

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) 2015, Schedule 15 Operation of temporary entertainment events*

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

Fees are payable at time of application lodgement. Your application will not be assessed until the relevant fees are paid.

Commercial applicant – Assessment fee	\$264.00
Commercial applicant – Permit fee	\$188.00
Commercial/Not for Profit applicant – Late Lodgement fee (within 6 weeks of proposed date)	\$164.00
Bond	POA

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

The Certificate of Currency must be registered in the name of the Applicant with the minimum level of cover for \$20,000,000. Noosa Council must be listed as an interested party on the Certificate and which must cover the scope of the event.

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*	

Privacy

Council will use any personal information provided for the purposes of processing your event application and for remaining in contact with you. Please note your information may be shared with other government agencies with an interest in events management. 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.

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?

☐ Yes*

☐ No

* purpose of funds raised:

4. Description of event

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

5. COVID Safe Events

The organiser must comply with all relevant requirements outlined in the State Government Industry Framework for COVID Safe Events in Queensland. In order to ensure that the event satisfies the requirements of the Industry Framework please refer to <https://www.covid19.qld.gov.au>.

6. Food

Will food be served or sold at event?

☐ Yes – sold*.

☐ Yes – served.

☐ No

* provide details and complete Food Vendor form on page 7:

*If being sold – complete Food Vendor form on page 7 which must be received by Council no later than 30 days prior to the event.

7. Alcohol

Will alcohol be served or sold at event?

☐ Yes it will be served or sold – complete Item below and a liquor licence application **must be lodged** with Office of Liquor and Gaming Regulation.

☐ No

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?

8. Electricity/Generators

Will generators be used at the event?

☐ Yes*

* provide details:

☐ No

Will the generator be silent?	<input type="checkbox"/> Yes	* provide details:
	<input type="checkbox"/> No*	

9. Amenities

Will additional amenities be provided at event?	<input type="checkbox"/> Yes – complete Item below.		
	<input type="checkbox"/> No		
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	
<input type="checkbox"/> Provide a Site Plan showing location of: <ul style="list-style-type: none"> Portable toilets & existing toilets Water supply points (for food prep or water bottle fill points) Any fixture, appliance or apparatus that has a water connection or waste outlet			
<input type="checkbox"/> Provide evidence of a Unitywater 'Tankered Waste Approval' for the removal of effluent from portable toilets at this event			
It is the organiser's responsibility to obtain a Manufacturer's Statement of Compliance			

10. Litter management

Will additional bins be provided at event?	<input type="checkbox"/> Yes – complete Item below.		
	<input type="checkbox"/>		
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	<input type="checkbox"/> Recycle	<input type="checkbox"/> Front load skip
	Number of bins:	Number of bins:	Number of skips:
Bin supplier			Phone
Delivery date and time		Collection date and time	

11. Temporary Structure

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

12. Amplified noise

Will any amplified noise be used at event?	<input type="checkbox"/> Yes – complete Item below (Note for large events such as music festival, live bands etc a Noise Management plan must be provided).		
	<input type="checkbox"/> No		
Detail the amplified music, announcements and/or sound at event:			

13. Temporary road closures

Will the event require temporary road/carpark closure or have a	<input type="checkbox"/> Yes – complete Item below <u>and</u> lodge an application with Queensland Police Service and Department of Transport and Main Roads. QPS/Main Roads permit
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street march/parade?		must be provided to Council prior to event.
		<input type="checkbox"/> No
Select relevant:	<input type="checkbox"/> Road closure	Provide details:
	<input type="checkbox"/> Carpark closure	
	<input type="checkbox"/> Street March/Parade	

*** 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? Provision of a Shuttle Bus service and a parking strategy may be required.

15. Fireworks

Will fireworks display be conducted at event?	<input type="checkbox"/> Yes – complete Item below and lodge an application with Department of Natural Resources & Mines	
	<input type="checkbox"/> No	
Licenced operator supplying the fireworks		
Address		
Telephone	Fireworks operator conducting show	
Location where fireworks will be conducted		
Display date	Start time:	Finish time:

Documents to be provided with application:

- Fireworks Display Notification Form (submitted to Department of Natural Resources & Mines)
- Fireworks Contractor Certificate of Currency for public liability insurance
- Fireworks Contractor Licence
- Fireworks Operators Licence of the operator who is conducting the show
- Fireworks launch site plan incl distance in metres of exclusion zones
- Confirmation that fireworks display has Civil Aviation Safety Authority (CASA) approval

16. Drone/Aerial Activities

Will a drone or other aerial activity eg skydiving be part of the event?	<input type="checkbox"/> Yes – Provide details & documents as per below:	
	<input type="checkbox"/> No	

Documents to be provided with application:

- UAV /RPA operator's licence or approved certification from Civil Aviation Safety Authority (CASA) in relation to operation of a drone
- CASA certification for any skydiving activity
- Site map showing course, launch and landing locations, distance in metres of exclusion zones.
- Certificate of Currency for public liability insurance for RPA operator / Skydiving operator
- Confirmation that aerial activity has Air Traffic Control approval (if required) prior to event.

17. Environmental management

What steps will be taken to avoid environmental impacts?

18. Risk management

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

19. First aid and medical services

An Emergency Response plan must be in place and qualified first aid staff in attendance at all times.

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 be informed of the emergency evacuation plan?

20. Access and equity compliance

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

☐ Yes

☐ No

Does the promotional material for the event specify if the event is wheelchair accessible?

☐ Yes

☐ No

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

☐ Yes

☐ No

Road/carpark closures: is adequate and suitable disability parking incorporated on the site plan?

☐ Yes

☐ No

21. Community safety

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

Will a security/crowd controlled company be used at event?

☐ Yes – complete details below.

☐ No

Company name

Number of personnel

Personnel start time

Personnel finish time

Is additional lighting being provided?

☐ Yes*

☐ No

*details:

22. Community consultation

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

23. Promotion and signage

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

Do you intend to erect any

☐ Yes*

* provide details:

on-site banners/signs?	<input type="checkbox"/> No	
Do you intend to erect any directional signage?	<input type="checkbox"/> Yes*	* attach map of directional signage locations and provide details:
	<input type="checkbox"/> No	

24. Wet weather alternative

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

25. 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 number corresponding to the Food Vendor list (page 7)	

26. 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"/> Food Vendor list (if applicable)
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Liquor Licence Application (if applicable)
<input type="checkbox"/> Drone/Aerial Activities 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 18 Risk Management)	
<input type="checkbox"/> Noise Management plan (if applicable)	
<input type="checkbox"/> Fireworks Display Notification and supporting documentation as listed in Item 15 (if applicable)	

27. 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

OFFICE USE ONLY

Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp

Food Vendor List - Private Land Temporary Event Application

Please complete and return to property@noosa.qld.gov.au quoting your Permit ## in the subject line a minimum of 30 days prior to the event as applications may be not be processed or refused if received later.

Event details			
Event name	Event Location	Event date	Permit No.
Event organiser name	Email	Contact No.	

#	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						

Attach additional list where required. **Organiser to attach: a site plan of event identifying numbered location of each food vendor; a copy of all food business licences and provide a copy of Food Safety Supervisor (FSS) competencies. The organiser must ensure all licensable food businesses hold a current food licence. Any businesses operating in breach of this matter may be issued a penalty infringement notice in the amount of 5 Penalty Units.