

Important information – read before completing application form.

Applicant must be a not for profit organisation.

Application form must be completed in full and submitted to council no later than two (2) months prior to the commencement date specified below and prior to any advertising or promotion.

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

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

1. Applicant details

The Applicant must be a not for profit organisation taking responsibility for management of the market and must be the holder of the public liability insurance.

Applicant name		
Contact name		
Postal address		
Suburb	State	Postcode
Email address		
Business phone	Alternate phone	Mobile
Preferred contact method for correspondence	<input type="checkbox"/> Email	<input type="checkbox"/> Post
On site contact person		
Surname	Given names	
Phone	Mobile	
Email address		

2. Market details

Market name	
Location	
Frequency/term of market	
Start time	Finish time
Setup time	Cleanup time

3. Wet weather alternative

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

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. Description of market

Describe the market and its purpose including proposed goods and services for sale, number of stalls to be located on public land and the terms and conditions stallholders must adhere to in order to be involved in the market: *attach a separate sheet if necessary*

5. 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:	

Note: The market operator is responsible to ensure that all those they engage, including stallholders, contractors and subcontractors, hold adequate and current insurance cover. A bond of up to \$5,000 may be payable by the market operator to Council, calculated on the basis of the market scale, activities and goods and services offered.

6. Food

Will food be served or sold?		<input type="checkbox"/> Yes – complete Item below in full
		<input type="checkbox"/> No – proceed to Item 7.
Will food be served or sold at market?	<input type="checkbox"/> Served	Provide details:
	<input type="checkbox"/> Sold*	

*** If being sold - complete Food Vendor form on Page 7 and all relevant stallholders are required to hold a current food licence under the Food Act 2006. Please contact council for more information.**

7. Portable Toilets

Will additional toilets be provided?		<input type="checkbox"/> Yes – complete Item below in full		
		<input type="checkbox"/> No – proceed to Item 8.		
How many portable toilets will be provided?	Male	Female	Disabled	
Who will be supplying the portable toilets?				Phone
Delivery date and time		Collection date and time		
It is the organiser's responsibility to obtain a Manufacturer's Statement of Compliance.				

8. Litter management

Will additional bins be provided at event?		<input type="checkbox"/> Yes – complete Item below.		
		<input type="checkbox"/> No – proceed to Item 9. 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		
		2 x 240L – recycle waste bin		
	over 1,000 attendees	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	

9. Site Set Up		
Will temporary structures be used at 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 Item 10.	
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 21). Will structure remain on-site overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No Provide details:		

10. Animals
Will there be animals present: <input type="checkbox"/> Yes <input type="checkbox"/> No
Details:

11. Amusement Devices	
Will amusement devices be operated at the 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: <ul style="list-style-type: none"> Amusement operator insurance policy (must cover the rides) Workplace health and safety certificate for the rides 	

12. Electricity / Generators	
If there is existing council controlled electrical facilities, do you require access? Note: Electricity access and usage fees apply. See below fees and charges.	<input type="checkbox"/> Yes* * provide details of use:
	<input type="checkbox"/> No
Will generators be used at the market?	<input type="checkbox"/> Yes* * provide details:
	<input type="checkbox"/> No
Will the generator be silent?	<input type="checkbox"/> Yes * provide details:
	<input type="checkbox"/> No*
The market operator and stallholders must comply with <i>the Electrical Safety Act 2002</i> and the <i>Electrical Safety Regulation 2002</i> provisions which apply to all electrical equipment.	

13. Amplified noise

Will any amplified noise be used at market? Yes – complete Item below in full
 No – proceed to Item 13.

Detail the amplified music, announcements and/or sound at market:

The market operator is responsible for noise caused by the operation of the market and must take all reasonable steps to minimise noise emissions to surrounding residents and business operators under the *Environmental Protection Act 1994*.

14. Request for vehicle access

Vehicle access will be considered on a case by case basis. If approved a bond may be payable.

Request for vehicle access? Yes – complete item below.
 No – proceed to next item.

Where is access requested? Beach Parkland
Provide reason for access:

15. Temporary road closures

Will the market require temporary road/carpark closure? Yes – complete Item below in full and road closures require an application be lodged with Queensland Police Service.
 No – proceed to Item 15.

Select relevant: Road closure Carpark closure
Provide details and site plan:

* A copy of compliant Traffic Management Plan and parking strategy prepared by an accredited Traffic Control provider must be attached to application.

16. Traffic management

What steps will be taken to ensure adequate car parking / transport for the market?

17. Environmental management

What steps will be taken to avoid environmental impacts?

The market operator may be held liable for any environmental nuisance or harm under the *Environmental Protection Act 1994*. Depending on the location, an Environmental Management Plan may be required.

18. Site damage

What steps will be taken to avoid site damage?

19. Risk management

Briefly detail the risk management strategy or attach a copy of your risk management strategy

20. 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 access:

How will all market related staff be informed of the emergency evacuation plan:

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

21. Access and equity compliance

Is the site accessible for wheelchairs and for people with disabilities?

Yes

No

Does the promotional material for the market specify if the market is wheelchair accessible?

Yes

No

Regional/large public market: will appropriate disability access toilets be provided?

Yes

No

Road/carpark closures: is adequate and suitable disability parking incorporated on the site plan?

Yes

No

22. 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 market?

Yes – complete details below.

No

Company name

Number of personnel

Personnel start time

Personnel finish time

Is additional lighting being provided?

Yes

No

* details:

23. Community consultation

What action will be taken to notify local residents of your market? Copy of notification to be provided.

24. Promotion and signage

Provide details of all market promotional marketing: *including radio, newspapers, television, leaflets*

Do you intend to erect any on-site banners/signs?

Yes*

No

* provide details (number and affixing methods):

25. Site plan

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

• Market stall layout	• Fire extinguishers
• Stage and direction of amplified sound	• Marquees/tents/jumping castles, animal enclosures
• Security	• First aid posts & lost children/property
• Litter/refuse facilities	• Carpark closure (number of car spaces and location)
• Site entrances/exits	• Portable toilet facilities
• Food vendors – clearly mark each stall with name and (where applicable) number corresponding to Food Vendor list (page 9)	• Emergency access routes/parking and disabled parking

26. Attachments

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

- Certificate of Currency (Public Liability Insurance)
- Site Plan
- Traffic Management Plan/Parking Strategy and supporting documentation (if applicable)
- Risk Management Strategy (if applicable as per Item 18 Risk Management)
- Food Vendor list (if applicable)

27. 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

Fees are not payable at time of application lodgement; if applicable an invoice will be forwarded under separate cover.

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

All fees are GST free unless noted

Application fee for Community Market on public land (not for profit organisation only) Local, state and federal government agencies are not considered not for profit businesses.	Nil
Electricity access fee (CR-CLP685)	\$19.00
Electricity usage fee (CR-CL11252)	\$28.00
Electricity usage charge (major event or ongoing regular use) (CR-CL11257)	POA
Event bond	POA
Service Fee - preparation works undertaken in relation to permitted events and other commercial activities (CR-CL11477)	POA

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 the market.
 Site plan identifying numbered location of each food vendor is also required

Market details		
Market name	Market Location	Market date
Market organiser name	Market 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						