

Local Law No. 1 (Administration) 2011
Important information – read before completing application form.
Application form must be completed in full and submitted to council no later than:

- **Low impact event - six (6) weeks prior to the event**, and prior to any advertising or promotion.
- **High impact event - four (4) months prior to the event** and prior to any advertising or promotions.

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

Where an item is not relevant to the event ensure the box is marked.

Refer to the Temporary Event Information Pack when completing the application.
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
Postal address		
Email address		
Preferred method of contact for correspondence:		<input type="checkbox"/> Email <input type="checkbox"/> Post
Business phone	Alternate phone	Mobile
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
Sunshine Coast Council must be noted as an interested party on the Certificate of Currency and 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	* Date certificate will be provided:
	<input type="checkbox"/> No*	

3. Event details

Event name		
Location		
Event date/s		
Start time	Finish time	Anticipated attendance
Setup date and time		Cleanup date and time
Is this a fundraising event?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	* purpose of funds raised:
Annual event only - please advise date for next year to tentatively book location:		

Privacy
 Council will use any personal information provided by you for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

www.sunshinecoast.qld.gov.au | mail@sunshinecoast.qld.gov.au | T 07 5475 7272 F 07 5475 7277

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551

Maroochydore office 10 First Avenue Maroochydore Qld 4558

Nambour office Corner Currie and Bury Streets Nambour Qld 4560

4. Description of event

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

5. Food

Will food be served or sold at event?		<input type="checkbox"/> Yes – complete Item below.
		<input type="checkbox"/> No – proceed to Item 6.
Will food be served or sold at event?	<input type="checkbox"/> Served <input type="checkbox"/> Sold*	Provide details:

*** If being sold - complete Food Vendor form on page 8**

6. Alcohol

Will alcohol be consumed, served or sold at 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 Item 7.	
Liquor Licence holder name		Phone
Address		Fax
Provide number of dispensing and consumption areas to be available	Dispensing: Consumption:	List operating hours during event
How will boundaries of the dispensing and consumption areas be defined?		

7. Electricity/Generators

If there is existing council controlled electrical facilities, do you require access? Note: An electricity access fee of \$116.00 applies	<input type="checkbox"/> Yes*	* provide details:
	<input type="checkbox"/> No	
Will generators be used at the event?	<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*	

8. Amenities

Will additional amenities be provided at event?	<input type="checkbox"/> Yes – complete Item below.		
	<input type="checkbox"/> No – proceed to Item 8.		
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

9. Litter management

Will additional bins be provided at event?		<input type="checkbox"/> Yes – complete Item below.	
		<input type="checkbox"/> No – proceed to Item 9.	
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 bin	
	over 1,000 attendees	1 x 3m front load skip bin	
Types and number of bins supplied for event	<input type="checkbox"/> General waste Number of bins:	<input type="checkbox"/> Recycle Number of bins:	<input type="checkbox"/> Front load skip Number of skips:
Bin supplier		Phone	
Delivery date and time		Collection date and time	

10. Temporary Structure

Will temporary structures be used at event?	<input type="checkbox"/> Yes – complete Item below.
	<input type="checkbox"/> No – proceed to Item 10.
Provide details of the structures: marquees and tents, stalls for food, stage for presentation, children's entertainment areas (e.g. face painting)	

11. Amplified noise

Will any amplified noise be used at event?	<input type="checkbox"/> Yes – complete Item below.
	<input type="checkbox"/> No – proceed to Item 12.
Detail the amplified music, announcements and/or sound at event:	

12. Vehicle access

Will vehicles require access on council land at event?		<input type="checkbox"/> Yes – complete Item below.		
		<input type="checkbox"/> No – proceed to Item 13.		
Where is access required?	<input type="checkbox"/> Beach* <input type="checkbox"/> Parkland	Provide reason for access:		
* Beach access only – complete table below. No fee applies.				
List all vehicles requiring beach access	Vehicle	Make	Model	Registration
	1			
	2			
	3			

13. Temporary road closures

Will the event require temporary road/carpark closure or have a street march/parade?		<input type="checkbox"/> Yes – complete Item below <u>and</u> lodge an application with Queensland Police Service. Provide a copy to council.	
		<input type="checkbox"/> No – proceed to Item 14.	
Select relevant:	<input type="checkbox"/> Road closure <input type="checkbox"/> Carpark closure <input type="checkbox"/> Street March/Parade	Provide details:	
* A copy of compliant Traffic Management Plan and parking strategy prepared by an accredited Traffic Control provider must be attached to application.			

14. Traffic management

What steps will be taken to ensure adequate car parking/transport for the event?

15. Aquatic activities

Will any water based activities be part of event?	<input type="checkbox"/> Yes – complete Item below and contact Maritime Safety Qld as an aquatic permit may be required
	<input type="checkbox"/> No – proceed to Item 16.

Provide details of all water-based activities, location, water safety management plan and a detailed site map:

16. Fireworks

Will fireworks display be conducted at event?	<input type="checkbox"/> Yes – complete Item below and lodge an application with Department of Mines & Energy
	<input type="checkbox"/> No – proceed to Item 17.

Licensed operator supplying the fireworks

Address

Telephone

Fireworks operator conducting show

Location where fireworks will be conducted

Documents required with application:

- Fireworks Display Notification Form (submitted to Department of Mines and Energy)
- Fireworks Contractor Insurance Policy
- Fireworks Contractor Licence
- Fireworks Operators Licence of the operator who is conducting the show

17. Environmental management

What steps will be taken to avoid environmental impacts?

18. Site damage

What steps will be taken to avoid site damage?

19. Risk management

Briefly detail the risk management strategy or attach a copy of your risk management strategy

20. 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 will be informed of the emergency evacuation plan:

21. 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/carpark closures: is adequate and suitable disability parking incorporated on the site plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

22. Community safety

What security arrangements do you have in place for equipment left overnight due to setup/cleanup or 2 day (or more) events?

Is additional lighting being provided? Yes* No * details:

Will a security/crowd controlled company be used at event? Yes – complete details below.
 No – proceed to Item 23.

Company name

Number of personnel	Personnel start time	Personnel finish time
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23. Community consultation

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

24. Promotion and signage

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

Do you intend to erect any on-site banners/signs? Yes* No * provide details:

25. Wet weather alternative

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

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
• Approved liquor consumption areas/non-alcohol areas	• Lost children/property
• Site entrances/exits	• Portable toilet facilities
• Registration/marshalling areas	• Litter/refuse facilities
• Marquees/tents	• 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

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

- | | |
|--|---|
| <input type="checkbox"/> Certificate of Currency (Public Liability Insurance) | <input type="checkbox"/> Aquatic Event Application (if applicable) |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Liquor Licence Application (if applicable) |
| <input type="checkbox"/> Fireworks Display Notification and supporting documentation as listed in item 16. (if applicable) | |
| <input type="checkbox"/> Traffic Management Plan/Parking Strategy and supporting documentation (if applicable) | |
| <input type="checkbox"/> Risk Management Strategy (if applicable as per Item 19 Risk Management) | |
| <input type="checkbox"/> Food Vendor list (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.

Name	Position
Signature	Date

Fees

Fees are not payable at time of application lodgement; if applicable an 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

High Impact – Commercial applicant. Application fee (non-refundable)	\$1000.00
Low Impact – Commercial applicant. Application fee (non-refundable)	\$237.00
Electricity connection fee	\$116.00 incl GST
Bond	POA

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: Sunshine Coast 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 to the Community Land Permits Team a minimum of two weeks prior to event.

Site plan identifying numbered location of each food vendor is also required (see Event Guidelines, page 3 for further information).

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						