

APPLICATION FOR OPERATION OF AN EVENT OR ACTIVITY

Please print in **BLOCK** letters and tick boxes where applicable.

For all fields, if the space is insufficient, please provide the required information in a clearly marked attachment.

If lodging this form via the eBooking system complete from Section 5 onwards.

Section 1 – Applicant’s details

Group/Club Name: ABN:

Title: Last Name: Given names:

Position:

Section 2 – Contact details

Telephone: Mobile:

Email: Facsimile:

Street address:

Suburb: Postcode:

Postal address (if different from above):

Suburb: Postcode:

Section 3 – Venue/location details of where event is to be held (Fees may apply – refer to sections 10 and 17)

Name of venue/location:

Street address:

Suburb: Postcode:

Lot number: RP number: Parish:

Is the land Government controlled or privately owned.

If private are you the Owner of premises or the Occupier of premises *

* If the applicant is not the owner of the premises for which the approval is sought, attach a statement from the owner giving consent for the activity to occur.

Name of owner:

Owner’s contact number: Owner’s email:

Section 4 – Activity details

Commercial Not for profit

Name of event:

Duration of event: from / / to / /

Days:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times:							

Anticipated number of patrons: _____

Section 5 – Associated activities

(as detailed in *Subordinate Local Law No.1 (Administration) 2011, Schedule 16, if prescribed activity*)

Consumption: Food Y / N Alcohol Y / N

Roadside vending* Y / N Street stall* Y / N Displaying goods for sale on footpaths Y / N

Products to be sold: _____

Mobile food vending Y / N

Footpath dining** Y / N

Animals/Circus Y / N

Camping Y / N

Fireworks Y / N

Busking Y / N If yes, describe the act, what instruments, props or equipment may be used:

* For roadside vending and street stalls, refer to Council’s [Roadside Vending, Street Stalls and Temporary Food Premises Specifications](#) fact sheet.

** For approvals for footpath dining, ensure the proposed spatial layout complies with the [Fraser Coast Regional Council Commercial Use of Footpaths Specification](#) current at the time of application or renewal.

Section 6 – Amenities

What amenities will you provide:

		Toilets				Showers			Hand Basins		
		Male WC	Urinals	Female WC	Unisex WC	Male	Female	Unisex	Male	Female	Unisex
Quantity	Existing on site										
	Portable units to be provided										

Refer to Council’s [Toilet Facilities at Events Fact Sheet](#) for toilet building provision requirements.

Section 7 – Services (Fees may be applicable)

Waste

Are additional waste services required (wheelie bins, recycle bins, skips, etc)? Y / N

If yes, either complete a [Fraser Coast Waste Community Events/Function Bin Request Form](#) and return to Council with the appropriate payment or contact a private company to provide the services.

Electrical

If you are planning to hold the activity on Council controlled land, do you require electrical supply? Y / N

If yes, detail your requirements:

(Note: Power may not be available at all locations.)

Section 8 – Structures

What structures (including materials) are to be used in connection with the activity (marquees, tents, etc):

Section 9 – Signage and barricading

What signage and barricading is to be used in connection with the activity:

Section 10 – Road closure and parking – Please contact Council Road Infrastructure Department for further information if requiring a road closure on 1300 794 929 (Note: fees are applicable)

Do you intend to carryout road closures for the event: Y / N

If yes, please provide:

- A Traffic Guidance Scheme prepared by a suitably qualified person.
- A Traffic Management Plan.
- Signed Applicant’s Declaration (Appendix A)
- Signed Conditions of Approval (Appendix B)
- Evidence of payment of Fees and Charges
- Evidence of Police Permit from the Queensland Police Service (if required – refer note below)
- Evidence that Emergency Services (police, fire, ambulance) bus and taxi companies have been advised of the proposed road closure/s.

Fees and Charges – Failure to provide required fee will result in a delay of assessment and issuing of a permit.

Road and/or footpath closure:

Assessment of documentation and issue of No Objection letter \$197.00

Inspection Fee (per visit) \$112.50

(Note: You are also required to obtain a Police Permit to close or stage the event on the road.)

(Note: Must be in accordance with the requirements of the [Manual of Uniform Traffic Control Devices](#) – refer to the Department of Transport and Main Roads’ website: www.tmr.qld.gov.au.)

Section 11 – Noise management

Do you intend to use any amplification equipment or is the activity likely to generate noise which is audible beyond the boundary of the site premises : Y / N

If yes, provide full details:

(Note: A Noise Management Plan may be required if it is considered that the event could negatively impact surrounding residents or businesses.)

Section 12 – Site plan

Please attach a clearly legible site plan:

- showing location of site in relationship to surrounding land uses
- detailing location and placement of all rides, animals, structures, waste containers, toilets, entertainment facilities, car parking facilities and food operations.
- defining access points for emergency vehicles

(Note: Technical reports and other information such as brochures or photos can be attached as necessary to accompany the plans.)

Section 13 – Standard public liability insurance

The applicant/s must:

- (a) for the duration of the term of the approval, maintain in full force and effect a standard public liability insurance policy:
 - (i) in the joint names of the approval holder and the local government; and
 - (ii) covering their respective rights, interests and liabilities to third parties in respect of accidental death of, or accidental bodily injury to, persons or accidental damage to property; and
 - (iii) for a recommended amount of no less than \$20 million for any single event; and
- (b) prior to the commencement of the activity, provide the local government with a certificate of currency for the standard public liability insurance policy; and
- (c) indemnify the local government and the State against all actions, proceedings, claims, demands, costs, losses, damages and expenses which may be brought against, or made upon, the local government or the State as a result of the activity.

Name of insurance company:	Amount: \$
Policy number:	Date policy expires: / /

Section 14 - Attachments

- Please provide: Attached
1. A detailed site plan including all specific details and activities. Y / N

- 2. A certified copy of any other registration, licence, permit or approval required for the activity under any other law. Y / N
- 3. If the activity involves playing live or taped performances, a copy of a casual licence from the Australasian Performing Rights Association. Y / N
- 4. A certificate of currency for a standard liability insurance policy, recommended for not less than \$20 million (for any single event) and indemnifying Fraser Coast Regional Council and the State from all liability. Y / N
- 5. If the applicant is not the owner of the premises for which the approval is sought, the written consent of the owner in respect of the application. Y / N
- 6. Manual of Uniform Traffic Control Devices details. Y / N
- 7. If the application is for a circus—documentation to demonstrate that the circus complies with the National Consultative Committee for Animal Welfare (NCCAW) *Position Statement Number 26, Recommended National Circus Standards*. Y / N

Section 15 – Applicant’s suitability statement

Have you ever had a permit refused, suspended or cancelled, or been found guilty of an offence under Local Law or corresponding law in Queensland or other States and Territories?
 Y / N If yes, provide details in an attachment.

Section 16 –Declaration

I/We declare that the information provided in this application is true and correct.

In making this application, I/we agree to indemnify Fraser Coast Regional Council and the State from and against all actions, claims, demands, notices, losses, damages, costs and expenses which Council or the State may incur or become liable for in respect of the subject works and activities in any way in relation to the subject works and activities and this permit and agree to keep in effect, during the continuance of this permit, an appropriate public liability policy with an indemnity of not less than \$20 million, which policy shall indemnify Fraser Coast Regional Council and the State in respect of such actions.

Signature of Applicant: _____ **Date:** ____ / ____ /20__

for and on behalf of: _____

Section 17 – Fee Schedule

Application for an event or activity fee

Refer to current Fees and Charges Schedule for relevant fees.

Road closure fee

OFFICE USE ONLY

Date: / /	Receipt no:	Amount paid: \$
CSO:	Registered/scanned DOCs reference #:	
If event is to be held on: <ul style="list-style-type: none"> <input type="checkbox"/> non-Council controlled land – refer to Regulatory Services <input type="checkbox"/> Council controlled land – refer to Open Space & Environment 		

Application – For use of council controlled land

Privacy Notice: In using this form, you are providing personal information such as name and contact details. This information will be used for the purpose of processing your application. Your personal information will be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

APPENDIX A

APPLICANT'S DECLARATION

I / WE understand the "Notice of No Objection" is granted under the terms and conditions included in this document, conditions of approval and have read those conditions and understand their meaning.

I / WE enclose the current administrative charge for the application which is non-refundable once the application has been received.

APPLICANT'S NAME (Printed): _____

APPLICANT'S SIGNATURE: _____

PHONE CONTACT NO.: _____

DATE: _____

DEED OF INDEMNITY

IN CONSIDERATION OF FRASER COAST REGIONAL COUNCIL GIVING APPROVAL TO:

_____ *Applicants Name*

Including its servants, agents and volunteers ("the Applicant"), to use a portion, or all, of the following Council-controlled roads, namely:

_____ ("the Land")
Identify location

to _____ ("The Work")

or until otherwise advised by either the Applicant or Fraser Coast Regional Council.

the Applicant indemnifies, and agrees to keep indemnified, Fraser Coast Regional Council, its agents and employees from and against all losses, damages, costs and expenses which the Fraser Coast Regional Council sustains or incurs in respect of any loss or damage to property or death or injury (including from the negligent use or misuse or the escape, overflow or leakage of water, fire, gas, electricity or other agent in or from the Land) which is caused or contributed to by the Applicant's carrying out the Work on, or the use or occupation of the abovementioned street/s ("the Land").

Subject to law, the Applicant will enter the Land and carry out the Work on the land at its own risk.

**SIGNED BY:-
[PRINT NAME]**

SIGNATURE

this _____ day of _____ in the year _____

APPENDIX B

CONDITIONS OF APPROVAL

The Applicant understands and agrees to comply with the following conditions as part of the application to hold an event in the road reserve.

1. A "temporary road closure" is the full or partial closure of a gazetted roadway for the purpose of undertaking activities on the roadway or footpath.
2. All special event applications that involve a road closure shall be submitted to Council (3) month's minimum prior to the event using the "Special events temporary road closure application" and must include details on:
 - Nature of the event (triathlon, car rally, festival etc).
 - Proposed roads to be used during the event and the timing (date/time) and type of closure (partial or full) for each road.
 - A detailed Traffic Management Plan to show full details of how the road network and road users will be affected by the event (in accordance with the Department of Transport & Main Roads Part 3 – Manual of Uniform Traffic Control Devices 2.2.2).
 - Indication that emergency services (fire, police, ambulance) and bus service companies have been advised of the proposed road closure/s.
3. All applications are reviewed by a key stakeholder group that could include representatives of the Fraser Coast Regional Council, Department of Transport & Main Roads (as necessary) and Queensland Police Service.
4. Should the application be successful, Council will issue a "Notice of No Objection" with conditions by email, fax or mail. Should the application be unsuccessful, the applicant will be contacted by email, fax or mail.

Please note: the "Notice of No Objection" relates to the Traffic Management Plan only. Council does not assess or approve the Traffic Guidance Scheme (e.g. plan indicating location of all traffic control devices).

5. No works shall commence until the applicant meets all conditions within the "Notice of No Objection".
6. Within the "Notice of No Objection" general conditions to be met by the applicant include but not limited to:
 - It is the applicant`s obligation to ensure the Traffic Guidance Scheme is conducted (in accordance with Part 3 of the Queensland Manual of Uniform Traffic Control Devices 2.2.1). This section of the manual is available as the Works on Roads from the Department of Transport and main Roads. Refer to link below to access publication. <http://tmr.qld.gov.au/Bussiness-and-industry/Technical-standards-and-publications/Manual-of-uniform-traffic-control-devices.aspx>
 - A Police permit **shall** be obtained from the Queensland Police Service.
 - Police/traffic control supervision shall be provided, to the satisfaction of the Superintendent of Police.
 - Local residents, businesses, bus and taxi companies directly affected shall be notified a minimum of ten days prior to the event and an agreed alternative arranged, if required.
 - Details of the road closure shall be advertised in the public notices of a major newspaper ten days prior to the event. Advertisement shall include the closure is authorised by the Queensland Police Service.
7. Pay all costs associated with repairs and reinstatement works due to the implementation of the requirements of this "Notice of No Objection".

DECLARATION - Applicant or the Applicant's Representative

Signed:		Date:	
Printed Name:		Position:	
Company:			