

# Temporary Entertainment Event on Private Land Application Form



**Privacy Notice:** Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under section 8 of *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011*. Council deals with your personal information in accordance with law, including the *Information Privacy Act 2009*.

**This form is to be completed when a person intends to hold an event, which is open to the public, on private land. The form must be completed and submitted to Council no later than six weeks prior to the event.**

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [rockhamptonregion.qld.gov.au](http://rockhamptonregion.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

|   |   |                          |   |
|---|---|--------------------------|---|
| <b>Applicant Details</b> <i>(applicant name must be the same as shown on the public liability insurance, please note the applicant must be the responsible person for the activity)</i>   |   |                          |   |
| Applicant name:   |   |                          |   |
| First   | Middle  | Last                     |   |
| Contact name <i>(if different)</i> :  |   |                          |   |
| First   | Middle  | Last                     |   |
| Preferred contact number:   |   | Email:                   |   |
| Onsite contact name:  |   | Onsite contact number/s: |   |
| <i>Onsite contact will be responsible for ensuring compliance with the authorising local law before, during and after the event; handling general complaints which may be received; and liaising and communicating with the local government or an authorised person.</i> |   |                          |   |
| Preferred delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – Rockhampton, Gracemere, Mount Morgan   |   |                          |   |
| <i>Email is the standard form of delivery. If this method is unsuitable, please select an alternative.</i>  |   |                          |   |
| <b>Residential Address</b>  |   |                          |   |
| Street number and name:   |   |                          |   |
| Suburb:   |   | State:                   | Postcode:   |
| Postal address <i>(if different)</i> :  |   |                          |   |
| <b>Event Details</b>  |   |                          |   |
| Event name:   |   | Event location:          |   |
| Description of event:   |   |                          |   |
| Event start date:   |   | Event end date:          |   |
| Set up date:  |   | Pack up date:            |   |
| Start time:   | <input type="checkbox"/> am / <input type="checkbox"/> pm | Finish time:             | <input type="checkbox"/> am / <input type="checkbox"/> pm |
|   |   | Anticipated attendance:  |   |
| Is this event going to occur more than once a year? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |                          |   |
| If yes, please provide dates of recurring event:  |   |                          |   |

|                        |                 |            |                    |
|------------------------|-----------------|------------|--------------------|
| <b>OFFICE USE ONLY</b> | Date lodged:    | Date paid: | Amount paid:       |
|                        | Receipt number: | CSO:       | Booking reference: |

**Public Liability Insurance** *(please note a copy of your public liability insurance and indemnity statement must be provided)*

Name of insurer:

Policy number:

Policy limit:

Expiry date:

**Food/Alcohol** *(an application for a Food Business Licence may be required if food is served)*

What food will be served or sold?

*Please note: The List of Food Vendors/Stall Holders Form must be completed if food is being sold at an event. Food vendor information must be supplied no later than two weeks prior to the event.*

Will alcohol be served/sold at the event?  Yes  No

*Please contact the [Office of Liquor & Gaming](#) for the relevant permits (if applicable). Supporting documentation must be supplied to Council. Risk factors associated with alcohol must be identified on the risk assessment submitted to Council.*

**Amenities and Litter Management**

How many toilet facilities will be provided?

Male:

Female:

Disabled:

Hand wash basins:

How many waste facilities will be available? General waste:                      Recyclable:                      Other:

How often are these serviced?

Guideline:

- 1 x 240L bin per 100 attendees – if no food or drinks served/sold.
- 2 x 240L bins per 100 attendees – if food or drinks served/sold.
- 2 x 240L recycle bins per 100 attendees.
- 1 x 3m front load skip bin for greater than 1,000 attendees.

**Temporary Structures**

What type and size of temporary structures will be used at the event? *(For example, marquees, tents, stalls for food, stage for presentation, children's entertainment areas, etc.)*

**Amplified Noise**

Provide details on any amplified music, announcements and/or sound at the event and hours during which it will be played:

## Entertainment

Does the event propose to have any of the following operating for entertainment purposes?

Motorbike     Motorised scooter     Motor vehicle

## Traffic Management

Will this event require a temporary road closure?     Yes     No

Road/s to be closed:

*Please note: A copy of your Application for a Special Event Permit, Application for Road Closure Permit and traffic management plan, including the name of the registered traffic control company, must be attached. All costs associated with the road closure must be met by the applicant.*

*Road closure signage can only be erected by registered level 2 traffic management certificate holders who are employed by traffic control companies registered by Queensland Transport and Main Roads. Traffic control plans can only be designed by registered level 3 traffic management card holders who are employed by traffic control companies registered by Queensland Transport and Main Roads.*

## Community Consultation

Local residents must be notified of the event, including contact details for the person or business who operates the event. Provide details on how you propose to do this:

## Signage

Provide details of any signage proposed to be used at the event and methods for securing the signage:

## Site Plan

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

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>▪ Boundaries of the property</li><li>▪ Site entrances/exits</li><li>▪ Structures/buildings/facilities</li><li>▪ Advertising signage</li><li>▪ Emergency response station/s</li><li>▪ Registration and marshalling area/s</li></ul> | <ul style="list-style-type: none"><li>▪ Entertainment area/s</li><li>▪ Sewerage and water supply facilities</li><li>▪ Toilet facilities</li><li>▪ Litter/refuse facilities</li><li>▪ Approved liquor consumption areas/non-alcohol areas</li><li>▪ Food preparation/sale area/s</li></ul> |
|--|---|

## Owner's Consent (please complete if the applicant is different to the owner of the property)

Owner's name:

First

Middle

Last

Preferred contact number:

Email:

|  |            |           |
|--|------------|-----------|
| <b>Property Address</b>  |            |           |
| Street number and name:  |            |           |
| Suburb:  | State:     | Postcode: |
| Postal address <i>(if different)</i> :   |            |           |
| I declare that I give permission for the applicant to conduct the prescribed activity mentioned on this form on my property.   |            |           |
| Name:  | Signature: | Date:     |
| <b>Declaration</b> <i>(applicant to sign)</i>  |            |           |
| 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:     |
| <b>Supporting Documentation</b>  |            |           |
| Please remember to provide the following supporting documentation when submitting this form:   |            |           |
| <input type="checkbox"/> Proof of non-profit organisation status <i>(if applicable)</i> .<br><input type="checkbox"/> A copy of your public liability insurance and indemnity statement.<br><input type="checkbox"/> Queensland Police Service permits – copy of Application for a Special Event Permit and Application for Road Closure Permit <i>(for road closures)</i> .<br><input type="checkbox"/> Traffic management plan <i>(for road closures)</i> .<br><input type="checkbox"/> List of Food Vendors/Stall Holders Form <i>(if applicable)</i> .<br><input type="checkbox"/> Evidence of any other approvals required under legislation.<br><input type="checkbox"/> Food Business Licence <i>(if applicable)</i> .<br><input type="checkbox"/> Liquor Licence Application <i>(if applicable)</i> .<br><input type="checkbox"/> Site plan.<br><input type="checkbox"/> Proof of community consultation.<br><input type="checkbox"/> Details and drawings of buildings and other structural elements of the place of the temporary entertainment event. |            |           |
| You may wish to consider what measures will be taken to:   |            |           |
| <ul style="list-style-type: none"> <li>▪ Avoid environmental impacts;</li> <li>▪ Ensure there is adequate first aid provisions;</li> <li>▪ Ensure there is adequate parking for the event;</li> <li>▪ Ensure there is adequate security/crowd control; and</li> <li>▪ Ensure the event does not cause a nuisance to neighbouring properties.</li> </ul>  |            |           |
| <b>Fees and Charges</b>  |            |           |
| For a full list of fees and charges please refer to Council's <a href="#">Fees and Charges Schedule</a> .  |            |           |
| <b>Payment Information</b>   |            |           |
| <b>In person</b>   You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.<br><b>By phone</b>   Customer Service staff will contact you regarding payment via credit card or debit once this form is received.<br><b>By post</b>   Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.  |            |           |