

**Important information – read before completing application form.**

**Application form must be completed in full** and submitted to council no later than two (2) months prior to the commencement date specified below and prior to any advertising or promotion.

**Issued under-** Subordinate Local Law 1 (Administration) 2015, Schedule 15 (Operation of temporary entertainment events)

**1. Applicant details**

**The applicant is the organisation, company or individual taking responsibility for management of the market and must be the holder of the public liability insurance.**

Applicant name

Postal address

Suburb

State

Postcode

Email address

Business phone

Alternate phone

Mobile

**Business type** ☐ Not for profit ☐ Private/public company ☐ Government body ☐ Other:

**On site contact person**

Surname

Given names

Phone

Mobile

Email address

**2. Market details**

Market name

Location

Frequency/term of market

Start time

Finish time

Setup time

Cleanup time

**3. Description of market**

Briefly describe the market and its purpose including proposed goods and services for sale: *attach a separate sheet if necessary*

**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. Public liability insurance

**Certificate of Currency to be provided with a level of cover of minimum \$20,000.00, Noosa Council to be listed as an interested party and listing the nominated market as a covered activity.**

|                 |                 |             |  |
|-----------------|-----------------|-------------|--|
| Name of insured | Name of insurer |             |  |
| Level of cover  | Policy no       | Expiry date |  |

*Note: The market operator is responsible to ensure that all those they engage, including stallholders, contractors and subcontractors, hold adequate and current insurance cover. A bond of up to \$5,000 may be payable by the market operator to Council, calculated on the basis of the market scale, activities and goods and services offered.*

#### 5. Food

|                                        |                                 |                                                                   |
|----------------------------------------|---------------------------------|-------------------------------------------------------------------|
| <b>Will food be served or sold?</b>    |                                 | <input type="checkbox"/> <b>Yes – complete Item below in full</b> |
|                                        |                                 | <input type="checkbox"/> <b>No – proceed to Item 6.</b>           |
| Will food be served or sold at market? | <input type="checkbox"/> Served | Provide details:                                                  |
|                                        | <input type="checkbox"/> Sold*  |                                                                   |

**\* If being sold - complete Food Vendor form on Page 7 and all relevant stallholders are required to hold a current food licence under the *Food Act 2006*. Please contact council for more information.**

#### 6. Amenities

|                                                                                                |      |                                                                   |          |       |
|------------------------------------------------------------------------------------------------|------|-------------------------------------------------------------------|----------|-------|
| <b>Will additional amenities be provided?</b>                                                  |      | <input type="checkbox"/> <b>Yes – complete Item below in full</b> |          |       |
|                                                                                                |      | <input type="checkbox"/> <b>No – proceed to Item 7.</b>           |          |       |
| How many portable toilets will be provided?                                                    | Male | Female                                                            | Disabled |       |
| <b>It is the organiser's responsibility to obtain a Manufacturer's Statement of Compliance</b> |      |                                                                   |          |       |
| Who will be supplying the portable toilet facilities?                                          |      |                                                                   |          | Phone |
| Delivery date and time                                                                         |      | Collection date and time                                          |          |       |

#### 7. Litter management

|                                              |                                                           |                                                             |                                                              |                                                |
|----------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------|
| <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                                      |                                                              |                                                |
|                                              | over 1,000 attendees                                      | 1 x 3m front load skip bin                                  |                                                              |                                                |
| Types and number of bins supplied for market | <input type="checkbox"/> General waste<br>Number of bins: | <input type="checkbox"/> Recycle<br>Number of bins:         | <input type="checkbox"/> Front load skip<br>Number of skips: | <input type="checkbox"/> NA - refer to Item 9. |
| Bin supplier                                 |                                                           |                                                             | Phone                                                        |                                                |
| Delivery date and time                       |                                                           | Collection date and time                                    |                                                              |                                                |

#### 8. Temporary Structure

|                                                                                                                                  |                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Will temporary structures be used?</b>                                                                                        | <input type="checkbox"/> <b>Yes – complete Item below in full</b> |
|                                                                                                                                  | <input type="checkbox"/> <b>No – proceed to Item 9.</b>           |
| Provide details of the structures: e.g. marquees and tents, stalls for food, children's entertainment areas (e.g. face painting) |                                                                   |

## 9. Electricity / Generators

|                                                                                                                                                     |                               |                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------|
| If there is existing council controlled electrical facilities, do you require access?<br><b>Note: An electricity access fee of \$100.00 applies</b> | <input type="checkbox"/> Yes* | * provide details: |
|                                                                                                                                                     | <input type="checkbox"/> No   |                    |
| Will generators be used at the market?                                                                                                              | <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*  |                    |

The market operator and stallholders must comply with *the Electrical Safety Act 2002* and the *Electrical Safety Regulation 2002* provisions which apply to all electrical equipment.

## 10. Amplified noise

|                                             |                                                            |
|---------------------------------------------|------------------------------------------------------------|
| Will any amplified noise be used at market? | <input type="checkbox"/> Yes – complete Item below in full |
|                                             | <input type="checkbox"/> No – proceed to Item 11.          |

Detail the amplified music, announcements and/or sound at market:

The market operator is responsible for noise caused by the operation of the market and must take all reasonable steps to minimise noise emissions to surrounding residents and business operators under the *Environmental Protection Act 1994*.

## 11. Vehicle access

|                                               |                                                   |
|-----------------------------------------------|---------------------------------------------------|
| Will vehicles require access on council land? | <input type="checkbox"/> Yes – please complete    |
|                                               | <input type="checkbox"/> No – proceed to Item 11. |
| Where is access required?                     | Provide reason for access:                        |

## 12. Temporary road closures

|                                                         |                                                                                                                                                      |                  |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Will the market require temporary road/carpark closure? | <input type="checkbox"/> Yes – complete Item below in full <u>and</u> road closures require an application be lodged with Queensland Police Service. |                  |
|                                                         | <input type="checkbox"/> No – proceed to Item 13.                                                                                                    |                  |
| Select relevant:                                        | <input type="checkbox"/> Road closure                                                                                                                | Provide details: |
|                                                         | <input type="checkbox"/> Carpark closure                                                                                                             |                  |

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

## 13. Traffic management

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

#### 14. Environmental management

What steps will be taken to avoid environmental impacts?

The market operator may be held liable for any environmental nuisance or harm under the *Environmental Protection Act 1994*. Depending on the location, an Environmental Management Plan may be required.

#### 15. Site damage

What steps will be taken to avoid site damage?

#### 16. Risk management

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

#### 17. First aid and medical services

First aid service supplier/provider

Number of first aid personnel

Start time

Detail arrangements with Queensland Ambulance Service for emergency responses access:

How will all market related staff be informed of the emergency evacuation plan:

#### 18. Access and equity compliance

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

☐ Yes

☐ No

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

☐ Yes

☐ No

Regional/large public market: 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

#### 19. Community safety

What (if any) security arrangements do you have in place for markets outside of daylight hours? i.e. security personnel, lighting

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

☐ Yes – complete details below.

☐ No – proceed to Item 23.

Company name

Number of personnel

Personnel start time

Personnel finish time

#### 20. Community consultation

What action has been taken to liaise and notify local residents of your market?

## 21. Promotion and signage

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

|                                                   |                               |                    |
|---------------------------------------------------|-------------------------------|--------------------|
| Do you intend to erect any on-site banners/signs? | <input type="checkbox"/> Yes* | * provide details: |
|                                                   | <input type="checkbox"/> No   |                    |

## 22. Wet weather alternative

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

## 23. Site plan

Attach a site plan, which clearly indicates all of the following applicable to the market:

- |                                                                                                                                 |                              |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| • Emergency access routes/parking and disabled parking                                                                          | • Fire extinguishers         |
| • Stage and direction of amplified sound                                                                                        | • Marquees/tents             |
| • Security, crowd control and/or police locations                                                                               | • First aid posts            |
| • Litter/refuse facilities                                                                                                      | • Lost children/property     |
| • Site entrances/exits                                                                                                          | • Portable toilet facilities |
| • Food vendors - clearly mark each stall with name and (where applicable) number corresponding to the Food Vendor list (page 8) |                              |

## 24. Attachments

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

- ☐ Certificate of Currency (Public Liability Insurance)
- ☐ Site Plan
- ☐ Traffic Management Plan/Parking Strategy and supporting documentation (if applicable)
- ☐ Risk Management Strategy (if applicable as per Item 19 Risk Management)
- ☐ Food Vendor list (if applicable)
- ☐ Certificate of Currency for public liability coverage as required

## 25. 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>     |

| Fees                                                                                                                    |                             |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Fees are not payable at time of application lodgement; if applicable an invoice will be forwarded under separate cover. |                             |
| <b>Fee payment (if applicable) prior to commencement of the market is a condition of market approval.</b>               |                             |
| All fees are GST free unless noted                                                                                      |                             |
| Permit fees                                                                                                             | To be advised if applicable |
| Electricity connection fee                                                                                              | \$100.00 incl GST           |
| Bond                                                                                                                    | POA                         |

Please complete and return to [property@noosa.qld.gov.au](mailto:property@noosa.qld.gov.au) a minimum of 30 days prior to the market.

Site plan identifying numbered location of each food vendor is also required.

| Market details        |  |                 |                                 |             |
|-----------------------|--|-----------------|---------------------------------|-------------|
| Market name           |  | Market Location |                                 | Market date |
| Market organiser name |  |                 | Market organiser contact number |             |

| # | 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 |                    |                         |                                   |             |                   |                                                    |