

Important information – read before completing application form.

Application form must be completed in full and submitted to council no later than:

- **Low impact event – six (6) weeks prior to the event**, and prior to any advertising or promotion.
- **High impact event – minimum six (6) months prior to the event** and prior to any advertising or promotions.

 Issued under: *Subordinate Local Law 1 (Administration) 2011, Schedule 11 Operation of temporary entertainment events*

Where an item is not relevant to the event ensure the box is marked.

Refer to the Temporary Event Information Pack when completing the application.
1. Applicant details
The applicant is the organisation, company or individual taking responsibility for management of the event and must be the holder of the public liability insurance.

Applicant name		ABN	
Contact name			
Postal address			
Email address			
Business phone	Alternate phone	Mobile	
Preferred method of contact for correspondence:		<input type="checkbox"/> Email	<input type="checkbox"/> Post
On-site contact name		Mobile	
Organisation type	<input type="checkbox"/> Not for profit	<input type="checkbox"/> Private/public company	<input type="checkbox"/> Government body
<input type="checkbox"/> Other:			

2. Public liability insurance
The Certificate of Currency must be in the name of the applicant, noting Sunshine Coast Regional Council as an interested party and cover the scope of the activity. The level of cover must be \$20,000,000.

Has a copy of the Certificate of Currency been attached to the application?	<input type="checkbox"/> Yes	Certificate expiry date	
	<input type="checkbox"/> No*	* Date certificate will be provided:	

3. Event details

Event name			
Location <i>(if applicable attach a copy of landowner's consent)</i>			
Event date/s			
Start time	Finish time	Anticipated attendance	
Setup date and time		Clean up date and time	
Is this a fundraising event?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No	* purpose of funds raised:
Annual event only - please advise tentative date for next year:			

Privacy

 Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

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Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551

Maroochydore office 10 First Avenue Maroochydore Qld 4558

Nambour office Corner Currie and Bury Streets Nambour Qld 4560

4. Wet weather alternative

Detail the contingency plans in case of inclement weather: *including method of notifying potential attendees*

5. Description of event

Briefly describe the event and its purpose including schedule of activities: *attach a separate sheet if necessary*

6. Food

Will food be served or sold at the event?		<input type="checkbox"/> Yes – complete item below.
		<input type="checkbox"/> No – proceed to next item.
Will food be served or sold at event?	<input type="checkbox"/> Served <input type="checkbox"/> Sold*	Provide details (name of community group/entity serving/selling food and type of food):

*** If being sold - complete Food Vendor form on page 8**

7. Alcohol

Will alcohol be consumed, served or sold at the event?	<input type="checkbox"/> Yes, it will be consumed	
	<input type="checkbox"/> Yes, it will be served or sold - complete item below and a liquor licence application <u>must be lodged</u> with Office of Liquor and Gaming Regulation.	
	<input type="checkbox"/> No – proceed to next item.	
Liquor Licence holder name		Phone
Address		Email
Provide number of dispensing and consumption areas to be available	Dispensing: Consumption:	List operating hours during event
How will boundaries of the dispensing and consumption areas be defined? <i>indicate areas on site plan</i>		

8. Electricity/Generators

Will generators be used at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No*	* provide details:
Will generator be used during set up and pack down?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	* provide details:
Will the generator be silent?	<input type="checkbox"/> Yes <input type="checkbox"/> No*	* provide details:

9. Portable Toilets

Existing toilet facilities have been provided to cater for the general public and may be insufficient for your event. It may be necessary that you supply additional amenities for event patrons. Please refer to the Temporary Event Information Pack for further information.

Will additional toilets be provided at the event?	<input type="checkbox"/> Yes – complete Item below.		
	<input type="checkbox"/> No – proceed to next item.		
How many portable toilets will be provided?	Male	Female	Disabled
Who will be supplying the portable toilet facilities?			Phone
Delivery date and time		Collection date and time	

It is the organiser's responsibility to obtain a Manufacturer's Statement of Compliance.

10. Litter management

A Waste Management Plan may be required for large scale events

Will additional bins be provided at event?		<input type="checkbox"/> Yes – complete item below.	
		<input type="checkbox"/> No – proceed to next item. Provide details of litter management for event waste generated:	
Bins required	per 100 attendees	1 x 240L – general waste if no food or drinks served/sold	
		2 x 240L – general waste if food or drinks served/sold	
	over 1,000 attendees	2 x 240L – recycle waste bin	
		1 x 3m general waste front load skip bin	
		1 x 3m recycle waste front load skip bin	
Types and number of bins supplied for event		<input type="checkbox"/> General waste Number of bins: Number of front load skips:	<input type="checkbox"/> Recycle waste Number of bins: Number of front load skips:
Bin supplier			Phone
Delivery date and time		Collection date and time	

11. Site Set Up

Will temporary structures be used at the event?	<input type="checkbox"/> Yes – complete item below. <i>Ground piercing devices are not permitted in Council Parks. Items are to be secured and weighted with sandbags or similar.</i>	
	<input type="checkbox"/> No – proceed to next item.	
Structure (e.g. marquees, jumping castle, inflatable movie screen, scaffolding, tiered seating etc.)	Number	Size (e.g. 3mx3m)
If temporary structures/equipment are to remain on-site overnight (excluding bins and portable toilets), qualified security personnel are required (refer Item 25).		
Will structure remain on-site overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Provide details:		

12. Amusement Devices

Will amusement devices be operated at event?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No – proceed to next item.
Licenced operator supplying the rides	
Address	Phone
Name of rides being operated	
Documents required with application:	
▪ Amusement operator insurance policy (must cover the rides)	
▪ Workplace health and safety certificate for the rides	

13. Animal Management

Are animals proposed as part of the event program?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No – proceed to next item.
Details:	

14. Traffic Management

Will the event require temporary road/car park closure or have a street march/parade?		<input type="checkbox"/> Yes* – complete item below and lodge an application with Queensland Police Service and a copy of the permit submitted prior to the event.
		<input type="checkbox"/> No – proceed to next item.
Select relevant:	<input type="checkbox"/> Road closure	Provide details:
	<input type="checkbox"/> Car park closure	
	<input type="checkbox"/> Street March/Parade	

A copy of compliant Traffic Management Plan prepared by an accredited Traffic Control provider must be supplied.

Event Parking & Public Transportation

What steps will be taken to ensure adequate car parking/transport for the event? *A parking strategy may be required.*

15. Aquatic activities

Will any water based activities be part of the event?	<input type="checkbox"/> Yes – complete item below and contact Maritime Safety Qld as an aquatic permit may be required
	<input type="checkbox"/> No – proceed to next item.

Provide details of all water-based activities, location, water safety management plan and a detailed site map that shows the distance from the shore to the perimeter of the water based activity

Type and number of any watercraft involved e.g. inflatable rescue boats /jet skis:

16. Fireworks

Will a fireworks display be conducted at the event?	<input type="checkbox"/> Yes – complete item below and lodge an application with Department of Natural Resources and Mines
	<input type="checkbox"/> No – proceed to next item.

Licensed operator supplying the fireworks

Address

Telephone

Fireworks operator conducting show

Location where fireworks will be conducted –provide a launch site map, showing distance in metres of exclusion zones

Date:

Duration of fireworks:

Time from:

Time to:

Method of firework installation:

Documents required with application:

- Fireworks Display Notification Form (submitted to Department of Natural Resources and Mines)
- Fireworks Contractor Insurance Policy
- Fireworks Contractor Licence
- Fireworks Operators Licence of the operator who is conducting the show
- Confirmation that firework display has Civil Aviation Safety Authority (CASA) approval prior to commencement of event.

17. Aerial activities – Skydiving/Flyovers/Unmanned Aerial Vehicle (Drone)

Will a skydiving display, flyover or drone be a part of the event?	<input type="checkbox"/> Yes – Description/Date/Duration of aerial activity:
	<input type="checkbox"/> No – proceed to next item.

Documents required with application:

- Confirmation that aerial activity has Civil Aviation Safety Authority (CASA) approval prior to commencement of event.
- Confirmation that aerial activity has Air Traffic Control (ATC) approval prior to event.
- Site map showing course, launch and landing locations, distance in metres of exclusion zones.

Must have a UAV Operator's Certificate Part 101 Unmanned Aerial Vehicles issued in accordance with *Civil Aviation Safety Regulations 1988* (Cwlth) and ensure that all conditions listed therein are adhered to.

18. Noise Management

Will amplified noise be used at the event?

- Yes – complete item below.
 No – proceed to next item.

Detail the amplified music, announcements and/or sound (air horn/megaphones/starter guns) at the event (*including how noise levels will be monitored*):

Duration of amplified noise (dates and times): *please include sound check periods*

If you propose to have live bands or use amplified devices at your event, then you may need to provide a Noise Management Plan.

You need to engage a qualified acoustic engineer to develop the Noise Management Plan.

The plan should include:

- a site plan including the location of the event, neighbouring land-use details, location and orientation of stages and public address or audio systems
- all potential sources of noise nuisance
- steps that will be taken to minimise the risk of nuisance
- a plan for notifying potential noise-affected premises and closest sensitive receptors
- details of acoustic monitoring during the event
- how complaints received before, during and after the event will be addressed
- event hotline

19. Camping

Will overnight camping be conducted at event?

- Yes – please include on Site Plan
 No – proceed to next item.

Location

Maximum capacity

Camping date/s

Start time

Finish time

Detail facilities to be provided (*include specific number of portable/existing toilets, waste bins and showers*)

Provide details of scheduled campsite activities:

Is additional lighting being provided?

- Yes* No * details:

Will overnight security be present on site?

- Yes – complete details in Item 27.
 No – proceed to next item.

20. Environmental management

What steps will be taken to avoid environmental impacts?

21. Site damage

What steps will be taken to avoid site damage?

22. Risk management

Attach Risk Management Plan, including a Risk Register and Evacuation Plan.

23. First aid and medical services

First aid service supplier/provider	
Number of first aid personnel	Start time
Detail arrangements with Queensland Ambulance Service for emergency responses and event access:	
How will all event related staff be informed of the emergency evacuation plan:	

Note: All events require qualified first aid personnel for the duration of the activity.

24. Access and equity compliance

Is the site accessible for wheelchairs and for people with disabilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the promotional material for the event specify if the event is wheelchair accessible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Regional/large public event: will appropriate disability access toilets be provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Road/car park closures: is adequate and suitable disability parking incorporated on the site plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

25. Community safety

What security arrangements do you have in place for equipment left overnight? (excluding bins and portable toilets)			
Will a security company be used at the event?	<input type="checkbox"/> Yes – complete details below.		
	<input type="checkbox"/> No		
Company name			
Number of personnel	Personnel start time	Personnel finish time	
Is additional lighting being provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	* details:
Will there be a laser light show?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	* details:

26. Community consultation

What action will be taken to notify local residents of your event? *Draft correspondence including date and map of distribution area must be provided to council for approval prior to distribution.*

27. Promotion and signage

A Signage Plan may be required for large scale events

Provide details of all pre-event promotional marketing: *including radio, newspapers, television, leaflet*

Do you intend to erect any on-site banners/signs?	<input type="checkbox"/> Yes*	* provide details (number and affixing methods): Ground piercing devices are not permitted in Council Parks.
	<input type="checkbox"/> No	

28. Site plan

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

• Emergency access routes/parking and disabled parking	• Fire extinguishers
• Stage and direction of amplified sound	• Spectator areas
• Security, crowd control and/or police locations	• First aid posts & lost children/property
• Approved liquor consumption areas/non-alcohol areas	• Car park closure (number of car spaces and location)
• Site entrances/exits	• Portable toilet facilities
• Registration/marshalling areas	• Litter/refuse facilities
• Marquees/tents/ Camping site	• Fireworks launch site/exclusion zone
• Food vendors - clearly mark each stall with name and (where applicable) number corresponding to the Food Vendor list (page 8)	

29. Application attachments

Ensure you have completed all sections of application – the following documents must be attached to the application

- Landowners consent
- Event Management Plan (large scale events)
- Certificate of Currency (Public Liability Insurance)
- Site Plan
- Food Vendor list (if applicable)
- Liquor Licence Application lodged with Office of Liquor, and Gaming Regulation (if applicable)
- Waste Management Plan
- Amusement Devices and supporting documentation
- Traffic Management Plan/Parking Strategy and supporting documentation (if applicable)
- Aquatic Event Application (if applicable)
- Fireworks Display Notification and supporting documentation (if applicable)
- Aerial Activities supporting documentation as listed in item 18.
- Noise Management Plan
- Risk Management Strategy, including a Risk Register and Evacuation Plan
- Community Consultation Plan
- Signage Plan

30. Declaration

I declare that all information supplied in this application is true and correct and I am authorised to sign on behalf of the organisation/company.

I/We, the applicant, understand that Sunshine Coast Council use all provided contact details including email, phone calls and SMS for sending annual notices, reminders and verifying data. To opt out of all SMS and email contacts I/we must contact Sunshine Coast Council and specifically nominate to be excluded from emails or SMS.

Name	Position
Signature	Date

(Please note: a typed signature is not accepted)

Fees

Application fee is payable at time of application lodgement; if applicable an additional invoice will be forwarded under separate cover.

Fee payment prior to commencement of the event is a condition of event approval.

All fees are GST free unless noted

Application fee for Temporary Event on private land (non-refundable) (Commercial applicant only) (CR-CLP7699)	\$284.00
Application fee for Temporary Event on private land (not for profit organisation only)	Nil
Assessment fee for High Impact Events on private land (CR-CLP9048)	\$908.00
Permit monitoring per Council Officer – Charge per hour or part thereof (Minimum charge of 4 hours) (CR-CLP4245)	\$166.00

Fees relating to activities falling within the Nambour Special Entertainment Precinct may be waived. This relates to both the primary and secondary buffer areas that can be viewed on council's website.

OFFICE USE ONLY

Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp

Payment options

In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).				
By mail	Cheque or money order to be made payable to: Sunshine Coast Regional Council.				
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	
	Card number		Expiry date	Amount \$	
	Name on card		Signature of cardholder		
	Phone	Is a receipt required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Please complete and return to the Community Land Permits Team a minimum of two weeks prior to event.

Site plan identifying numbered location of each food vendor is also required (see Temporary Event Information Pack, Item 6 for further information).

Event details		
Event name	Event Location	Event date
Event organiser name	Event organiser contact number	

#	Food Business name	Current Food Licence No	Name of council licence issued to	Expiry date	Type of food sold	Food business contact name, phone number and email
1						
2						
3						
4						
5						
6						
7						
8						
9						