

Important information – read before completing application form.

Application form must be completed in full and submitted to council no later than six (6) weeks prior to the commemorative event, and prior to any advertising or promotion. **Note: The Short Form Application must only be completed in instances where there is no change to the standard details (e.g. times, areas, road closures etc) of annual commemorative events, otherwise a Temporary Event application must be submitted.**

1. Applicant details

The applicant is the organisation taking responsibility for management of the event and must be the holder of the public liability insurance for the event.

Organisation name		
Postal address		
Suburb	State	Postcode
Business phone	A/H phone	Mobile
Email address		
First contact name	Mobile	
Event day on-site contact name	Mobile	

2. Event details

Event name		
Day and date		
Location		
Event start time	Finish time	Anticipated attendance
Set up time	Clean up time	
Road closure information (if applicable)		

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

3. Public liability insurance

Name of insured	Name of insurer	
Level of cover \$	Policy no	Expiry date

A Certificate of Currency for your public liability insurance for a minimum amount of \$20 million and listing Noosa Council as an interested party must be attached to application.

4. Declaration of applicant

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Noosa Council and I am authorised to sign on behalf of the organisation / company. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Council in writing prior to any such change being implemented.

Name	Position
Signature	Date

Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. 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.