

Access to Electrical Outlet Power Application Form

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of assessing your application. The Council is authorised to do this under the Australian Standard 3002:2008 Electrical Installations-Shows and Carnivals, the *Electrical Safety Regulations 2002* and Codes of Practice 2010. Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.



This form is used when a customer would like to access an electrical power outlet in a Council owned park, which is not associated with a temporary event (an event that is open to the public and is for more than 50 people). There is a fee applicable for this service. This form is to be completed two weeks prior to event.

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Customer Details

Organisation name:

Contact name:

Postal address:

Preferred contact number:

Email:

Event Details

Location:

Hire date:

Access start time: am / pm

Access finish time: am / pm

Electrician Details *(if applicable)*

Electrician name:

Contact number:

Declaration

By completing and signing this application, you the hirer agree to ensure the safe practices relating to the use of Council's electrical power outlets facilities. Below are the obligations for both Council and the hirer.

The hirer takes full responsibility for electrical equipment used in Councils facility.

Council Obligations

The Electrical Safety Act 2002 means that 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.

Hirer Obligations

All hirers 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:

- All electrical equipment is tagged and tested;
- Avoiding mechanical and other damage to electrical leads; and
- 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.

Name:

Signature:

Date:

OFFICE USE ONLY

Date received:

CSO:

Rec:

Book reference:

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.