Anticipated Attendance:
Event Start Time:	Finish Time:
Is this event going to occur more than once this year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a fundraising event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If a registered charity you must supply evidence with this application.	
If you propose to use motor vehicles, motorbikes or motorised scooters for entertainment purposes provide specific details here:	
DESCRIPTION OF EVENT	
Describe the event:	

<b>PUBLIC LIABILITY INSURANCE</b>			
Name of Insured:		Name of Insurer:	
Level of Cover: \$	Policy Number::	Expiry Date:	
A copy of Public Liability Insurance indemnifying Council must be attached and must be for a minimum of \$20 million.			
<b>FOOD</b>			
Will food be served / sold at the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
An application for a Food Business Licence may be required if food is served.			
<b>ALCOHOL</b>			
Will alcohol be served / sold at the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>AMENITIES</b>			
Will toilet facilities be available at the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
How many toilets facilities are available?	Male:	Female:	Disabled:
<b>WASTE DISPOSAL</b>			
Will waste facilities be available at the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
How many waste facilities are available?	Waste:	Recyclable:	Other:
How often are these serviced?			
Guideline			
<ul style="list-style-type: none"> <li>• 1 x 240L bin per 100 attendees – if no food or drinks served / sold</li> <li>• 2 x 240L bins per 100 attendees – if food or drinks served / sold</li> <li>• 2 x 240L recycle bin per 100 attendees</li> <li>• 1 x 3m front load skip bin for greater than 1,000 attendees</li> </ul>			
<b>TEMPORARY STRUCTURES</b>			
Will there be any temporary structures used at the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:			
<b>NOISE / AMPLIFIED SOUND</b>			
Will there be amplified music at the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please describe the type of music and hours during which the it will be played:			
<b>TEMPORARY ROAD CLOSURES</b>			
Do you require a temporary road closure for the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details of Road(s) to be closed:			
A copy of the Police Permit and the Traffic Management Plan including the name of the Registered Traffic Control Company must be attached (all costs associated with the Road Closure to be met by the applicant). It is important to note that road closure signage can only be erected by Registered Level 2 Traffic Management certificate holders who are employed by Traffic Control Companies registered by Queensland Transport and Main Roads and that Traffic Control Plans can only be designed by Registered Level 3 Traffic Management card holders who are employed by Traffic Control Companies registered by Queensland Transport and Main Roads.			

<b>COMMUNITY CONSULTATION</b>	
You must notify local residents of your event. Detail below how you propose to do this.	
<b>SIGNAGE</b>	
Do you intend to use signage at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide details of any signage proposed to be used at the event and the methods for securing the signage:	
<b>OWNER'S CONSENT</b>	
Owner's Name(s):	Surname:
Property Address:	Postal Address:
Contact Number(s):	Email:
Signature of Owner:	Date:
<b>SITE PLAN</b>	
Please attach a site plan to scale that clearly indicates all of the following applicable to the event.	
<input type="checkbox"/> Boundaries of the property <input type="checkbox"/> Site entrances / exits <input type="checkbox"/> Structures / Buildings / Facilities <input type="checkbox"/> Advertising signage	<input type="checkbox"/> Entertainment area(s) <input type="checkbox"/> Sewerage and water supply <input type="checkbox"/> Toilet facilities <input type="checkbox"/> Litter / refuse facilities
<b>APPLICATION ATTACHMENTS</b>	
The following documents must be attached to the application.	
<input type="checkbox"/> Evidence applicant is a registered charity (if applicable) <input type="checkbox"/> Evidence of any other approval required under legislation <input type="checkbox"/> A copy of current Public Liability Insurance indemnifying Rockhampton Regional Council for a minimum of \$20 million	<input type="checkbox"/> Police Permit (for road closures) <input type="checkbox"/> Traffic Management Plan (for road closures)
<b>You may wish to consider what measures will be taken to:</b>	
<ul style="list-style-type: none"> <li>• Avoid environmental impacts</li> <li>• Ensure there is adequate first aid provisions</li> <li>• Ensure there is adequate parking for the event</li> <li>• Ensure there is adequate security/crowd control</li> <li>• Ensure your event does not cause a nuisance to neighbouring properties</li> </ul>	

The applicant must be the responsible person for the activity.

I declare that the information I supplied on this application is complete, truthful and correct in every detail.

Signature of Applicant

Date



Name of Signatory

Date

## PAYMENT OPTIONS



IN PERSON – You can pay at Council's Customer Service Centres:

232 Bolsover Street, Rockhampton  
32 Hall Street, Mount Morgan  
1 Ranger Street, Gracemere  
25 Normanby Street, Yeppoon



TELEPHONE – Call 1300 22 55 77 (or from outside Australia call +61294235551) between the hours of 8am and 5pm to pay with MasterCard or Visa. Payment will only be accepted if completed documentation has been forwarded to Council.



MAIL – Complete and sign the form with your credit card details below or make your cheque/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860 Rockhampton Queensland 4700.

Card Number

Expiry   /   Visa  Mastercard  Amount \$ \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_