

Temporary 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 | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details (applicant name must be same as on the public liability insurance, please note the applicant must be the responsible person for the activity)

Applicant name:

First

Middle

Last

Contact name (if different):

First

Middle

Last

Residential address:

Street number and name

City

State

Postcode

Postal address (if different):

Preferred contact number:

Email:

Onsite contact name:

Onsite contact number/s:

Preferred delivery method:

Post

Email

Collect – (Rockhampton, Gracemere, Mt Morgan)

Email is the standard form of delivery. If this is method is unsuitable please select an alternative.

Event Details

Event name:

Event location:

Description of event:

Event start date:

Event end date:

Set up date:

Pack up date:

Start time:

am / pm

Finish time:

am / pm

Anticipated attendance:

Is this event going to occur more than once a year?

Yes

No

OFFICE USE ONLY

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?

Will alcohol be served/sold at the event?

Yes

No

Amenities

How many toilet facilities will be provided?

Male:

Female:

Disabled:

Hand wash basins:

Litter Management

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 1000 attendees.

Temporary Structures

What type and size of temporary structures will be used at the event? *(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 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:

A copy of the police permit and the traffic management plan, including the name of the registered traffic control company, must be attached. Note: All costs associated with the road closure must be met by the applicant.

It is important to note that 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. 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:

- Boundaries of the property
- Site entrances/exists
- Structures/buildings/facilities
- Advertising signage
- Entertainment area/s
- Sewerage and water supply facilities
- Toilet facilities
- Litter/refuse facilities

Owners Consent (please complete if the applicant is different to the owner of the property)

Owners name:

First

Middle

Last

Property address:

Street number and name

City

State

Postcode

Postal address (if different):

Preferred contact number:

Email:

I declare that I give permission for the applicant to conduct the described activity mentioned on this form on my property.

Name:

Signature:

Date:

Declaration (applicant to sign)

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:

Supporting Documentation

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

- Evidence applicant is a registered charity (if applicable)
- A copy of your public liability insurance and indemnity statement
- Police permit (for road closure)
- Evidence of any other approvals required under legislation
- Traffic management plan (for road closures)
- Litter/refuse facilities
- Site plan
- 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:

- Avoid environmental impacts;
- Ensure there is adequate first aid provisions;
- Ensure there is adequate parking for the event;
- Ensure there is adequate security/crowd control; and
- Ensure the event does not cause a nuisance to neighbouring properties.

Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

Payment Information

In person | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

By phone | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.