

# Non-Commercial Regulated Activities on Local Government Controlled Areas and Roads Approval Application Form



**Privacy Notice:** Rockhampton Regional 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 the *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011*. Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed when applying for approval to undertake a non-commercial regulated activity on a Council controlled area or road. Please refer to the factsheet for further information.

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.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)</i>				
Applicant name: <i>(if partnership or company)</i>			ABN:	
Applicant name: <i>(if individual)</i>				
First		Middle		Last
Trading name:				
Postal address:				
Person responsible for the activity:				
Contact number/s:			Email:	
Preferred delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – (Rockhampton, Gracemere, Mt Morgan) <i>Email is the standard form of delivery. If this method is unsuitable please select an alternative.</i>				
<b>Company Details</b>				
Registered office address: <i>(if partnership or company)</i>				
Street number and name		City	State	Postcode
Company director/s name:				
Manager/s name:				
Manager/s contact number:			Email:	
<b>Activity Details</b>				
Type of activity: <input type="checkbox"/> Driving or leading of animals to cross a road <input type="checkbox"/> Depositing of goods or materials <input type="checkbox"/> Holding of a public place activity				
Date/s and time/s of activity:				
Location of activity:				
Number and type of animals <i>(if driving or leading animals to cross a road)</i> :				
Describe the activity and its purpose <i>(if depositing of goods or materials, or holding of a public place activity)</i> :				

OFFICE USE ONLY	Date:	CSO:	Information checked: Y / N
	Amount:	Receipt number:	Application number:

Details of goods or materials <i>(including quantities)</i> :		
Method of waste disposal:		
Details of signage and how it will be secured whilst displayed:		
<b>Public Liability Insurance</b> <i>(please note a copy of your public liability insurance and indemnity statement must be provided)</i>		
Name of insurer:	Policy number:	
Policy limit:	Expiry date:	
Is Rockhampton Regional Council noted as an interested party? <span style="float: right;"> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </span>		
<b>Supporting Documentation</b>		
Please remember to provide the following supporting documentation when submitting this form: <b>All applications:</b>		
<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 – ensure the name on the insurance policy is the same name as the applicant name on this application and must be either a person or company name.		
<input type="checkbox"/> A copy of the approval provided by the Queensland Police Service allowing for the partial road closure <i>(if applicable)</i> .		
<b>Driving or leading animals to cross a road</b>		
<input type="checkbox"/> A map showing the roads/streets on which the driving or leading of animals will take place.		
<b>Depositing of goods or materials</b>		
<input type="checkbox"/> Site plan to scale 1:100 showing the proposed location for the placement of the goods or materials showing the layout of the activity including the boundaries of the site and the locations of any buildings, roads or structures. Structures include fire hydrants, power poles, road signage, telephone boxes etc.		
<b>Holding of a public place activity</b>		
<input type="checkbox"/> Site plan to scale 1:100 showing the proposed location for the activity showing the layout of the activity including the boundaries of the site and the locations of any buildings, roads or structures. Structures include fire hydrants, power poles, road signage, telephone boxes etc.		
<b>Declaration</b>		
I submit this Non-Commercial Regulated Activities on Local Government Controlled Areas and Roads Approval Application Form with the relevant fee and supporting documentation as required.		
Applicant name:	Signature:	Date:
Signatory name: <i>(if partnership or company)</i>	Signatory position: <i>(if partnership or company)</i>	
<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.		
<b>By phone</b>   Customer Service staff will contact you regarding payment via credit card or debit once this form is received.		
<b>By post</b>   Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.		

# Non-Commercial Regulated Activities on Local Government Controlled Areas and Roads

Council has a role in regulating activities undertaken on local government controlled areas and roads to ensure they are carried out in a safe manner for customers, pedestrians and traffic whilst preventing nuisances to the surrounding environment.

## What is a Non-Commercial Regulated Activity?

A non-commercial regulated activity on local government controlled areas and roads is:

- Driving or leading of animals to cross a road;
- The depositing of goods or materials on a local government controlled area or road, (goods includes wares, merchandise, chattels, money, stone, timber, metal, fluid and any other article, substance or material whatsoever and also includes an animal);
- The holding of a public place activity (excluding the operation of a temporary entertainment event):
  - a. The placing of a display or information booth;
  - b. Conducting a social gathering or meeting of more than 50 people;
  - c. Conducting or taking part in:
    - IV. an organised sporting activity of regional, state or national significance,
    - V. a street parade or festival,
    - VI. a vintage car display,
    - VII. a novelty vehicle race, eg. go-cart race,
    - VIII. a cake stall, sausage sizzle, car wash or similar fundraiser held on no more than one day, (see 'When is an application for approval not required')
    - IX. a training event held on no more than one day without payment of a fee,
    - X. a musical or theatrical performance undertaken by a person to entertain the public (not busking),
    - XI. exercising a right of occupation and use of a specified part of a local government controlled area by an incorporated association.

## When is an Application for Approval Not Required?

On 13 October 2015 Council adopted not to set a prescribed fee nor require an application for approval to conduct or take part in a cake stall, sausage sizzle, car wash or similar fundraiser held on no more than one day which does not form part of a temporary entertainment event if the applicant is constituted for religious, charitable or educational purposes, or any not-for-profit organisation.

## Activity on Local Government Controlled Areas and Roads

Persons wanting to utilise a local government controlled area or road require approval in accordance with *Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011*.

## Activity on Private Land

Approval is not required for private land, however you should check with Council's Development Assessment unit to see if planning approval is required.

## Activity on a Main Road

Approval is not required from Council for a main road (State government-controlled); however you should check with the Department of Transport and Main Roads to see if approval is required.

## Liquor Licensing

Liquor consumption is regulated under the *Liquor Act 1992*. Approval is required by the Office of Liquor and Gaming Regulation.

## General Requirements

Persons wanting to undertake a regulated activity on a local government controlled area or road should take the following conditions/requirements into consideration prior to making application with Council:

- Take measures to protect the safety of persons who may be involved in, or affected by, the activity;
- Take out and maintain insurance for a minimum of \$20 million dollars for Council controlled roads indemnifying Rockhampton Regional Council against any or all claims of damages resulting from the activity;
- Allow for the operation of the activity to be inspected by an authorised person;
- The activity must not:
  - a. cause a nuisance,
  - b. create a traffic nuisance,
  - c. increase an existing traffic nuisance,
  - d. detrimentally affect the efficiency of the road network,
  - e. detrimentally affect the amenity of the neighbourhood, or
  - f. create a road safety risk.
- All facilities and equipment must be at all times kept and maintained in good working order and condition and in a clean and sanitary condition.

## How to Apply for an Approval

To apply for approval, you will need to submit a completed Non-Commercial Regulated Activities on Local Government Controlled Areas and Roads Approval Application Form with supporting documentation and pay the relevant application fee. Supporting documentation may include:

- Site plan to scale (1:100, refer to the application form for specific requirements);
- Certificate of Cover for Public Liability Insurance with a minimum of \$20 million dollars and noting Rockhampton Regional Council as an interested party;
- For any partial road closures attach a copy of the approval sought from the Queensland Police Service.

The application process can take up to 30 days from date of submission to the final approval, should there be no further information required. If further information is required, this will extend the application process by at least seven to 14 days.

An application form can be obtained from one of Council's Customer Service Centres, downloaded from Council's website or by phoning 4932 9000.

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