

Fitzroy River Rowing Course Installation Application Form



Privacy Notice: Council deals with personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed by organisations to notify Council of their rowing related events or training being held for that calendar year. The Fitzroy River rowing course will only be installed for organisations that have entered into a licence agreement with Council. This application must be submitted to Council no less than (or at least) two months before the installation date.

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Applicant Details		
Organisation name:		
Contact name:		
Postal address:		
Preferred contact number:		Email:
Event Details <i>(if more events are planned for the year please attach extra sheets)</i>		
Purpose:		
Date/s:	Estimated competitors:	Estimated spectators:
Daily start time:	<input type="checkbox"/> am / <input type="checkbox"/> pm	Daily finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm
Have the conditions for this event been stipulated by a Government department? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details: <i>(if conditions have been set, supporting documentation must be provided to show that the conditions have been/or plan to be complied to)</i>		
Training Details <i>(if more training is planned for the year please attach extra sheets)</i>		
Purpose:		
Date/s:	Estimated competitors:	Estimated spectators:
Daily start time:	<input type="checkbox"/> am / <input type="checkbox"/> pm	Daily finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm
Have the conditions for this training been stipulated by a Government department? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details: <i>(if conditions have been set, supporting documentation must be provided to show that the conditions have been/or plan to be complied to)</i>		

OFFICE USE ONLY	Supporting documentation attached: Y / N	Date received:	Responsible officer:
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Public Liability Insurance *(please note a copy of your public liability insurance and indemnity statement must be provided)*

Rockhampton Regional Council must be noted as an interested party on the Certificate of Insurance and level of cover must be \$20 million including for personal injury, death and property damage (including for the course).

Name of insurer:

Policy number:

Policy limit:

Expiry date:

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- Evidence of incorporation of applicant association;
- Confirmation from relevant state association for the event;
- Supporting documentation for auxiliary activities planned that may impact on residential areas *(eg catering, children fun castles, music, night activities etc)*;
- Copy of Temporary Event Permits;
- Training or competition layout between specified dates;
- Copy of permit from Maritime Safety Queensland (MSQ) approving events and duration requested;
- Copy of risk management plan prepared by the applicant;
- Evidence that the applicant has or is in a position to comply with any conditions stipulated by government departments (including MSQ);
- Copy of certificate of insurance *(please note, not certificate of currency, which is issued by brokers and gives little detail of cover)* and relevant policy document to evidence that the applicant has an appropriate insurance policy; and
- Event management plans.

An incomplete application without relevant supporting documentation may be returned to you as not properly made.

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

Name:

Signature:

Date: