

**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.

**Failure to submit the application within the timeframes may delay approval of application.**

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.

**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			
Business phone		Mobile	
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 of \$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*	

**3. Event Details**

Event name			
Location			
Back up Location			
Event day & 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:
<b>Annual event only</b> - please advise date for next year to tentatively book location:			

**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.

#### 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?		<input type="checkbox"/> Yes – complete Item below.
		<input type="checkbox"/> No
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 9 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?		<input type="checkbox"/> Yes it will be served or sold - complete Item below and a liquor licence application <b>must be lodged</b> with Office of Liquor and Gaming Regulation.	
		<input type="checkbox"/> No	
Liquor Licence holder name		Phone	
Address		Fax	
Provide number of dispensing and consumption areas to be available	Dispensing:	List operating hours during event	
	Consumption:		
How will boundaries of the dispensing and consumption areas be defined?			

## 8. Electricity/Generators

If there is existing council controlled electrical facilities, do you require access? <b>Note: An electricity access fee of \$137.50 applies</b>	<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*	

## 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"> <li>• Portable toilets &amp; existing toilets</li> <li>• Water supply points (for food prep or water bottle fill points)</li> <li>• Any fixture, appliance or apparatus that has a water connection or waste outlet</li> </ul>			
<input type="checkbox"/> Provide evidence of a Unitywater 'Tankered Waste Approval' for the removal of effluent from portable toilets at this event			
<b>It is the organiser's responsibility to obtain a Manufacturer's Statement of Compliance</b>			

## 10. Litter Management

It is a requirement that the applicant for large events contact Council's Sustainability Project Officer (ph 5329-6261) to discuss waste management strategies prior to the issue of the event approval permit. Refer to Council's Sustainable Event Guidelines for assistance and information to minimise event waste: <https://www.noosa.qld.gov.au/community/events/sustainable-event-guidelines>

Waste and recycle bins are to be provided at the following ratio:

<b>Bins required</b>	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		
	<b>PLUS</b> over 1,000 attendees	1 x 3m <sup>3</sup> front load bulk bin & 3 x 1.1m <sup>3</sup> bulk recycling bins		
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:	<input type="checkbox"/> Bulk recycle skips 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. Use of pegs or stakes are not permitted in Council parks. Structures are to be secured and weighted with sandbags etc.
	<input type="checkbox"/> No
Provide details of structures such as: marquee, amusement rides, scaffolding, stage, animal farm, jumping castle, rides 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, sound eg air horn, starter gun etc including dates & times

## 13. Vehicle Access

Will vehicles require access on council land at event?	<input type="checkbox"/> Yes – complete Item below.
	<input type="checkbox"/> No

Where is access required?	<input type="checkbox"/> Beach*	Provide reason for access:
	<input type="checkbox"/> Parkland	

\* Beach access only – complete table below and if approved a fee of \$125.00 applies per vehicle

List all vehicles requiring beach access	Vehicle	Make	Model	Registration
	1			
	2			
	3			

## 14. 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. QPS/Main Roads permit 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.

## 15. Transport & Parking 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.

## 16. 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

Provide details of all water-based activities, location, a water safety management plan, number of rescue boats/jet skis etc and a detailed site map (including swim course plans):

## 17. 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

Licensed 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

## 18. 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.

## 19. Laser Light Shows

Will a Laser Light show be part of the event?	<input type="checkbox"/> Yes – Provide details & documents as per below:
	<input type="checkbox"/> No

Laser Business Operator's Name

Address

Telephone      Operator conducting show

Location where laser display will be conducted

Display date      Testing Start time:      Testing Finish time:

Start time:      Finish time:

**Permission/notification is required from CASA for the conduct of a laser of high intensity light show. Form 1584 – Proposal to conduct laser or light operations form is required to be lodged with CASA regional office:**

<https://www.casa.gov.au/standard-page/laser-and-light-shows>  
<https://www.casa.gov.au/files/form1584doc>

### Documents to be provided with application:

- Site map showing ground elevation at site &/or laser light elevation if above ground (eg mounted on buildings)
- Certificate of Currency for public liability insurance for Laser Light Display Operator
- Confirmation that the laser light show has CASA approval prior to event

## 20. Environmental Management

What steps will be taken to avoid environmental impacts?

## 21. Site Damage

What steps will be taken to avoid site damage eg use of track matting, tree protection, minimising vehicle access etc?

## 22. Risk Management

Briefly detail the risk management plan for the event and/or attach a copy of your risk management strategy

## 23. First Aid / 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?

## 24. 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

## 25. Community Safety

What security arrangements do you have in place for equipment left overnight including during set up/clean up?

Will a security 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:

## 26. Community consultation

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

## 27. 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?	<input type="checkbox"/> Yes*	* provide details eg a signage plan indicating number & location may be required:  <b>Banner bookings - Noosa Heads Transit Centre, Noosaville Lions Park &amp; RSL Park Cooroy, fees &amp; condtions apply. Click link below for further information:</b> <a href="https://www.noosa.qld.gov.au/street-stalls-banner-bookings/street-stalls-banner-bookings-1">https://www.noosa.qld.gov.au/street-stalls-banner-bookings/street-stalls-banner-bookings-1</a>
	<input type="checkbox"/> No	

## 28. Wet weather alternative

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

## 29. 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  | • Carpark closures                                 |
| • Security and/or police locations  | • First aid posts                                  |
| • Approved liquor consumption areas   | • Lost children/property                           |
| • Site entrances/exits  | • Portable toilet facilities                       |
| • Registration/marshalling areas  | • Litter/refuse facilities                         |
| • Marquees/tents/amusement rides, animal farm etc   | • Fireworks/drone/laser launch site/exclusion zone |
| • Food vendors – clearly mark each stall with name and (where applicable) number corresponding to the Food Vendor list (page 9) |  |

### 30. Application attachments

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

<input type="checkbox"/> Certificate of Currency (Public Liability insurance)	<input type="checkbox"/> Event Management plan for major events
<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 17 (if applicable)	
<input type="checkbox"/> Drone/Aerial Activities Notification and supporting documentation as listed in item 18 (if applicable)	
<input type="checkbox"/> Laser Light Show Notification and supporting documentation as listed in item 19 (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 22 Risk Management)	
<input type="checkbox"/> Food Vendor list (if applicable)	
<input type="checkbox"/> Aquatic Event Application (if applicable)	
<input type="checkbox"/> Waste Management plan	
<input type="checkbox"/> Noise Management plan (if applicable)	
<input type="checkbox"/> COVID Safe Event Checklist & Safe Event Statement of Compliance (if applicable)	
<input type="checkbox"/> COVID Safe Industry Plan (if applicable)	

### 31. 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.

<b>Name</b>	<b>Position</b>
<b>Signature</b>	<b>Date</b>

Original signature must be provided

### 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

Commercial applicant – Assessment fee	POA
Commercial applicant - High Impact event – Permit fee (one day only)	\$755.50
Commercial applicant - High Impact Corporate event – Permit fee	POA
Commercial applicant - Low Impact event – Permit fee (one day only)	\$565.50
Commercial applicant – High/low impact event – daily rate thereafter	\$186.00
Commercial applicant – Late Lodgement fee (within 6 weeks of proposed date) – excluding Tourism events	\$152.00
Not for Profit applicant – Late Lodgement fee (within 6 weeks of proposed date)	\$85.00
Electricity connection fee	\$137.50 incl GST
Fee for use of motor vehicle on foreshore	\$125.00 per vehicle
Temporary Event Bond	POA

### OFFICE USE ONLY

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



**Food Vendor List - Temporary Event Application**

Please complete and return to [property@noosa.qld.gov.au](mailto:property@noosa.qld.gov.au) and [health@noosa.qld.gov.au](mailto:health@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/s		Permit No.
Event organiser name			Email			Contact No.
#	Food Business name	Food Business Licence No**	Name of council that issued licence	Food Licence Expiry Date	Type of food sold/handled	Food business contact name, phone number and email & web address etc
eg	<i>Joe Bloggs Eats</i>	<i>HSCF No. 12345678</i>	<i>Happyville Shire Council</i>	<i>31 August 2021</i>	<i>deep fried wedges, chips,pancakes,waffles, smoothies, tacos &amp; sushi</i>	<i>Joe Bloggs, 0400123456, 54123456, <a href="mailto:joe@bloggseats.com.au">joe@bloggseats.com.au</a>, <a href="https://www.joebloggs.com.au">https://www.joebloggs.com.au</a></i>
1						
2						
3						
4						
5						
6						
7						

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.