

Sunshine Coast Regional Council Local Law No. 1 (Administration) 2011

This application is to be completed (in full) and submitted to council no later than six (6) weeks prior to the event, and prior to any advertising or promotion
Applications for significant events are to be submitted no later than four (4) months prior to the event and prior to any advertising or promotions guidelines

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 for the event.

Organisation / company name / individual's name			
Address			
Contact name		Email address	
Business phone	Alternate phone	Mobile	
Alternative contact name		Mobile	
Event day on-site name		Mobile	
Type of organisation	<input type="checkbox"/> Not for profit	<input type="checkbox"/> Private / public company	<input type="checkbox"/> Government body
Is this a fundraising event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, purpose of funds raised

2. Event details

Event name			
Day and date			
Location		Approximate area required	sqm
Event start time		Event finish time	
Time required to set-up		Time required for clean-up	
Start time	Date	Finish time	Date
Target group		Anticipated attendance	
If this will be an annual event, please advise dates for next year so that a tentative booking can be made			

3. Description of event - briefly describe the event and its purpose, including schedule of activities. If necessary, attach a separate sheet

Privacy

Council will use any personal information provided 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. Your personal information is dealt with in accordance with council's privacy policy.

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

Caloundra office 1 Omrah Avenue Caloundra Qld 4551 | Maroochydore office 11-13 Ocean Street Maroochydore Qld 4558
Nambour office Cnr Currie and Bury Streets Nambour Qld 4560 | Tewantin office 9 Pelican Street Tewantin Qld 4565

4. Public Liability insurance and indemnity - refer to guidelines

Name of insured		Name of insurer	
Level of cover	Policy no	Expiry date	
Sunshine Coast Council must be noted as an interested party on the Certificate of Currency.			

5. Food - refer to guidelines

Will food be served at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details.		
Will food be sold at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details below. In addition, the Food Vendor form on Page 8 must be completed and returned to Council at least two (2) weeks prior to your event.		

6. Alcohol - refer to guidelines

Will alcohol be consumed, served / sold at the event	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, please proceed to item 7
If yes, will alcohol be BYO	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, a designated area must be declared (refer to guidelines). Please proceed to item 7
If alcohol is to be served or sold, an application must be lodged with the Office of Liquor and Gaming Regulation			
Who will be the holder of the permit or approval?	Name		
Address	Phone	Fax	
How many alcohol dispensing and consumption areas will be available?	Dispensing areas	Consumption areas	
Between the hours of	and		
How will boundaries of the dispensing and consumption areas be defined?			

7. Amenities - refer to guidelines

Will portable toilets be provided at the event	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how many toilets will you be providing?	Male	Female
	Disabled	
If yes, it is the organiser's responsibility to obtain a Manufacturer's Statement of Compliance		
Who will be supplying the portable toilet facilities?	Phone	
Delivery date and time	Collection date and time	

8. Rubbish disposal / litter management - refer to guidelines

1 x 240L bins per 100 attendees - if no food or drinks served / sold

2 x 240L bins per 100 attendees - if food or drinks served / sold

2 x 240L recycle bin per 100 attendees

1 x 3m front load skip bin for greater than 1,000 attendees

What bins are being supplied by you specifically for the event? General waste Recycle Front load skip

Who will be supplying additional bins?

Telephone

Delivery date and time

Collection date and time

9. Temporary structures - refer to guidelines

Will there be any temporary structures used at the event?

 Yes No

If yes, please provide details of any of the following: marquees and tents, stalls for food, stage for presentation, children's entertainment areas (e.g. face painting)

10. Electricity / generators - refer to guidelines

If there is existing Council controlled electrical facilities at the event site, do you require access?

 Yes No**Note: An electricity access fee of \$76.00 applies**

If yes, please provide details

If no, will you be using generators?

 Yes No

Will the generators be 'silent'?

 Yes No

Please provide details of generators

11. Noise / amplified sound - refer to guidelines

Will there be any amplified music and / or announcements at the event?

 Yes No

If yes, please describe the type to be used and hours during which music will be played and / or announcements made:

12. Vehicle access - refer to guidelines (fee applicable to vehicle beach access only)

Is vehicle beach access required for the purposes of the event?

 Yes No**Note: If approved, a beach vehicle access fee of \$81.50 per vehicle applies**

If yes, please provide details of number of vehicles, make, model and registration numbers and reason why access is required?

Is vehicle access onto parkland required?

 Yes No

If yes, please explain for what purpose is vehicle access required?

13. Temporary road closures - refer to guidelines**(an application must also be lodged with Queensland Police Service)**

Will you require temporary road / car park closures for the event?

 Yes No

Will there be a street march / parade associated with the event?

 Yes No

If yes, details and list of roads / car parks to be closed

Please also attach (for assessment by Council) a copy of your compliant Traffic Management Plan and parking strategy prepared by an accredited Traffic Control provider

14. Aquatic activities - refer to guidelines (where applicable, an application must also be lodged with Maritime Safety Qld)		
Is there a water-based activity as part of the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details of all water-based activities, water safety management plan and a detailed site map		

15. Fireworks - refer to guidelines (an application must also be lodged with Department of Mines and Energy)		
Will there be a fireworks display at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, who is the licenced operator supplying the fireworks?		
Address		
Telephone		
Fireworks operator conducting the show		
Please supply:		
<ul style="list-style-type: none"> ▪ 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 		

16. Environmental management - refer to guidelines
What steps will be taken to avoid environmental impacts?

17. Site damage - refer to guidelines
What steps will be taken to avoid site damage?

18. First aid and medical services - refer to guidelines
Who is supplying the first aid service?
Start time
Number of first aid personnel
What arrangements have been made with the Queensland Ambulance Service for emergency responses and access to the event?
Describe the process of how all event and security staff will be informed of the emergency evacuation plan?

19. Compliance with Council's access and equity principles - refer to guidelines		
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
If the event is a regional / large public event, have appropriate disability access toilets been provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the event includes road / car park closures, has adequate and suitable disability parking been incorporated into the site plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

20. Carparking / public transport - refer to guidelines

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

21. Community safety / security - refer to guidelines

Has a security and / or crowd control company been engaged? Yes No

Company name

What time will the security and / or crowd control personnel be in attendance? Start Finish

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

Is additional lighting being provided? Yes No

22. Community consultation - refer to guidelines

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

23. Advertising / signage - refer to guidelines

Pre-event promotional marketing: please provide details of the type and method of marketing your event e.g. radio, newspapers, TV, leaflets

Do you intend to erect any on-site banners / signs? Yes No

If yes, please provide details of the number, size, type and fixing method

24. Wet weather alternative - refer to guidelines

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

25. Risk management - refer to guidelines (compulsory for all events)

Please utilise the Risk Assessment Process (see pages 8 & 9) to complete the Risk Assessment template (see page 7). Additional examples of the completed Risk Assessment (Attachment "D" in Guidelines) is provided for your assistance.

26. Site plan - compulsory for all events

Please attach a site plan, which clearly indicates all of the following applicable to the event

- | | |
|---|---|
| <input type="checkbox"/> Emergency access routes / parking and disabled parking | <input type="checkbox"/> Fire extinguishers |
| <input type="checkbox"/> Stage and direction of amplified sound | <input type="checkbox"/> Spectator areas |
| <input type="checkbox"/> Security / crowd control and / or police locations | <input type="checkbox"/> First aid posts |
| <input type="checkbox"/> Approved liquor consumption areas / non-alcohol areas | <input type="checkbox"/> Lost children / property |
| <input type="checkbox"/> Site entrances / exits | <input type="checkbox"/> Portable toilet facilities |
| <input type="checkbox"/> Registration / marshalling areas | <input type="checkbox"/> Litter / refuse facilities |
| <input type="checkbox"/> Marquees / tents | <input type="checkbox"/> Fireworks launch site / exclusion zone |
| <input type="checkbox"/> Food / vendors / stalls - clearly number each food stall with location and name corresponding to your list as per pg 8 | |

27. Application attachments

Please 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"/> Fireworks Display Notification and supporting documentation - if applicable
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Liquor Licence Application (if applicable)
<input type="checkbox"/> Risk Assessment	<input type="checkbox"/> Aquatic Event Application (if applicable)
<input type="checkbox"/> Traffic Management Plan / Parking Strategy and supporting documentation - if applicable	

28. Declaration and signage by individual or on behalf of organisation / company

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

29. Fees - in accordance with Council's 2011 / 2012 fees and charges

- 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 for the event.
- For applicant information only - where fees are 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

Commercial applicant* - minor event (less than 200 people in attendance - 2 days or less)	\$341.00
Commercial applicant* - major event (more than 200 people in attendance - 2 days or less)	\$491.00
Commercial applicant* - additional daily fee for any event exceeding 2 days	\$245.00 per day
Commercial filming - per day or part thereof	\$205.00
Electricity connection fee	\$76.00 incl GST
Fee for use of motor vehicle on foreshore	\$81.50 per vehicle
Bond	POA

- Applications can be lodged at any of the Council Customer Service Centres or by email or post as per details listed on page 1.

Risk Assessment Template

Event name:						
Prepared by:				Date:		
The risk - things that may happen. What is it and how can it happen?	Likelihood	Consequences	Risk rating	Risk treatments	Risk rating after risk treatments	Officer / area responsible for implementation of risk treatments

Risk Assessment Process

1. **IDENTIFY** the risks or hazards;
2. **ASSESS** the risks or hazards (using likelihood and consequence)
3. **CONTROL** the risks or hazards

		CONSEQUENCES				
		<u>Insignificant</u>	<u>Minor</u>	<u>Moderate</u>	<u>Major</u>	<u>Catastrophic</u>
Risk Category		Little or no impact, injury, disruption or inconvenience	Minor impact, injury, disruption or inconvenience requiring minimal effort to manage	Moderate impact, injury, disruption or inconvenience that can be managed under normal procedures	Major impact, injury, disruption and inconvenience requiring considerable management effort	Extensive impact, injury, disruption or inconvenience requiring massive effort to manage
L I K E L Y H O O D	<u>Almost Certain</u> <i>is expected to occur</i>	M-28	M-40	H-60	E-88	E-100
	<u>Likely</u> <i>will occur at most times</i>	L-16	M-36	H-56	E-84	E-96
	<u>Possible</u> <i>might occur at some time</i>	L-12	M-32	M-52	H-72	E-92
	<u>Unlikely</u> <i>could occur at some time</i>	L-8	L-24	M-48	H-68	H-80
	<u>Rare</u> <i>may occur in rare circumstances</i>	L-4	L-20	M-44	H-64	H-76

Low Risk (L-4 to L-24)	Manage via routine procedures
Medium Risk (M-28 to M52)	Manage via planned action/s
High Risk (H-56 to H-80)	Manage via prioritised action/s
Extreme Risk (E-84 to E-100)	Manage via immediate actions

RISK ASSESSMENT EXAMPLE (refer to Event Guidelines 'Attachment D' for further examples)

The Risk - Things that may happen. What is it and How can it happen?	Likelihood	Consequences	Risk Rating	Risk Treatments	Risk Rating After Risk Treatments	Officer/Area responsible for implementation of Risk Treatments
Common law action will be taken against Event Organiser	Unlikely	Major	H-68	Ensure Event Organiser has appropriate current public liability insurance cover. Ensure that all contractors and sub-contractors also hold appropriate current public liability insurance cover.	H-64	Event Organiser
Food poisoning	Possible	Major	H-72	Ensure all fixed and mobile food businesses hold a current Qld licence. All food and beverage stalls to operate in accordance with National Food Safety Standards.	H-64	Event Organiser and Food Stall Operators
Anti-social behaviour during and after the event	Possible	Major	H-72	If appropriate, or as required, engage security and / or Queensland Police Service during and after the event.	M-44	Event Organiser
Inadequate amenities (toilet facilities)	Possible	Minor	M-32	Comply with Council Guidelines in relation to amenities. Allocate cleaning tasks and cleaning provisions.	L-4	Event Organiser
Litter generated at the event site and surrounding areas	Likely	Minor	M-36	Bins available per application and in line with Council Guidelines. Event staff assigned for regular litter patrol. Final litter check following clean up.	L-20	Event Organiser
Damage to underground services from tent pegs, stakes or other ground piercing devices	Possible	Major	H-72	Follow Council instructions regarding placement of structures. Secure structures with sand bags or similar non ground piercing devices.	H-64	Event Organiser and Contractor/s
Lost children	Possible	Catastrophic	E-92	An area for lost children should be clearly signed and staffed accordingly.	H-76	Event Organiser
Temporary structures collapsing and / or blowing away	Possible	Major	H-72	All temporary structures to be appropriately secured. Structures to be removed in high winds.	H-64	Event Organiser and Contractor/s
Electrocution from live wires and electrical outlets/electrical leads and generators	Possible	Catastrophic	E-92	All electrical work must comply with the Workplace Health and Safety Act 1995 and Regulations and be undertaken by a qualified Electrical Contractor.	H-76	Electrical Contractor and Event Organiser
Fire eg. equipment catching on fire	Possible	Catastrophic	E-92	Safety Regulations adhered to eg supply and access to fire extinguishers.	M-44	Event Organiser
Noise nuisance as a result of the event	Possible	Minor	M-32	Adhere to Environmental Protection Regulation (per Council Guidelines). Face speakers away from any residents/businesses. Consult with any potentially affected residents/businesses.	L-20	Event Organiser

LIST OF FOOD VENDORS

Please complete and return to Public Space Permits Officer at least two weeks prior to your event. Site Plan identifying numbered location of each food vendor is also required (see Guidelines, page 3)

EVENT NAME: _____ **DATE OF EVENT:** _____

EVENT LOCATION: _____

EVENT ORGANISER CONTACT: _____ **CONTACT PHONE NUMBER:** _____

	Name of Food Business	Current Food Licence No.	Name of Council Food Licence issued by	Expiry date of Food Licence	Type of Food Sold	Food Business contact name, phone number and email
1						
2						
3						
4						
5						
6						
7						