

**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. Food

<b>Will food be served or sold at event?</b>		<input type="checkbox"/> <b>Yes – complete Item below.</b>
		<input type="checkbox"/> <b>No</b>
Will food be served or sold at event?	<input type="checkbox"/> Served <input type="checkbox"/> Sold*	Provide details:
<b>* If being sold - complete Food Vendor form on page 8 which must be received by Council no later than 30 days prior to the event.</b>		

#### 6. Alcohol

<b>Will alcohol be served or sold at event?</b>		<input type="checkbox"/> <b>Yes it will be served or sold - complete Item below and a liquor licence application <u>must be lodged</u> with Office of Liquor and Gaming Regulation.</b>	
		<input type="checkbox"/> <b>No</b>	
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?			

#### 7. Electricity/Generators

If there is existing council controlled electrical facilities, do you require access? <b>Note: An electricity access fee of \$134.00 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*	

#### 8. Amenities

<b>Will additional amenities be provided at event?</b>		<input type="checkbox"/> <b>Yes – complete Item below.</b>		
		<input type="checkbox"/> <b>No</b>		
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		
<b>It is the organiser's responsibility to obtain a Manufacturer's Statement of Compliance</b>				

## 9. 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:

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
	PLUS 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 \_\_\_\_\_

## 10. 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: marquees, amusement rides, scaffolding, stage, animal farm, jumping castle, rides etc

## 11. 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

## 12. 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* <input type="checkbox"/> Parkland
Provide reason for access:	

\* Beach access only – complete table below and if approved a fee of \$122.00 applies per vehicle

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

## 13. 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 <input type="checkbox"/> Carpark closure <input type="checkbox"/> Street March/Parade
Provide details:	

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

#### 14. 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.

#### 15. Aquatic Activities

Will any water based activities be part of event?

Yes – complete Item below and contact Maritime Safety Qld as an aquatic permit may be required

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):

#### 16. Fireworks

Will fireworks display be conducted at event?

Yes – complete Item below and lodge an application with Department of Natural Resources & Mines

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

#### 17. Drone/Aerial Activities

Will a drone or other aerial activity eg skydiving be part of the event?

Yes – Provide details & documents as per below:

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.



### 23. Access and Equity Compliance

Is the site accessible for wheelchairs and for people with disabilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the promotional material for the event specify if the event is wheelchair accessible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Regional/large public event: will appropriate disability access toilets be provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Road/carpark closures: is adequate and suitable disability parking incorporated on the site plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 24. 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:

### 25. Community consultation

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

### 26. 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?

Yes\*  
 No

\* provide details eg a signage plan indicating number & location may be required:

### 27. Wet weather alternative

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

### 28. 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 8)	

## 29. 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 16 (if applicable)	
<input type="checkbox"/> Drone/Aerial Activities Notification and supporting documentation as listed in item 17 (if applicable)	
<input type="checkbox"/> Laser Light Show Notification and supporting documentation as listed in item 18 (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 21 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)	

## 30. 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)	\$737.00
Commercial applicant - High Impact Corporate event – Permit fee	POA
Commercial applicant - Low Impact event – Permit fee (one day only)	\$551.50
Commercial applicant – High/low impact event – daily rate thereafter	\$181.50
Electricity connection fee	\$134.00 incl GST
Fee for use of motor vehicle on foreshore	\$122.00 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 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.