

## TEMPORARY ENTERTAINMENT EVENT APPLICATION

Local Law 1 Schedule 18

### Important Information

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.  
The Event Information Kit contains information that will help when completing this application.

To ensure Council has adequate time to assess and review your submission and process any other related approvals or licences, applications must be submitted to Council at least:

- 2 months prior for events with less than 500 people
- 4 months prior for events with less than 5000 people
- 6 months prior for events with less than 10 000 people
- 12 months prior for events with more than 10 000 people

Only the application fee is charged on receiving this application. Council will assess the application and advise you when the approval fee is due if your application is approved.

### Section 1 - Applicant details

Details of the applicant (person or company) to which the permit will be issued.

Title:  Mr  Mrs  Ms  Miss  Company

First name:  Given name(s):

Last name:

Company name:  ABN:

Director's name:

Director's name:

Postal address:

Locality:  State:  Postcode:

Phone:  Fax:

Mobile:  Email:

Organisation type:  Not for profit  Private/public company

Government body  Other (specify):

On-site contact name:

### Section 2 - Public liability insurance

Cook Shire Council must be noted as an interested party on the Certificate of Currency.

Has a copy of the Certificate of Currency been attached to the application?

Yes

No. Certificate will be provided (date):

### Section 3 - Event details

Describe your event

Event name:

Location:

Event day/s and date/s:

Start time:  Finish time:  Anticipated attendance:

Set-up date and time: \_\_\_\_\_ Clean-up date and time: \_\_\_\_\_

Is this a fund-raising event?

- Yes. Purpose of funds raised: \_\_\_\_\_  
 No.

Briefly describe the event and its purpose including schedule of activities. Attach additional sheet if necessary:

### Section 4 - Camping

Will attendees be able to camp on-site:  Yes  No, please proceed to Section 5

How will the area be marked/barricaded: \_\_\_\_\_

*NB: The camping area/s need to be marked on your site map*

### Section 5 - Food

*This includes food supplied free of charge.*

Will food be supplied or sold at the event?

- Yes. Please note food suppliers require a licence from Cook Shire Council.  
 No.

*NB: These area/s of food supply, sale and consumption need to be marked on the site map*

### Section 6 - Alcohol

- Yes, it will be consumed  
 Yes, it will be served or sold. Please complete the section below. Please note, a liquor licence application must be lodged with the Office of Liquor and Gaming Regulation.  
 No, please proceed to Section 7

How many dispensing areas will be provided? \_\_\_\_\_

How many consumption areas will be provided? \_\_\_\_\_

*NB: These areas need to be marked on the site map*

Operating hours during the event: \_\_\_\_\_

How will boundaries of the dispensing and consumption areas be defined?  
\_\_\_\_\_

### Section 7 - Electricity/Generators

If there are existing council controlled electrical facilities, do you require access?

- Yes. Please provide details of use: \_\_\_\_\_  
 No.

Will generators be used at the event?

- Yes. Please provide details of the quantity, type and usage.  
\_\_\_\_\_

- No, please proceed to Section 8

## Section 8 - Water

Is the site connected to town water?

Yes, what size is the water meter? \_\_\_\_\_ Please proceed to Section 9.

No, please complete the section below.

What water source will you be using? \_\_\_\_\_

Yes. Please provide details: \_\_\_\_\_

No.

Will you be providing potable water for cooking and cleaning to food vendors?

Yes. Please provide details: \_\_\_\_\_

No.

## Section 9 - Tradespeople

Will a qualified electrician be on-site during the event?

Yes.

No, what provisions are in place in case one is required during the event:  
\_\_\_\_\_

Will a qualified plumber be on-site during the event?

Yes.

No, what provisions are in place in case one is required during the event:  
\_\_\_\_\_

## Section 10 - Toilets

*It is the organiser's responsibility to obtain a Manufacturer's Statement of Compliance*

Will additional toilets be provided at the event?

Yes.

No.

What type of toilets will be provided?  
\_\_\_\_\_

What is the total number of toilets that will be provided?

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Disable: \_\_\_\_\_

Who will be cleaning and maintaining the toilets? \_\_\_\_\_

What will your cleaning schedule be? \_\_\_\_\_

## Section 11 - Waste Management

What is the capacity and number of bins supplied at the event?

General Waste: \_\_\_\_\_ Recycle: \_\_\_\_\_ Skip bins: \_\_\_\_\_

Bins Required	Per 100 attendees	1 x 240L - general waste if no food or drinks serve/sold
		2 x 240L - general waste if food or drinks served/sold
		2 x 240L - recycle bins
	Over 1,000 attendees	1 x 3m front load skip

When will the bins be serviced? \_\_\_\_\_

When and how will rubbish be removed from the site?  
\_\_\_\_\_

Where will rubbish be stored and sorted?  
\_\_\_\_\_

## Section 12 - Temporary set up

Will temporary structures be used at the event?

Yes. Please complete the section below. Please note, if the event set up (excluding bins and portable toilets) will remain on-site overnight, security is required (Section 24)

No, please proceed to Section 13.

Please provide details of the structures (Number and size of marquees/tents, stalls for food, stage/s, jumping castles/rides etc.)

Will there be animals present?

Yes. Please provide details:

No.

## Section 13 - Amplified Noise

Will any amplified noise be used at the event?

Yes. Please complete the section below.

No, please proceed to Section 14.

Please provide details of the amplified music, announcements and/or sound at the event:

Duration of amplified noise (date and time):

## Section 14 - Temporary road closures

*A copy of a compliant Traffic Management Plan and parking strategy prepared by an accredited Traffic Control provider must be attached to this application.*

Will the event require temporary road/car park closure or have a street march/parade?

Yes. Please contact Cook Shire Council or visit Council's website [www.cook.qld.gov.au](http://www.cook.qld.gov.au) for further information and requirements.

No.

## Section 15 - Traffic management

What steps will be taken to ensure adequate car parking/ transport is available during the event?

## Section 16 - Aquatic activities

Will any water-based activities be part of the event?

Yes. Please complete the section below. Please contact Maritime Safety Queensland as an aquatic permit may be required.

No, please proceed to Section 17.

Please provide details of all water-based activities (location, water safety management plan, detailed site map):

### Section 17 - Fireworks

*Documents required with this application:*

Will a fireworks display be conducted at the event?

Yes. Please complete the section below. Please note, you will need to provide the following documents with this application:

- *Fireworks display notification form (submitted to Department of Natural resources and Mines)*
- *Fireworks Contractor's Insurance policy*
- *Fireworks Contractor's licences*
- *Fireworks operators licence of the operator who is conducting the show*
- *proof of contact to the local Queensland Fire and Emergency Services*

No. Please proceed to Section 18.

Licensed contractor supplying the fireworks:

Address:

Phone:  Fireworks operator conducting show:

Location where the fireworks will be conducted:

### Section 18 - Environmental management

What steps will be taken to avoid environmental impacts?

### Section 19 - Site damage

Please provide details of the amplified music, announcements and/or sound at the event:

### Section 20 - Risk management

Please provide details of the risk management strategy or attach a copy of your risk management strategy:

## Section 21 - First aid and medical services

A copy of First Aid certificates must be attached to this application.

Will there be a qualified medical service on-site at the event?

Yes, trained first aid officers. Please complete the section below.

Yes, professional paramedics. Please complete the section below.

First aid service supplier/provider: \_\_\_\_\_

What is the total number of toilets that will be provided?

Number of first aid personnel: \_\_\_\_\_

Start time: \_\_\_\_\_

Details of arrangements with Queensland Ambulance Service for emergency responses and event access:

How will all event related staff be informed of the emergency evacuation plan?

## Section 22 - Communications

Number and type of communication devices that will be used:

Details of arrangements for emergency communications:

Who will be issued with communication devices?

## Section 23 - Access and equity compliance

Is the site accessible for wheelchairs and for people with disabilities?

Yes  No

Regional/large public event: will appropriate disability access toilets be provided?

Yes  No

Road/car park closures: is adequate disability parking incorporated on the site plan?

Yes  No

## Section 24 - Community safety

What security arrangements do you have in place for equipment left overnight? (excluding bins and portable toilets)

Is additional lighting being provided?

Yes. Please provide details: \_\_\_\_\_

No.

Will a security/crowd control company be used at the event?

Yes. Please complete the section below.

No. Please proceed to Section 25.

Company name: \_\_\_\_\_

Number of personnel: \_\_\_\_\_

Personnel start time: \_\_\_\_\_

Personnel finish time: \_\_\_\_\_

## Section 25 - Community consultation

What action will be taken to notify local residents of your event? Copy of notification to be provided:

## Section 26 - Promotion and signage

Please provide details of all pre-event promotional marketing (including radio, newspapers, television, leaflets):

Do you intend to erect any on-site banners/signs?

Yes. Please provide details (number of signs and affixing methods):

No.

## Section 27 - Wet weather alternative

Please provide details of the contingency plans in case of inclement weather (including method of notifying potential attendees):

## Section 28 - Emergency services

*Copies of notifications and confirmations must be attached to this application.*

Have you notified the following emergency services of your event?

- Ambulance
- Local Hospital or the Torres and Cape Hospital and Health Service
- Fire
- Police

## Section 29 - Site plan

*A copy of the site plan must be attached to this application*

Please ensure the following items (where applicable) are marked on the site plan:

Site entrance/exits	Registration/marshalling areas
Camping areas	Food - clearly mark the area(s) where food will be prepared, supplied, served or sold
Approved liquor consumption areas/non-alcohol area	Location of generators and power supply
Toilet facilities	Litter/refuse facilities
Marquees/tents/jumping castles/animal enclosures	Spectator areas
Stage and direction of amplified sound	Car park closure (number of car spaces and location)
Fireworks launch site/exclusion zone	Fire extinguishers
Emergency access routes/parking and disabled parking	Security, crowd control and/or police locations
First aid posts & lost children/property	Signage

## Section 30 - Application attachments

*Ensure the following documents are attached to this application*

- Certificate of currency (Public liability insurance)
- Food licences (if applicable)
- Liquor licence application (if applicable)
- Water quality test (if applicable)

- Traffic Management Plan/Parking strategy and supporting documentation (if applicable)
- Aquatic event application (if applicable)
- Fireworks display notification and supporting documentation (if applicable)
- Risk Management Strategy
- First Aid Certificates (if applicable)
- Community consultation notification
- Notification to emergency services and confirmation from emergency services
- Site plan

**Section 31 - Declaration**

*Date, sign and forward this application, with the required supporting documentation, to Cook Shire Council.*

I declare the information provided in this application to be complete, true and correct.  
 I declare that I am authorised to sign on behalf of the organisation/company mentioned in Section 1.

Name:  Position:

Signature:  Date:

You are providing personal information which will only be used for Council business activity specific to your enquiry, request, or application. Your personal information is managed in accordance with the *Information Privacy Act 2009*, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so or the disclosure is required by law.

**Section 32 - Owner(s) consent**

I, being the owner of the property described in this application, hereby consent to the applicant(s) submitting this application.

Name:  Phone number:

Signature:  Date:

You are providing personal information which will only be used for Council business activity specific to your enquiry, request, or application. Your personal information is managed in accordance with the *Information Privacy Act 2009*, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so or the disclosure is required by law.

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