

Temporary Event on Local Government Controlled Area/Road

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 *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 personal information in accordance with law, including the *Information Privacy Act 2009*.



This form is to be completed when an applicant wishes to hold an entertainment event (e.g. markets, festival, sporting carnival, circus) on a Council controlled area or road. The form must be completed and submitted to Council no later than twelve weeks prior to the date of commencement of 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/business/organisation name: <i>Please note: Applicant name must be the same as shown on the public liability insurance.</i>		
Contact name (if different):		
Preferred contact number:	Email:	
Onsite contact name:	Onsite contact number/s:	
Applicant Address		
Street number and name:		
Suburb:	State:	Postcode:
Postal address (if different):		
Event Details		
Event name:		
Preferred event location: <i>Please note: This event location is not guaranteed, please list an alternative location option.</i>		
Description of event:		
Event date:		
Event start time:	<input type="checkbox"/> am / <input type="checkbox"/> pm	Event finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm
Set up date:		
Set up start time:	<input type="checkbox"/> am / <input type="checkbox"/> pm	Set up finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm
Pack up date: <i>Please note: Grounds must be vacated by this date, failure to do so will result in additional hire charges.</i>		

OFFICE USE ONLY	Date lodged:	Date paid:	Amount paid:
	Receipt number:	CSO:	Booking ref: BOOK/

Pack up start time: <input type="checkbox"/> am / <input type="checkbox"/> pm	Pack up finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm
Anticipated attendance per day: <input type="checkbox"/> Less than 500 <input type="checkbox"/> Between 500 – 5000 <input type="checkbox"/> Over 5000	
Will proceeds be given back to the community? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Who are the proceeds going to/how will they be going back into the community?	
Public Liability Insurance	
Rockhampton Regional Council must be noted as an interested party on the Certificate of Currency and level of cover must be \$20 million.	
Food	
What food will be served or sold?	
<i>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.</i>	
Will cooking be done on site? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Catering marquee details:	
Number of food vendors expected to be onsite:	
Water	
Is potable water required? <input type="checkbox"/> Yes <input type="checkbox"/> No Is waste water required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Please note: These may not be available at all sites.</i>	
Alcohol	
Will there be alcohol at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Please note: Events held on parkland/reserves where alcohol will be served or sold must have a Community Liquor Licence Permit. Please contact the Office of Liquor & Gaming for the relevant permits. Supporting documentation must be supplied to Council. Risk factors associated with alcohol must be identified on the risk assessment submitted to Council.</i>	
Electricity/Generators	
If you require access to Council controlled electrical facilities (<i>selected sites only</i>), what time do you require access to power?	
Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm	Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm
If you will be using generators at the event, what hours will the generator be running?	
Start time: <input type="checkbox"/> am / <input type="checkbox"/> pm	Finish time: <input type="checkbox"/> am / <input type="checkbox"/> pm

Park Lighting

Please advise the times you require park lighting if outside the standard hours:

Smart Technology (events on the riverbank only)

Please select the technology suite component you are applying to use:

Event Wi-Fi network

Pole-mounted digital banners

Heritage façade lighting

Please note that use of smart technology is not guaranteed, assessment of the supplied content will be reviewed and a decision/approval will be given.

Describe in detail the image concept and primary message for digital banners and/or colour program for the façade lighting (attach any additional information, images etc.):

Start date:

Finish date:

Start time:

am / pm

Finish time:

am / pm

Amenities

Please advise the times you require access to amenities if outside the standard hours (if applicable):

If additional amenities are required, how many portable toilets will be provided?

Male:

Female:

Disabled:

Please note: Refer to the Temporary Event Factsheet for breakdown of amenities. Large events must provide adequate amenities, if there is not an appropriate amount, event organisers must engage a contractor. Toilets must be supplied by event organisers if there are no toilets onsite.

Litter Management

Is Council to supply bins? Yes No

Please note: Refer to the Temporary Event Factsheet for breakdown of required bins. Fees are applicable, a quote will be issued when application is received.

Number of 240L general waste bins required for the event:

Recycling to be sourced via a private contractor:

Please note: CRS (10c Containers for Change) organiser to arrange for collection and sorting

Are bulk bins required? Yes No If yes, how many?

What size of bulk bins are required? 660L 1100L

Are the bulk bins for: Cardboard Food vendor waste

Details of private contractor engaged if not using Council:

Delivery of Bins

Date of delivery:

Delivery location:

Onsite contact name:

Onsite contact number:

Service of Bins	
<i>Please note: Bins must be 300mm apart and presented lined up on the left hand side of a roadway and accessible for collection vehicles.</i>	
Date of service:	Service location:
Onsite contact name:	Onsite contact number:
Multiday events only – Is an additional service required during the event? If so, when?	
<i>Please note weekend collections are not available, sufficient services are to be sourced.</i>	
Removal of Bins	
Date of removal:	Removal location:
Onsite contact name:	Onsite contact number:
Temporary Structures	
<i>Please note: Dial before you dig plans must be obtained.</i>	
What type of temporary structures will be used at the event?	
<i>Please note: It is mandatory to advise the size of all structures/marquees that will be used. All infrastructure must be detailed on site maps and must show stage and noise direction.</i>	
How will marquee/structures be fixed?	
Size of marquees: <i>(fire regulations/requirements may apply and will need to be supplied)</i> <input type="checkbox"/> 3m x 3m <input type="checkbox"/> 6m x 3m <input type="checkbox"/> Other:	
How will the stage be built?	
Size and dimensions of movie screen:	
Other structures if not listed above:	

Site Plan

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

- Stage and direction of amplified sound
- Security, crowd control and/or police locations
- Approved liquor consumption areas/non-alcohol areas
- Site entrances and exits
- Fire and emergency exits
- Fire extinguisher locations
- Food vendors/stall holders (including the location of all food vendors)
- First aid posts
- Litter/refuse facilities
- Registration/marshalling areas
- Marquees/tents
- Emergency action plan/evacuation plan
- Portable toilets
- Potable water requirements

Amplified Noise (including fireworks)

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

Please note: Events having fireworks require Public Notification/Community Consultation two weeks prior to the event.

Visual Entertainment

Provide details on any visual entertainment at the event:

Please note: Events having fireworks/external strobes/lasers require Public Notification/Community Consultation two weeks prior to the event. Notification to C.A.S.A (Civil Aviation Safety Authority) is a requirement of visual effects.

Vehicle Access

What vehicle access will be required on Council controlled land during the event? *(Access gates must be shown on site plans.)*

Please note: Vehicles are not permitted to drive onto the wooden boardwalk section of the Riverside Park Event Space. Limited access is permitted on some parks and sporting grounds, approval must be obtained for vehicles to be allowed on grounds.

Traffic Management

Will the event require temporary: Road closure Carpark closure Street march/parade

Please provide details:

Please note: Public Notification/Community Consultation is required two weeks prior to the event notifying the changes and/or the event. This will be advised in the approval letter. Road closures are not permitted along Denham Street between Quay Street and Quay Lane. Parking bays cannot be used unless the relevant approval has been given, parking bays are included when road closures are in place. If road closures are not obtained, a Parking Permit Application Form must be completed (the Parking Permit does not guarantee a park).

Watercourse/Water Way

Will any part of the event be held on a watercourse/water way? Yes No

Risk Management

Please complete the [Temporary Event Risk Assessment Form](#) and submit with this application.

Supporting Documentation

Applications will not be processed until all supporting documentation is received. Approval is only issued once all supporting documentation is received and assessed. Advertising of events is not permitted until approval is given. Please remember to provide the following supporting documentation when submitting this form.

Required	Attached	To be received by	Item
<i>Please note: The below documentation is required however, should the event not have specific items then documentation is not required to be submitted.</i>			
<input type="checkbox"/>	<input type="checkbox"/>		Certificate of Cover for Public Liability Insurance to the minimum value of \$20 million dollars and noting Rockhampton Regional Council as an interested party
<input type="checkbox"/>	<input type="checkbox"/>		List of Food Vendors/Stall Holders Form <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>		Food Business Licence <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>		Liquor Licence Application <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>		Evidence of eligibility for not for profit fee status <i>(if applicable)</i> Please note that without supported evidence, commercial fees and charges will apply. <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>		Proof of 'Dial Before You Dig' <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>		Engineered Certificates, Compliance documents relating to rides and amusements and electrical equipment <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>		Traffic Management Plan/Parking Strategy and supporting documentation <i>(if applicable)</i> <i>Please note: Traffic Management Plan/Parking Strategy must be prepared by an accredited Traffic Control provider. Road closures are not permitted along Denham Street between Quay Street and Quay Lane.</i>
<input type="checkbox"/>	<input type="checkbox"/>		Queensland Police Service Permits – copy of Application for a Special Event Permit and Application for Road Closure Permit (these permits are compulsory for road closures) <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>		Public Notification/Community Consultation which includes contact details for the person/business who operates the event <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>		Temporary Event Risk Assessment Form
<input type="checkbox"/>	<input type="checkbox"/>		Site plan (showing items as indicated on site plan)
<input type="checkbox"/>	<input type="checkbox"/>		Smart Technology Supporting Documents <i>(if applicable)</i>

I have added the event to the Councils Event Calendar (Website)? Yes No

<https://www.rockhamptonregion.qld.gov.au/CommunityEvents/Events-Activities>

Has Maritime Safety been notified of the event (if applicable)? Yes No

Declaration and Indemnity

In consideration of Council granting the approval of this Application, the Applicant;

- shall, at all times, hold harmless and keep indemnified the Rockhampton Regional Council and its officers, employees, members, agents and contractors ("Indemnified parties") from and against all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses ("Claim") arising out of or in any way connected to or resulting from Rockhampton Regional Council granting the approval of this Application, any activity carried out or purported to be carried out under any approval of this Application, or the performance of the Event (in all circumstances whether directly or indirectly), including:
 - any personal injury, illness, death to any person or damage to any property;
 - any breach, non-observance or non-fulfilment of any condition of the approval;
 - any act, matter, negligence or thing done or omitted to be done by the Applicant or its employees, agents or contractors.
- accepts that by proceeding with the Event, they will be taken to have agreed to the Standard and Non-Standard Conditions of Approval, including the Event Wi-Fi Terms and Conditions if applicable.
- accepts that Council may impose additional non-standard conditions of approval which will be noted on the information notice issued at the time approval of the Application is granted.
- Accepts that as the applicant I am agreeing to the creating of Debtor Credit Account and understand that I will need to adhere to the trading terms for accounts as noted on the invoice. I am aware that any default on payment beyond these terms, may result in recovery action and/or cancellation of application to hold a Temporary Event approval.

The Applicant submits this form with the relevant supporting documentation as required and agrees to be responsible for ensuring that any requirements in respect of COVID-19 as required by law or under any Public Health Direction issued by the Chief Health Officer for Queensland or at the request of Council are complied with at all times.

The Applicant declares that the details in this Application are correct at the time of submission and will ensure all documentation and updates are provided to Council two weeks prior to the Event. Failure to do so might result in the approval of the Event being declined. The Applicant will not advertise the event until approval from Council has been given. In the event that advertising commences without approval, Council has the right to request the advertisement be taken down.

Name:

Signature:

Date:

Issuing of Fees and Charges/Debtor Credit Account

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

On submission of the application form, the applicant will be issued an invoice in accordance with Debtor Credit Account guidelines. Payment of the account is a condition of Temporary Event approval.

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.

Standard Conditions of Approval

The Approval Holder must:

- Produce the approval for inspection by an authorised person on demand; and
- Ensure the operation of the temporary entertainment event is lawfully conducted and, at all times, comply with all applicable laws; and
- Notify Council in writing of a suspension or cancellation of a relevant approval under an Act within three (3) days of the relevant approval being suspended or cancelled; and

4. If the temporary entertainment event involves the use of one (1) or more animals, the use of the animals must be in accordance with any applicable guideline or policy of the Royal Society for the Prevention of Cruelty to Animals (RSPCA) Australia; and
5. Provide to Council security in the form of a bond prior to the undertaking of the activity to ensure that any damage caused is made good; and
6. Ensure that the operation of, and all persons attending the event comply at all times with any relevant Queensland Health Public Health Directions, guidelines or other COVID-19 restrictions required by law; and
7. Limit the activities authorised by the approval to the hours of operation specified by Council; and
8. Take all necessary measures to ensure that any vehicles, plant and equipment used within the approved location/area do not cause damage or any adverse effects on the approved location/area and on the surrounding neighbourhood; and
9. Provide [specified equipment] and take [specified measures] for the safety of the public and to reduce adverse effects of activities on the surrounding neighbourhood to acceptable levels; and
10. Provide [specified facilities] and [specified amenities]; and
11. Maintain public liability insurance applicable to the undertaking of the activity which provides indemnity for each individual occurrence in an amount not less than \$20,000,000.00; and
12. If the approval relates to an activity on a road - indemnify the local government; and
13. Regulate noise emission for the temporary entertainment event; and
14. Ensure that the place of the temporary entertainment event and its operation do not unreasonably detract from the amenity of the area in which the place is located; and
15. Provide and maintain a [specified number] of toilets and sanitary conveniences as for use of members of the public attending the temporary entertainment event; and
16. Ensure the design and construction of the place of the temporary entertainment event to be safe and appropriate having regard to the nature of the entertainment proposed and the number of people expected to attend the place; and
17. Provide the following facilities for the collection and disposal of waste generated by the temporary entertainment event:
 - (i) [a specified number] of containers to contain general waste placed throughout the place of the event including close to areas where food is being sold or consumed, and
 - (ii) [a specified number] of containers to contain recyclable waste, clearly identified and placed beside general waste containers, and
 - (iii) [a specified number] of general waste and recyclable waste containers placed away from food consumption, preparation and storage areas to cater for waste generated by food providers and stall holders, and
 - (iv) The number of containers must not include existing waste container infrastructure; and
18. Unless prior written approval from Council is obtained, ensure that motor vehicles brought onto or driven within a park or reserve only access parts physically defined and constructed by Council as a road or carpark; and
19. Ensure people and vehicles enter and leave the place of the temporary entertainment event utilising only the following entry and exit locations;
 - (i) [specified entry locations], and
 - (ii) [specified exit locations]; and
20. Ensure that the location/area and any premises, building, structure, vehicle, facility and/or equipment used in the operation of the temporary entertainment event be maintained at all times:
 - (i) in good working order; and
 - (ii) in a good state of repair; and
 - (iii) in a clean and sanitary condition; and
21. Unless written approval is obtained from Council prior, ensure prohibited activities including interference with a plant or any turf, sand, clay soil or other material do not occur. This includes but is not limited to driving pegs, pickets or similar into the ground and painting markings on any surface, and
22. Where applicable, adhere to Event Wi-fi Terms and Conditions.

Event Wi-Fi Terms and Conditions

By accessing the Event Wi-Fi, you agree to these Event Wi-Fi terms and conditions.

1. For the purpose of this Application Form and any associated documents, "Event Wi-Fi" means the Rockhampton Regional Council wireless internet network that you may access for use in connection with the Event, for the duration of the Event, using the access details provided by Rockhampton Regional Council.
2. Rockhampton Regional Council does not monitor or have control over the information available on the Internet and is not responsible for its content or availability. Rockhampton Regional Council expressly disclaims any liability or responsibility arising from access to, or use of, information obtained through electronic information systems, or any consequences arising from such access or use.
3. The Event Wi-Fi is intended to be used in a manner that shall not cause offence or disruption to others.
4. Rockhampton Regional Council authorises access to the Event Wi-Fi for the Applicant and their employees and contractors only. The Applicant must not and must ensure that their employees and contractors do not, make the Event Wi-Fi access details available to any unauthorised person (including event attendees). Wi-Fi is available to event attendees through the free community Wi-Fi network already available in the CBD.
5. Access to the Internet through this Event Wi-Fi to persons under the age of 18 is at the responsibility of their parent or guardian.

Logging in and out of the Event Wi-Fi

6. In order to use the Event Wi-Fi, you will require a wireless enabled device that has its own power source. You must be the lawful owner or hold the express consent for use of the lawful owner, of the wireless enabled device.
7. You will automatically be logged out of the Event Wi-Fi if any of the following occur:
 - a) your access is terminated by reason of a breach of these terms and conditions;
 - b) the wireless connection of the hotspot you are accessing is lost, disconnected or becomes out of range;
 - c) you attempt to manipulate or bypass any limitations of the hotspot;
 - d) we are unable to determine the IP address of your device; or
 - e) there is an emergency.

Terms of Use

8. You agree to:
 - a) comply with applicable laws when using the Event Wi-Fi;
 - b) not infringe the intellectual property rights of any third party in connection with the use of the Event Wi-Fi;
 - c) not collect or harvest any information or data from any service or systems or attempt to decipher any transmissions to or from the servers running any Event Wi-Fi;
 - d) not use the Event Wi-Fi to transmit, send, receive, publish, post, distribute, disseminate, encourage or solicit receipt of, upload, download or use any material which is offensive, abusive, defamatory, indecent, obscene, unlawful, harassing or in breach of any other right of any other person;
 - e) not use the Event Wi-Fi to send unsolicited emails;
 - f) not use the Event Wi-Fi to transmit, store, publish or upload any electronic material which is known or is likely to cause, damage or destroy or limit the functionality of any computer software, hardware or telecommunications equipment; and
 - g) not use the Event Wi-Fi to invade the privacy of another person, cause annoyance, inconvenience or needless anxiety to another person.

Information on the Internet

9. Rockhampton Regional Council does not guarantee the quality or accuracy of the information on the Internet. It is your responsibility as a user of the Event Wi-Fi, to determine the validity, quality and relevance of the information obtained.

Speed and reliability of the hotspot

10. Rockhampton Regional Council does not guarantee the quality, speed, capacity, reliability or capability of the Event Wi-Fi.
11. Rockhampton Regional Council will use its best efforts to ensure stable and secure access to the Event Wi-Fi, but does not guarantee that the access will always be free of errors, virus, interception or interference. Rockhampton Regional Council cannot guarantee that a hotspot will deliver continuous, fault-free or accessible connection.
12. If you are downloading data and you are automatically logged out of the Event Wi-Fi then such data may not be recoverable or saved and Rockhampton Regional Council shall not be liable for any such loss of data or continuity. It is recommended that you regularly save your work and do not access sites where you disclose private or sensitive information.
13. Upon becoming aware of any malfunction of the Event Wi-Fi, Rockhampton Regional Council will address the fault, but is not obliged to do so within any specified time frame.
14. Rockhampton Regional Council may alter Event Wi-Fi settings depending upon load and demand for the system at any time.

Inappropriate behaviour

15. Rockhampton Regional Council intend for the Event Wi-Fi to be used in a manner that does not offend the standards of the general community and may in its absolute and sole discretion, limit or block websites that do not meet those standards. Unacceptable websites may include, but are not limited to, websites and/or content that:
 - a) could cause Rockhampton Regional Council to breach any law governing its conduct or to incur a liability to any third party;
 - b) could interfere with the integrity and/or performance of the hotspot, network or equipment;
 - c) depicts, alludes to, or promotes offensive or illegal behaviour;
 - d) promotes racism, bigotry, hatred or physical harm to any group or individual;
 - e) harasses or promotes harassment of another person;
 - f) exploits people in a sexual or violent manner;
 - g) contains nudity, violence or offensive subject matter or which may connect to adult websites;
 - h) promotes conduct that is abusive, threatening, obscene or defamatory;
 - i) intentionally infringes copyright;
 - j) involves the transmission of junk mail, chain letters, or unsolicited mailing, instant messaging or spamming;
 - k) promotes criminal activity;
 - l) contains viruses, Trojan horses, worms, time bombs, cancelbots, or other computer programming routines that may damage, interfere or intercept access; and
 - m) could reflect poorly on the reputation of the Rockhampton Regional Council.
16. If Rockhampton Regional Council becomes aware that websites are accessed in contravention of these terms and conditions, it reserves the right to immediately terminate and block the access to the Event Wi-Fi without prior notice.
17. Users should be aware that the browsing or downloading of illegal information from the Internet could lead to prosecution.

Security

18. Rockhampton Regional Council cannot guarantee the security of the Event Wi-Fi at all times. Your access and use of this Event Wi-Fi is at your own risk. The onus is on you as user, to ensure that usernames, passwords and security-based information are kept private and the firewalls are installed to prevent unauthorised access.
19. It is recommended that you don't send or receive sensitive personal information or carry out activities like Internet banking.
20. Rockhampton Regional Council is not liable for any kind of loss or damages you may sustain as a result of your use of the Event Wi-Fi.

Privacy

21. You consent to Rockhampton Regional Council collecting, using, disclosing and processing information, some of which may contain your personal information.

22. It may also include information about the web browser type and/or operating system information used by the enabled device in order to determine the most effective and/or customised means of displaying the requested website on your device.
23. Rockhampton Regional Council may collect and store the IP and MAC address of the enabled device that has accessed the Event Wi-Fi, once the terms and conditions have been agreed. Rockhampton Regional Council may also make parts of this data available on Council's Open Data portal for public consumption.
24. Rockhampton Regional Council is not responsible for the use that any third party may make of personal information obtained through your use of the Event Wi-Fi and you should make your own enquiries to satisfy yourself of the applicable policies for use of private information by the websites accessed by you.
25. You agree to answer survey questions in relation to the Event Wi-Fi and for Rockhampton Regional Council to use and publish usage statistics.

Release and indemnity

26. You release and discharge Rockhampton Regional Council from any liability which might arise from the use of the Event Wi-Fi including liability in relation to defamatory or offensive material or any breach of copyright which may occur as a result of use.
27. You agree to indemnify and must defend and hold harmless Rockhampton Regional Council, its employees and agents, from and against:
 - a) all loss, damage, liability, charge, expense (including all reasonable legal and other professional costs on a full indemnity basis) of any nature or kind arising from or in connection with a breach of these terms and conditions by you or your employees or contractors; and
 - b) all loss (including of profit, revenue, data or opportunities), damage, liability, charge or expense of any nature or kind arising from or in connection with the use of the Event Wi-Fi by you or your employees or contractors.

FACT SHEET

Temporary Event on Local Government Controlled Area/Road

What is a Temporary Event?

Under *Local Law No. 1 (Administration) 2011* a temporary entertainment event is considered to be a prescribed activity that requires approval when being held on Council controlled areas and roads. Council regulates temporary entertainment events to ensure community safety, balance the proposed temporary use with community use and maintain relevant infrastructure.

An approval will secure the location and time of your event on Council controlled areas and roads.

Failure to obtain approval from Council is an offence under *Local Law No. 1 (Administration) 2011*, section 6 (Offence to undertake local law prescribed activity without approval) and penalties may apply.

A Temporary Event is an event that involves some or all of the following:

- Is open to the public for entertainment;
- Requires exclusive use of a LG controlled area or road;
- Will be advertised (this includes on Facebook or Twitter);
- Will have more than 50 people in attendance; and
- Any events including entertainment that may cause a risk i.e. fire twirlers, fireworks etc.

To allow adequate time for an application to be considered all applications must be submitted no later than **12 weeks prior to date of commencement of the event**. Advertising is not permitted until approval is granted by Council.

Required Documentation

As part of the application assessment process Council requires, if applicable, the below supporting documentation:

- **Public Liability of \$20 million** – Certificate of Currency (Personal Household insurance policies may cover this event however, hirer is required to check with their individual insurer first). A minimum \$20 million Public Liability Insurance must be provided to Council at the time of submitting the Temporary Event on Local Government Controlled Area/Road Application Form. Please note the Certificate of Currency must list Rockhampton Regional Council as an interested party or state that Coverage is for “Anywhere in Australia”. Depending on the nature of the event, bonds may also be required; the bond amount will be advised by the Booking Officer and full payment of bonds must be received prior to your event.
- **List of Food Vendors/Stall Holders Form** – to be submitted with applications where food will be served/sold at events.
- **Risk Assessment** – mandatory with your application and state the proposed methods of reducing the risk.
- **Engineered Certificates** – to be submitted with applications where rides or amusements will be used, compliance documents relating to rides and amusements.
- **Traffic Management Plan** – to be completed if applicable to the event type. *Please note: Traffic Management Plan/Parking Strategy must be prepared by an accredited Traffic Control provider. Road closures are not permitted along Denham Street between Quay Street and Quay Lane.*
- **Queensland Police Service Permits** – to be submitted with applications for events that require road closures.
- **Community Liquor Permits** – to be submitted with applications where alcohol will be served/sold at events.
- **Proof of non-profit organisation status** – to be submitted with applications if a non-profit organisation.
- **Proof of ‘Dial Before You Dig’** – to be submitted with applications if temporary structures will be used at the event.
- **Public Notification/Community Consultation** – events having fireworks, external strobes and/or lasers require Public Notification/Community Consultation two weeks prior to the event. Notification to C.A.S.A (Civil Aviation Safety Authority) is a requirement of visual effects.
- **Smart Technology Supporting Documents** – to be submitted if the event is on the riverbank and smart technology will be used.

FACT SHEET

Temporary Event on Local Government Controlled Area/Road

- **Site Plan** – Must include the below:
 - (a) Stage and direction of amplified sound;
 - (b) Security, crowd control and/or police locations;
 - (c) Approved liquor consumption areas/non-alcohol areas;
 - (d) Site entrances and exits;
 - (e) Fire and emergency exits;
 - (f) Fire extinguisher locations;
 - (g) Food vendors/stall holders (including the location of all food vendors);
 - (h) First aid posts;
 - (i) Litter/refuse facilities;
 - (j) Registration/marshalling areas;
 - (k) Marquees/tents;
 - (l) Emergency action plan/evacuation plan;
 - (m) Portable toilets; and
 - (n) Potable water requirements.

Riverbank Smart Technology

Council supports the use of the programmable smart technology (pole-mounted digital banners, wi-fi network and heritage façade lighting) while ensuring the use:

- Reflects the purpose of the State Government's Building our Regions program.
- Encourages and supports activation of the CBD and riverbank through engagement, interaction and the promotion of events, culture and a variety of activities.
- Contributes to a positive, memorable and progressive image of the Rockhampton Region for residents and visitors alike.
- Is not limited only to Council-related messages and content, but is focused on enhancing community pride and spirit.
- Is planned, curated and managed in a way which best demonstrates the capabilities of the technology while supporting day to day enjoyment and use.
- Is curated in a way that makes the technology an attractor in its own right, especially after hours.

Please contact Council for more information regarding allowable content.

Items to Consider

Council is unable to assess applications until all paperwork is received. Delays in providing this information may result in the application lapsing and the booking being deemed invalid.

Upon receipt of the outstanding documentation your application will be reassessed and a decision made. Council will advise by written notice to the applicant to either grant the approval subject to conditions, or, to refuse to grant the approval.

Due to some public spaces being State Government leasehold land, Department of Resources **may** require Council to issue a trustee permit as part of the approval for your temporary event. This permit gives the applicant approval for use of the area outlined in the permit. Failure to secure a trustee permit could mean that your application is void due to it not meeting all approval conditions.

Vehicles are not permitted to drive onto the wooden boardwalk section of the Riverside Park Event Space. Limited access is permitted on some parks and sporting grounds, approval must be obtained for vehicles to be allowed on grounds.

FACT SHEET

Temporary Event on Local Government Controlled Area/Road

Additional Health License may be required for the event, event organiser will be notified if a Short Term Food Business Licence is required.

Maritime Safety may need to be engaged when elements of the event are taking place on a watercourse/water way i.e. floating pontoons being erected, jet ski display.

An aquatic event is an organised onwater activity such as boat or swimming races, sailing regattas, water skiing competitions or fireworks displays that are likely to affect the normal operation of ships in the area of the event. If you want to hold an aquatic event you will need to obtain an aquatic event authority.

An authority is required so that Maritime Safety Queensland can manage the use of Queensland's waterways to ensure that all users, whether recreational or commercial, organised or social, have equal and safe access to its waters.

Event organisers must ensure safety is paramount for events. If there is a risk of serious injury to participants, the event is to be suspended until it is considered safe to continue.

Information Notice – Electrical

Council Obligations

Due to provisions within the *Electrical Safety Act 2002*, Council must be proactive in ensuring the safe use of electricity when allowing external users to access electrical power outlets in parks and other Council facilities. Council is not only responsible for providing safe outlets, it is also obliged to ensure that users comply with the Australian Standard 3002:2008 Electrical Installations-Shows and Carnivals, the *Electrical Safety Regulations 2013* and the Codes of Practice 2013 in the area between the power outlet and the user's worksite. Council has an obligation to ensure the following:

1. Council will ensure that construction of all power outlets and power boxes complies with Australian Standard 3002:2008 Electrical Installations-Shows and Carnivals, and AS/NZS 3000:2007 Wiring Rules.
2. Council will carry out yearly inspections by a licensed electrical worker to ensure that outlets remain compliant with the aforementioned relevant standards.

Approval Holder Obligations

Approval Holders who access Council's electrical power outlets in parks and other Council facilities must adhere to Australian Standard 3002:2008 Electrical Installations-Shows and Carnivals and ensure the following:

1. All electrical equipment is tagged and tested;
2. Avoiding mechanical and other damage to electrical leads; and
3. Keeping electrical leads out of the reasonable reach of people and/or vehicles.

Council strongly encourages event organisers to engage an electrician when arranging events with a large number of electrical needs.

FACT SHEET

Temporary Event on Local Government Controlled Area/Road

Assessment Guide for the Provision of Toilet Facilities

Table A – Toilet facilities for events where alcohol is not available

Patrons	Males			Females	
	Toilets	Urinals	Hand basins	Toilets	Hand basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Table B – Toilet facilities for events where alcohol is available

Patrons	Males			Females	
	Toilets	Urinals	Hand basins	Toilets	Hand basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

In addition to the above it is recommended that separate toilet and hand washing facilities be provided for food handlers and a sanitary convenience bin provided per female toilet.

The Building Code of Australia also recommends:

- At least one unisex toilet for patrons with a disability at each group of toilet facilities; and
- One urinal space = 0.6m.

Assessment Guide for the Provision of Waste Facilities

General rubbish – bins must be placed around the entire event site and close to areas where food is being sold or consumed.

Recyclable items – clearly identified recycle bins must be placed side by side with general rubbish bins (not back to back).

Food providers and stall holders waste – food providers and stall holders should have bins for their own waste disposal. These bins should be placed well away from any food consumption, preparation or storage areas.

Council recommends (as a guide) the minimum number of bins for attendee use (not to include existing bin infrastructure), as follows:

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

Council can supply 660L or 1100L bulk bins as well as signage for CRS (10c Containers for Change) (*organiser to arrange for collection and sorting*).

FACT SHEET

Venues and Parks for Hire Fees

Council owns a number of venues and parks which can be hired for functions such as weddings, parties, meetings, conferences and corporate events.

When booking outdoor functions please keep in mind the site selected may not look exactly the same for the event as at the time of booking due to seasonal changes.

Seniors Groups are entitled to 12 free Community Centre bookings per year for regular meetings.

Community Centres – Fees and Charges 2023-2024

Centre / Service	Fee	
Administration Fee	All bookings	\$35.00/booking
Bauhinia House		
Security Bond	Commercial/private	\$1,200.00/booking
	Not for Profit	\$300.00/booking
Main Hall - maximum eight hours - additional hours at hourly rate	Commercial/private	\$553.00/day
	Not for Profit	\$292.00/day
Hourly Rate - maximum four hours	All hirers	\$52.00/hour
Calliungal Youth Centre "The Green Shed"		
Hire of Centre - maximum four hours	Government Funded Agency	\$29.00/booking
	Not for Profit	\$19.00/booking
Customs House		
Security Bond	Commercial/private	\$1,200.00/booking
	Not for Profit	\$420.00/day
All Areas – Function Room, Plating Kitchen, Balcony and Downstairs Lawn area - maximum eight hours - additional hours at hourly rate	All hirers	\$695.00/day
Function Room - maximum eight hours - additional hours at hourly rate	All hirers	\$580.00/day
Downstairs Lawn Area - maximum eight hours - additional hours at hourly rate	All hirers	\$120.00/day
Balcony Area - maximum eight hours - additional hours at hourly rate	All hirers	\$120.00/day
Plating Kitchen - maximum eight hours - additional hours at hourly rate	All hirers	\$120.00/day
Cleaning (in the event the hall requires additional cleaning from your event)	All hirers	\$100.00/hour
Gracemere Community Centre		
Security Bond	Commercial/private	\$1,200.00/booking
	Not for Profit	\$300.00/booking
Main Hall - maximum eight hours	Commercial/private	\$330.00/day
	Not for Profit	\$148.00/day
Day and Night	Commercial/private	\$418.00/day/night
	Not for Profit	\$168.00/day/night
Hourly Rate - maximum four hours	Commercial	\$44.60/hour
	Not for Profit	\$25.40/hour
Training Rooms Per Room - incorporated senior group please contact Council's Customer Service Centre for costing	Commercial	\$37.00/hour
	Not for Profit	\$19.00/hour

FACT SHEET

Venues and Parks for Hire Fees

Community Centres – Fees and Charges 2023-2024

Centre / Service	Fee	
Cleaning <i>(in the event the hall requires additional cleaning from your event)</i>	All hirers	\$61.20/hour
Mount Morgan School of Arts		
Security Bond	Commercial/private	\$1,200.00/booking
	Not for Profit	\$300.00/day/night
Main Hall <i>maximum eight hours</i>	Commercial/private	\$124.00/day
	Not for Profit	\$71.00/day
Day and Night	Commercial/private	\$155.00/day/night
	Not for Profit	\$90.00/day/night
Hourly Rate Per Room <i>maximum four hours incorporated senior group please contact Customer Service for costing</i>	Commercial/private	\$22.00/hour
	Not for Profit	\$12.00/hour
Schotia Place		
Security Bond	Commercial/private	\$1,200.00/booking
	Not for Profit	\$300.00/booking
Main Hall - <i>maximum eight hours</i> - <i>additional hours at hourly rate</i>	Commercial/private	\$553.00/day
	Not for Profit	\$292.00/day
Hourly Rate - <i>maximum four hours</i>	All hirers	\$52.00/hour

Parks and Gardens – Fees and Charges 2023-2024

Service	Fee	
Administration Fee	All bookings	\$35.00/booking
Access to Power Point	Selected sites only and not relating to a Temporary Event	\$28.00/function*
Wedding/Ceremony	Botanic Gardens, Kershaw Gardens and Cedric Archer Park	\$226.00/wedding
Wedding/Ceremony	All Other Parks/Gardens	\$134.00/wedding
Temporary Event (Park Hire) – All Parks	Non-Commercial Use/Not for Profit	\$253.00/day*
Temporary Event (Park Hire) – All Parks	Commercial Use	\$629.00/day
Park Hire for Circuses and Other Significant Events	POA – please contact Council's Customer Service Centre	

*Community Event – An event that is not regular in nature (more than twice per year), that provides a community benefit to the Rockhampton Region and is not for profit and/or where all money raised is provided to a community organisation in the Rockhampton Region.

Community Organisation – An entity that carries on activities for a public purpose or an entity whose primary objective is not directed at making a profit.

All mandatory and supporting documentation must be provided to confirm booking.