



# HOLDING A PUBLIC PLACE ACTIVITY

## Non-commercial activity on local government controlled areas/roads

Local Law No.1 – Administration, Subordinate Local Law No.1 (Administration) 2016-Schedule 23

You MUST complete ALL questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application being delayed and or affect the outcome of your application.

For all applications, you must:

- Complete the form;
- Complete any other forms relevant to your application;
- Provide any mandatory supporting information identified on the forms; and
- Submit the applicable fee.

**Important note:** All activity must comply with any local, Queensland and Federal Government Directives and advice in relation to COVID-19. These are subject to change without notice.

All approval enquiries must be made a minimum of **three weeks** prior to the event/activity.

### ACTIVITY TYPE

- Fundraising activity
- Community activity
- Private function with 50 or more people (e.g. wedding, party )
- Small Educational Display, Information Booth or Research/Scientific Investigation
- Training activity
- Sporting/Recreational activity
- Other(*please specify*)

### APPLICANT TYPE

- Individual       Corporation/Company       Incorporated association
- Registered Not for Profit       Other (*please specify*)

### APPLICANT

*Note: The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions. A business name or trust is not a legal entity and should not be entered in this field as the applicant. Where a person or company operates a business, the applicant is the person or company.*

Full name

Organisation

Postal address

Email address  ABN

On-Site/Emergency Contact Name

Mobile

### EVENT/ACTIVITY DETAILS

**Note:** Please ensure you check the site is available and not already booked. Contact Customer Service on phone 4082 0500

Event/Activity name

Site Address/Location

Number of workers/volunteers

Estimated number of patrons/attendees

Start date	<input type="text"/>	Finish date	<input type="text"/>
Start time	<input type="text"/>	Finish time	<input type="text"/>
Set-up date	<input type="text"/>	Pack-up date	<input type="text"/>
Set-up time	<input type="text"/>	Pack-up time	<input type="text"/>

### DESCRIPTION

**Note:** Please describe the activity in detail. Provide as much information as possible to assist your application. You can attach additional pages if required.

**Will your activity/event involve any of the following, please tick any that applies\***

- Amplified music/band     
  Amusement ride/s     
  Public procession  
 Lighting of fire(except for the purpose of a barbecue)     
  Sale, display and/use of live animals

*\*Approvals may be required e.g. police/council permit for road closure; WorkSafe certificates for rides. Please attach.*

### FOOD AND BEVERAGES

- Will food be sold at the event?       No       Yes – If yes, refer below, further action required
- Do you have a food business licence?       No       Yes - If yes, refer below, further action required
- Alcohol will be:       BYO       Sold       Alcohol free event

✓ If you ticked YES in one or more of the above boxes you may need to seek other approvals, licences or permits for your event.

- ✓ If you will be selling food, please contact the Planning and Environment Team on phone 4082 0500 or email [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au)
- ✓ If you will be selling alcohol or providing alcohol, please contact the Office of Gaming & Liquor Regulation on phone (07) 3872 0999 or 13 QGOV (13 74 68)

## INFRASTRUCTURE AND EQUIPMENT

Will there be any structures or equipment used during the event/activity?

- No  
 Yes

If yes, provide details below (i.e. portable toilets, marquees, stands, tables, generators, fencing, barricades etc)

Number of structures

Size of structures

How will these structures be erected?

## SMOKING ZONE

Is the event smoke-free?  Yes  No

If no, how will you manage non-smoking areas such as where food and drinks are served?

Are cigarette butt bins going to be provided?  Yes  No How many?

## OTHER INFORMATION

Will you require additional lighting?  No  Yes

Do you require Council electrical power? (only available on some sites)  No  Yes  
If yes, has your electrical equipment and cables been tested and tagged in the last 6 months? Yes/No

Will you require onsite **drinking** water (only available on some sites?)  No  Yes

Do you require vehicle access?  No  Yes

Will you require additional toilets (may be required if onsite toilets are not available)?  No  Yes

Have you requested bins/additional bins from our Waste Services (bins/additional bins may not be available on site)  No  Yes

## COVID-19 COMPLIANCE

- I have attached a COVID Safe Event Checklist
- I have attached a COVID Safe Checklist – Food Service
- I am following an approved Industry COVID Safe Plan.

Name plan:

- I have attached a COVID Safe Statement of Compliance.

**Note:** The event must comply with *Public Health Directions* that are current at the time of the event.

## ADDITIONAL DOCUMENTATION WHICH MAY BE REQUIRED

- Public Liability Insurance** (if requested) - A certificate of Cover for Public Liability Insurance to the minimum value of **\$20 million dollars** and noting Cook Shire Council as an interested party. Ensure the name on the insurance policy is the same name as the applicant name on this application and must be either a person or a company name
- Site Plan** -showing a layout of the activity including location and placement of temporary structures, entry and entry points (if requested)
- Risk Assessment** (if requested)
- First Aid/Medical Services** (if requested)
- Emergency Management Plan** (if requested)
- Noise Management Plan** (if using amplified equipment)
- Food Business Licence.**

## DECLARATION

I understand Cook Shire Council cannot be held liable in any way, including personal injury, death, damage to property, or economic loss as a result of the approval of this proposal. To the best of my knowledge, the information provided in this application is correct.

Applicant's 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.

## LODGEMENT OPTIONS

When you have signed and dated this form, please lodge it with the fees and all the supporting documents required at the council office, in person, email or post. If your application is successful, you will receive an approval certificate.

**Cook Shire Council**  
**10 Furneaux Street**  
**Phone: 07 4082 0500**  
**Email: mail@cook.qld.gov.au**  
**Website: www.cook.qld.gov.au**  
**PO Box 3, COOKTOWN QLD 4895**

### OFFICE USE ONLY

G/L: 2050.105.86

Application fee

Approval issued  Yes  No

Date paid

Receipt number

Received by

Received by

Name

Signature