

Application to operate temporary entertainment event

Compliance



Please contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable.

Information Privacy Act 2009 collection notice – Council is collecting this information in order to process your application. This information will not be disclosed to any third party without your written or verbal authorisation unless required by law.

APPLICANT / ORGANISATION DETAILS

Surname		Given names	
Business / organisation name			
Postal address		State	Postcode
Physical address			
Contact number		Email address	
Not for Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No			

APPLICATION DETAILS

<input type="checkbox"/> Public Entertainment Event		<input type="checkbox"/> Sporting Entertainment Event	<input type="checkbox"/> Circus Event
<input type="checkbox"/> Non-Profit Organisation Event		<input type="checkbox"/> Other	
Activity Name			
Site Contact		Site address	
Contact number		Email address	
What is the frequency for this activity (One-off/Multiple days/Annual)			
Number of days			
Activity date/s		Activity date/s	
Start:		Finish:	
Activity time/s		Activity time/s	
Start:		Finish:	
Set up / pack up date/s		Set up / pack up date/s	
Start:		Finish:	
Set up / pack up time/s		Set up / pack up time/s	
Start:		Finish:	
Location of activity			
Name of land owner?			
<input type="checkbox"/> North Burnett Regional Council <input type="checkbox"/> As above (applicant) <input type="checkbox"/> Other (please specify)			

Owners Name:

Owners address:

Land owners consent: Yes No

Do you have public liability insurance to the minimum value of \$20,000,000 for the event?

Yes No

If yes, copy attached Yes No

Do you have a Risk Management Plan?

Yes No

If yes, copy attached Yes No

Do you have a first aid area and/or officer?

Yes No

If yes, please provide details on site plan.

Is access provided for emergency vehicles?

Yes No

If yes, please provide details on site plan.

Number of staff/volunteers on site during the event?

Who is responsible for site clean up?

Estimated daily attendance?

What structures / equipment do you plan to bring to site, including number and size? (E.g., lights, marquees, fencing etc). Please also include details on your site map.

Are amusement devices being brought on site for your activity?

Yes No

If yes, please provide details of devices including type and size below:

Is access to Council electricity supply required for your activity?

Yes No

If yes, please provide details below:

Is access to Council water supply required for your activity?

Yes No

If yes, please provide details below:

Will you supply rubbish bins for disposal of waste / rubbish?

Yes No

If yes, how many rubbish bins will be provided?

If yes, how frequently do you intend to dispose of waste at a Waste Management Facility

Daily Weekly Other (please specify) (E.g., end of the event)

Are animals proposed as part of the activity program?

Yes No

Will alcohol be available or at the event (served or BYO)

Yes No

If yes, copy of liquor permit attached?

Yes No

Will your activity include Fireworks?

Yes No

Will PA Systems and/or amplified sound be part of your activity?

Yes No

Will generators be used as part of the activity?

Yes No

Is vehicle access required for your activity?

Yes No

Do you plan to close any roads or footpaths, either wholly or in part, in relation to this activity?

Yes No

Do you propose to install event signage?

Yes No

If yes, where is the signage going to be located?

Please provide sign size and design:

Will there be any fires at your event?

Yes No

If yes, have you obtained QFES approval?

Yes No

Copy of approval attached?

Yes No

Please provide a detailed statement of the nature of the temporary entertainment event. Provide as much information as possible to assist your application or attach a proposal.

STANDARD CONDITIONS FOR THE OPERATION OF A TEMPORARY ENTERTAINMENT EVENT

The approval holder must:

1. hold a current Public Liability Insurance policy to the minimum value of \$20 000 000.00; and
2. permit access to local government staff or contractors at all times to inspect or service facilities (if applicable); and
3. conduct the event in accordance with any standards of the local government applicable at the time of the approval; and
4. conduct the event only on the days and times, and at the specific locations or areas, specified in the approval; and
5. display the approval in the ways stated in the approval and produce the approval for inspection on demand by an authorised person; and
6. comply with measures specified in the approval to protect the safety of persons who may be involved in, or affected by, the activities authorised by the approval; and
7. comply with measures specified in the approval to ensure that the activities authorised by the approval do not cause a nuisance; and
8. maintain a defined access point for emergency vehicles at all times; and
9. if the approval authorises the approval holder to use a specified part of a local government controlled area or road for the event—
 - a. pay rental specified in the approval to the local government at specified intervals; and
 - b. maintain the area where the activity takes place in clean, tidy and orderly condition; and
10. if the activity involves playing live or taped performances— obtain a casual licence from the Australasian Performing Rights Association; and
11. if the activity involves use of a footpath—
 - a. maintain a clear unobstructed pedestrian corridor of not less than 2 metres or, in the case of high usage footpaths, the distance greater than 2 metres stipulated in the approval; and
 - b. comply with relevant workplace health and safety requirements.
 - c. ensure that a sufficient number of security officers are present at all times during the event for crowd control purposes;
 - d. provide a sufficient number of sanitary conveniences for both sexes to the satisfaction of an authorised person;
 - e. ensure that all toilets are to be maintained in a sanitary state during the event to the satisfaction of an authorised person;
 - f. ensure that pyrotechnics displays are carried out by an individual or corporation with the appropriate fireworks licence issued by the relevant statutory body or government department. A current public liability policy must also cover the approval holder, operator and local government in the sum determined by the local government;
 - g. ensure that the stage, including lighting and sound towers, are erected by suitably qualified persons;
 - h. ensure that all temporary electrical work is carried out in accordance with relevant Australian Standards or Industry Codes of Practice;
 - i. ensure that adequate waste receptacles are placed around the venue to meet the reasonable needs of attendees to the satisfaction of an authorised person. Clean-up of waste must be carried out within 24 hours of the event.
12. For an approval for an event that involves mobile food vending, additional conditions that will ordinarily be imposed on an approval are those set out in section 6(3) of schedule 7 of this subordinate local law.
13. For an approval for an event that involves roadside vending, additional conditions that will ordinarily be imposed on an approval are those set out in section 6(4) of schedule 7 of this subordinate local law.
14. For an approval for an event that involves street stalls, additional conditions that will ordinarily be imposed on an approval are those set out in section 6(7) of schedule 7 of this subordinate local law.
15. For an approval for an event that involves busking, additional conditions that will ordinarily be imposed on an approval are those set out in section 6(8) of schedule 7 of this subordinate local law.
16. For an approval for a circus, an additional condition that will ordinarily be imposed on an approval are that the circus must comply with the National Consultative Committee for Animal Welfare (NCCAW) Position Statement Number 26, Recommended National Circus Standards.

ADDITIONAL APPLICATIONS

Please note upon assessment of this application, the Compliance Team may notify the Environmental Health Team or the Development Services Team to assess and confirm if you require any additional permits (i.e., development or food safety requirements).

DOCUMENTS REQUIRED TO BE LODGED WITH THIS APPLICATION

- Evidence of a current Public Liability Insurance Policy to the value of \$20,000,000
- Completed Risk Management Plan
- Site Plan
- Traffic Management Plan
- A copy of any registration, licence, permit or approval required under any other law
- If the business or activity is to operate from a vehicle a full description of that vehicle and its registration number
- Third Party Operators - operator's business name and contact details. e.g., Traffic Management, Waste, Security (if applicable)
- Written consent of the landowner (if applicable)
- Copy of Noise Management Plan (if applicable)
- Copy of Liquor License Issued by Office of Liquor & Gaming Regulation (if applicable)
- Food & Beverage Vendors - Vendor's business name and contact details (if applicable)
- Amusement Devices - Operator's business name and contact details, amusement device type (if applicable)
- Fireworks - Operator's business name and contact details, fireworks launch map showing exclusion zone (if applicable)
- If the application is for a circus documentation to demonstrate that the circus complies with the National Consultative Committee for Animal Welfare (NCCAW) Position Statement Number 26, Recommended National Circus Standards

Failure to provide the required information may delay the processing of your application.

FEE SCHEDULE

Please see current Fees & Charges Schedule for relevant fees

DECLARATION

I, _____ declare that the information provided above is true and correct.

Signed

Dated

LODGEMENT OF YOUR APPLICATION

MAIL Chief Executive Officer, PO Box 390, Gayndah, Qld 4625

EMAIL admin@northburnett.qld.gov.au

TELEPHONE 1300 MY NBRC (1300 696 272)

IN PERSON Visit our customer administration offices 8.30am – 4.30pm (closed 11.30am – 12.30pm)

Schedule 17 Operation of temporary entertainment events

section 11

1. **Prescribed activity**
Operation of temporary entertainment events.
2. **Activities that do not require approval under the authorising local law**
An approval under the authorising local law is not required for—
 - (a) opening a house or premises to the public for the purposes of a display of a historic house, a sustainable house or a garden.
3. **Documents and materials that must accompany applications for approval**
An application for approval must be accompanied by—
 - (a) a copy of any registration, licence, permit or approval required under any other law; and
 - (b) if the business or activity is to operate from a vehicle—a full description of that vehicle and its registration number; and
 - (c) if the application is for a circus—documentation to demonstrate that the circus complies with the National Consultative Committee for Animal Welfare (NCCAW) *Position Statement Number 26, Recommended National Circus Standards*.
4. **Additional criteria for the granting of approval**
The additional criteria for approval are—
 - (a) whether the application form has been submitted more than 10 days prior to the event; and
 - (b) the physical suitability of the area or road for the proposed event, including access roads servicing the event; and
 - (c) the likelihood of the event causing nuisance, inconvenience or annoyance to the occupiers of the adjoining land, vehicular traffic or pedestrians; and
 - (d) the likely effect on the amenity of the surrounding area; and
 - (e) the likely effect on the local environment and any possible pollution or other environmental damage; and
 - (f) the proximity of the activities to other existing commercial businesses; and

- (g) the appropriateness, quality and condition of equipment to be used in the activity; and
- (h) the likely impact on the ability of the general public to use the site concurrently with the proposed activity; and
- (i) the applicant's proposals regarding the provision of shade and shelter to protect against environmental conditions; and
- (j) whether the applicant's proposed waste management strategy makes provision for the satisfactory collection, storage and removal of all waste generated by the proposed activity; and

5. Conditions that must be imposed on approvals

A condition that must be imposed on an approval is that the approval holder must comply with the standard public liability insurance condition.

6. Conditions that will ordinarily be imposed on approvals

For all approvals, the conditions that will ordinarily be imposed on an approval are that the approval holder must—

- (a) permit access to local government staff or contractors at all times to inspect or service facilities; and
- (b) conduct the event in accordance with any standards of the local government applicable at the time of the approval; and
- (c) conduct the event only on the days and times, and at the specific locations or areas, specified in the approval; and
- (d) display the approval in the ways stated in the approval and produce the approval for inspection on demand by an authorised person; and
- (e) comply with measures specified in the approval to protect the safety of persons who may be involved in, or affected by, the activities authorised by the approval; and
- (f) comply with measures specified in the approval to ensure that the activities authorised by the approval do not cause a nuisance; and
- (g) maintain a defined access point for emergency vehicles at all times; and
- (h) if the approval authorises the approval holder to use a specified part of a local government controlled area or road for the event—
 - i. pay rental specified in the approval to the local government at specified intervals; and
 - ii. maintain the area where the activity takes place in clean, tidy and orderly condition; and

- (i) if the activity involves playing live or taped performances—obtain a casual licence from the Australasian Performing Rights Association; and
- (j) if the activity involves use of a footpath—maintain a clear unobstructed pedestrian corridor of not less than 2 metres or, in the case of high usage footpaths, the distance greater than 2 metres stipulated in the approval; and
- (k) comply with relevant workplace health and safety requirements.
- (l) ensure that a sufficient number of security officers are present at all times during the event for crowd control purposes;
- (m) provide a sufficient number of sanitary conveniences for both sexes to the satisfaction of an authorised person;
- (n) ensure that all toilets are to be maintained in a sanitary state during the event to the satisfaction of an authorised person;
- (o) ensure that pyrotechnics displays are carried out by an individual or corporation with the appropriate fireworks licence issued by the relevant statutory body or government department. A current public liability policy must also cover the approval holder, operator and local government in the sum determined by the local government;
- (p) ensure that the stage, including lighting and sound towers, are erected by suitably qualified persons;
- (q) ensure that all temporary electrical work is carried out in accordance with relevant Australian Standards or Industry Codes of Practice;
- (r) ensure that adequate waste receptacles are placed around the venue to meet the reasonable needs of attendees to the satisfaction of an authorised person. Clean-up of waste must be carried out within 24 hours of the event.

For an approval for an event that involves mobile food vending, additional conditions that will ordinarily be imposed on an approval are those set out in section 6(3) of schedule 7 of this subordinate local law.

For an approval for an event that involves roadside vending, additional conditions that will ordinarily be imposed on an approval are those set out in section 6(4) of schedule 7 of this subordinate local law.

For an approval for an event that involves street stalls, additional conditions that will ordinarily be imposed on an approval are those set out in section 6(7) of schedule 7 of this subordinate local law.

For an approval for an event that involves busking, additional conditions that will ordinarily be imposed on an approval are those set out in section 6(8) of schedule 7 of this subordinate local law.

For an approval for a circus, an additional condition that will ordinarily be imposed on an approval are that the circus must comply with the National

Consultative Committee for Animal Welfare (NCCAW) *Position Statement Number 26, Recommended National Circus Standards.*

7. Term of approval

The term of an approval commences on the date the approval is granted and expires on the next 30th day of June, unless otherwise specified in the approval.

8. Term of renewal of approval

The term of a renewal of the approval shall be the term stated in the renewal.