

# EVENTS

This application is made under *Whitsunday Regional Council Local Law No. 1 (Administration) 2014*. A copy of these laws may be found on website: <http://www.dip.qld.gov.au/local-government/local-laws-database.html> and select 'Whitsunday Regional Council' to search.

If you have any questions about how to complete this form, please contact Council's Community & Environment Department on 1300 972 753.

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'n/a'.

**APPLICATION TYPE** \*Please refer to the 'Information and Guidelines' sheet for class types

- |  |          |  |          |
|--|----------|--|----------|
| <input type="checkbox"/> Class 1 Application fee | \$891.00 | <input type="checkbox"/> Class 4 Application fee | \$255.00 |
| <input type="checkbox"/> Class 2 Application fee | \$638.00 | <input type="checkbox"/> Class 5 Application fee | \$128.00 |
| <input type="checkbox"/> Class 3 Application fee | \$383.00 | *Application fees are non-refundable             |          |

**Note:** All fees current until 30 June 2019

Note: All events will attract a refundable bond. This amount will be assessed and invoiced separately.

## SECTION ONE

### APPLICANT DETAILS

Applicant Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Locality/Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### EVENT DETAILS

Name of Event: \_\_\_\_\_

Event location: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Set up start time: \_\_\_\_\_

Crowd attendance: \_\_\_\_\_ Event Start time: \_\_\_\_\_

Public Event Event finish time: \_\_\_\_\_

Private Event Pack down finish time: \_\_\_\_\_



**SECTION TWO**

**A: Protection of Council's Assets**

Council's assets must be left in the same state as found. A refundable bond will be required and will be assessed by Council based on the facilities and event type. Facilities will be inspected prior to the event, and immediately following the event. You may arrange to have a representative present at these inspections. The bond will be refunded once Council is satisfied that the area has been left in an acceptable condition.

Council's assets include (but are not limited to) fences, seating, playing surfaces, playground equipment, grass, trees, gardens, buildings, toilets, kiosks, change rooms, roads and roadside furniture.

**B: Alcohol**

Will your event include the consumption of alcohol? (please tick)

- Yes alcohol will be sold and consumed at the event.
  - In accordance with Section 173B of the Liquor Act 1992, liquor cannot be consumed in a public place unless it is permitted under a liquor licence or permit. You must obtain a permit from the Queensland Government's Office of Liquor of Gaming Regulation - Liquor Licensing Division for the consumption of alcohol on Council property.
  - The *Community Liquor Permit Application* will require support, by way of signature from the Whitsunday Regional Council and local Police service, prior to submitting the application to Liquor Licensing. **Please submit your original 'liquor licensing' application to Council for signature prior to submitting it to liquor licensing.**
  
- Yes alcohol will be consumed at the event, but not sold.

\*If alcohol is to be consumed, but not sold, you must advise the local Police once you have obtained Council approval.
  
- No alcohol will be sold or consumed at the event.

**C: Security**

What arrangements have been made in regards to control and supervision of persons attending the event? At events where alcohol is sold, it is a Queensland Government's Liquor Licensing requirement that security is provided

- Security firm contracted  
Name of firm: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
No. of guards: \_\_\_\_\_  
Working hrs: \_\_\_\_\_  
Please mark locations that the guards will be stationed on the site map on pg. 8
  
- No security or supervision will be provided during event. (please provide reasons below)  
\_\_\_\_\_  
\_\_\_\_\_

**D: First Aid**

The provision of First Aid providers may be required. Please tick

- Yes (please mark location of first aid on site map on pg. 8)
- No (please provide reasons)

Name of provider: \_\_\_\_\_

Duration of provision  
of service: .....

**E: Food**

Will food be sold/served at the event? (please tick)

- No food will be sold
- Yes – free, pre-packaged food will be provided. (please provide details):
- .....
- .....

- Yes – food will be sold by the following vendors (please attached additional pages if necessary)

Name of Vendor	Food licence number	Vendor's contact number

\*please note: charitable and community based organisations may be able to prepare and sell food at events without a food licence. Please contact Council for a copy of 'Guide for temporary Food Premises' brochure and 'Community organisation food event notification' form.

By signing the Statutory Declaration you are confirming that you have sighted the Food Vendor's current licence/s and current Public Liability Insurance cover.

**F: Removal of Waste**

How will additional litter generated by the event be removed? (please supply details)

- Additional bins to be supplied, emptied and removed by event organiser

Quantity: ..... Type of bins: .....

Location: .....

- On site bins will be sufficient

\*Please note;

- Bin hire can be arranged through waste contractors at the applicants expense
- Bulk skip bins are available from waste contractors within the Whitsunday Region
- Recycling skips are available for cardboard and recyclables (inc. plastic, glass, aluminium). Contact waste contractors for available options
- Council may be able to arrange cages for aluminium can recycling. Please contact to arrange.

**G: Toilet Facilities**

Council's minimum toilet requirements are outlined below. You are to supply the appropriate number of toilets based on your crowd estimate. Below is a table to assist you in assessing how many toilets are required for your event. Council may require additional amenities if deemed necessary. You may include existing public facilities in your total

Number of patrons	Number of toilets required
10 – 100	5
100 – 500	10

500 – 1000	20
1000 +	To be negotiated with Council
Additional required at alcohol events	10 per 1000 patrons

- Toilets on site will be utilised  
No. of toilets \_\_\_\_\_ Located at: \_\_\_\_\_
- Additional portable toilets will be supplied by applicant:  
No. of toilets: \_\_\_\_\_ Provider: \_\_\_\_\_

**H: Water and electricity requirements**

Is access to water and/or electricity required?

- No
- Yes Description: \_\_\_\_\_

\*Please note: arrangements must be made with Council's Parks & Gardens staff to gain access to Council water and/or electricity three (3) working days prior to the event. Use of Council's water and/or electricity supply **may** incur a charge

**I: Noise**

Will outdoor amplification or other noise impact on the surrounding residents and environment?

- No amplification will be used and no noise impacts are anticipated
- Amplification will be used between \_\_\_\_\_ am/pm and \_\_\_\_\_ am/pm

If your event will extend beyond 10pm or operates for more than one (1) day and has amplification, a Noise Management Plan will be required.

**J: Structures**

Will any temporary structures be erected?

- No
- Yes a structure will be erected  
Size & type of structure: \_\_\_\_\_

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Anchoring device to be used: (approval by Council's Parks & Gardens staff is required prior to anchoring any pegs on Council's land)  
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\*please note: structures (e.g. stages) over the size of 3m x 3m will require Council building approval or certification prior to erecting. Tents or Marquees larger than 500sqm will also require building approval or certification.

\*pegs and anchoring devices **longer than 220mm** are not permitted. In the case of large tents or marquees, concrete blocks or water filled anchoring devices must be implemented.

**At no time are stakes or anchoring pegs (of any description) to be inserted into bitumen or permanent roads, car parks or surfaces etc.**

**K: Celebrant Details**

By signing the Statutory Declaration, you are confirming that you have sighted the Celebrant's current Public Liability Insurance cover.

**L: Photographer Details**

By signing the Statutory Declaration, you are confirming that you have sighted the Photographer's current Public Liability Insurance cover.

**M: Traffic Management**

What impact will your event have on the direction and control of traffic (including parking)? If any, a Traffic Management plan will need to be submitted to Council upon approval.

- Increased traffic (vehicle and pedestrian) expected.
  - Traffic to be controlled by Police. (please attach evidence of Police support)
  - Department of Main Roads contacted and have given approval. (please attach evidence of Main Roads support.)
  - Pedestrian traffic management to be undertaken. (provide details)

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- It is anticipated additional traffic controls will not be required to handle the additional traffic.

- Road Closure Requested (please tick)
  - Full Closure  Partial Closure
  - Road name/s: \_\_\_\_\_
  - Closure time: \_\_\_\_\_

*Upon approval of road closure;*

- ✓Traffic management plan to be submitted to Council. **Note the TMP must be designed by an accredited Traffic Management Designer**
- ✓Traffic controllers to be contracted by applicant
- ✓Letter drop to be conducted by applicant to effected business/residents
- ✓Advertising of road closure to be conducted by applicant
- ✓Signage for road closure to be obtained, installed and removed by applicant

- Car Park Closure requested
  - Car park name: \_\_\_\_\_
  - Closure time: \_\_\_\_\_
  - \*Please note: parking fees **may** be applicable during the time parking is not available to the general public. **Closure of the Airlie Beach Central Car Park may not be approved.**

*Upon approval of car park closure;*

- ✓Alternate parking management plan to be submitted to Council
- ✓Letter drop to be conducted by applicant to effected businesses/residents
- ✓Advertising of car park closure to be conducted by applicant
- ✓Signage for car park closure to be obtained, installed and removed by applicant

- No additional traffic (vehicle or pedestrian) is expected.

**SECTION THREE**

**A: On Water Activities**

Council advises that any activities undertaken on the water may require approval from any or all of the following; Whitsunday Regional Council, Queensland Parks and Wildlife Services, Great Barrier Reef Marine Park Authority, Water Police.

- No water activities to be undertaken       Yes water activities will be undertaken

Details: .....

.....

.....

**B: Environmental**

An environmental management plan is required if there is potential for the pollution of a waterway.

Due to the potential for damage to marine life from the rubber material of deflated balloons in the water, **no balloons are to be released**

- No environmental impacts anticipated       Environmental management plan attached

**C: Amusement devices / Fireworks**

Relevant permits and public liability insurance must be provided by operators/suppliers of amusement devices and/or fireworks.

- No amusement devices       Amusement devices will be operated

<b>Device</b> (Incl. details of anchoring & power source)	<b>Generator</b> (Incl. details of noise levels created and buffering controls applied)	<b>Operator</b>

*Please attach additional vendor information on separate page if necessary.*

- No fireworks       Yes fireworks will be ignited

Name of supplier/operator: .....

Has Dept of Natural Resources approval been obtained?     Yes     No

Location for ignition of fireworks: .....

**D: Raffles, Circuses, Carnivals**

If your event involves a raffle, circus act or sideshow games, please contact Whitsunday Regional Council for information regarding required permits.

***SECTION FOUR***

**A: Site Plan**

Please mark out a site plan for your event, indicating as a minimum, the location of the following items;

- Food / Alcohol (incl. licensed area if relevant)
- Security
- Waste facilities
- Water supply if applicable
- Toilets
- Power
- Structures
- First Aid
- Any other relevant information



**EVENT SITE PLAN**  
**(A3 Site location plans are available on WRC website)**

**APPLICANT AGREEMENT WITH LOCAL GOVERNMENT**

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Residential \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I acknowledge that any licence issued pursuant to this application shall be in accordance with the following conditions:

- a) The licence holder shall, at all times, keep indemnified the Council, its members, officers, employees and agents from all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses which may be taken against, made on, or suffered by it or any of them directly or indirectly on account of or in respect of or arising out of any act, matter or thing done or omitted to be done by the licence holder or its agents or employees or any of them in connection with any activity carried out or supporting to be carried out under the permit or in observance, fulfilment, non-observance, or non-fulfilment or any condition of the licence;
- b) The holder of the licence must take out a public liability insurance policy to the value of TWENTY MILLION DOLLARS (\$20,000,000.00) with the Local Government being endorsed as an interested party;

**Executed as a Deed**

Signed sealed and delivered )  
by the said ) \_\_\_\_\_ Dated: \_\_\_\_\_

in the presence of: ) \_\_\_\_\_ Dated: \_\_\_\_\_

**PROOF OF PUBLIC LIABILITY A copy of your Public Liability must be attached to this application**

Name of Insurance Company: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

**AGREEMENT WITH LOCAL GOVERNMENT, INDEMNIFYING THE LOCAL GOVERNMENT AGAINST CLAIMS FOR PERSONAL INJURY AND DAMAGE TO PROPERTY IN CONNECTION WITH THE LICENCE**

**APPLICANT / INDEMNIFIER DETAILS**

Name: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Locality/Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Locality/Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

**AGREEMENT**

***I \_\_\_\_\_, the proposed holder of a licence under Whitsunday Regional Council Local Law No. 1 (Administration) 2014, agree to enter into this agreement with Whitsunday Regional Council, indemnifying Whitsunday Regional Council against claims for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the licence.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WITNESS OF APPLICANT / INDEMNIFIER'S SIGNATURE**

Witness Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Statement**

Your information is being collected for the purpose of processing your application. Your information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission to or the disclosure is required by law.

# Oaths Act 1867 - 1988

## Statutory Declaration

QUEENSLAND }  
TO WIT }

I, .....  
of, ..... (address)  
in the state of Queensland, do solemnly and sincerely declare:

1. I have authority to represent: ..... (group name)
2. That the requirements of the approval as issued on: ..... (date)  
by the Whitsunday Regional Council for: ..... (name of event)  
to be held on: ..... (date) as issued have been fully met.
3. I am willing and able to provide all written approvals, insurances and supporting documents as and when required by Council.
4. I understand that non-compliance with the conditions of approval is an offence in accordance with the Parks and Reserves Local Laws.
5. Breach of the conditions of the approval may jeopardise Council approval of any future event applications.
6. I confirm that I have sighted the current Public Liability Insurance cover and sought and gained permission for any additional activities from the relevant agencies/providers; (i.e. Amusements/Fireworks providers, Queensland Parks & Wildlife, Great Barrier Reef Marine Park Authority, Water Police etc).
7. I am willing to pay costs (over and above the value of the bond paid if required) of repairs as deemed by the Whitsunday Regional Council at the completion of the event.

**AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING THE SAME TO BE TRUE, AND BY VIRTUE OF THE PROVISIONS OF THE OATHS ACT 1867 – 1988.**

Signature: .....  
(sign only in the presence of JP or C Dec)

Taken and Declared before me, at .....

This ..... day of ..... 20.....

A Justice of the Peace or  
Commissioner for Declarations

# INFORMATION SHEET / GUIDELINES

## CLASS TYPES

- Class 1 Major Events > 1000 people
- Class 2 Major Events 200 – 1000 people
- Class 3 Minor Events < 200 people
- Class 4 Weddings < 200 people
- Class 5 Family gatherings with temporary removable equipment / infrastructure < 50 people

## GUIDELINES

These guidelines have been produced to assist applicants who intend to conduct an event on Council's Parks, reserves and foreshores; to complete the application form, and minimise delays in processing the application through Council.

### Submitting an application

- Class 1 and 2 events are to be submitted no later than **three (3)** months prior to the event taking place
- Class 3, 4 and 5 events are to be submitted no later than **one (1)** month prior to the event taking place
- All sections of the application form are to be completed prior to submitting the application
- The applicant will be required to sign a statutory declaration confirming that the conditions will be/have been met
- Copies of all relevant Public liability insurance certificates must be attached to the application (if applicable)
- All events will attract a refundable bond. The amount of the bond will be assessed by Council and you will be notified. The bond is payable once the application has been assessed and must be paid prior to the event being staged. The bond will be refunded once Council staff has inspected the event area and is satisfied that the area has been left in a clean and tidy condition, and free from any debris.
- Council takes no responsibility for the success of an event based on the time available for promotion. The earlier the application is submitted, the earlier it can be processed and approval granted.
- Advertising and promotion of the event may only commence once approval has been granted.
- Incomplete applications will be returned to the applicant without further processing.
- It is anticipated that the application process should take in the order of 21 – 30 days from the time of the application being submitted. This is based on a full and complete application being lodged.
- For applications that are not approved, the applicant may appeal the committee's decision within a period of ten (10) working days
- Please contact Council's Events committee on 07 4945 0200, should you require assistance with this application.

Mail Applications to: PO Box 104 Proserpine QLD 4800  
52 Main St Proserpine  
Hand deliver: 67 Herbert St Bowen  
Cnr Stanley & Conway St Collinsville  
Whitsunday Plaza Cannonvale  
Email: info@whitsundayrc.qld.gov.au