

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

Are you an Incorporated Not for Profit Organisation?

Yes No

EVENT DETAILS

- Public Entertainment Event Sporting Entertainment Event Circus Event Fundraising event
 Non-for-Profit Community Event Other (please specify below)

Event Name

Site Contact

Contact number

Email address

Location of event

Landowners Consent

Name of landowner

- North Burnett Regional Council Other (please specify)

Owners Name:

Owners address:

Owners contact phone:

- Landowners consent attached

What is the frequency for this event (one-off/multiple days)?

Number of days?

Event set up date / time?

am pm to

am pm

Event date / time?

am pm to

am pm

Event pack up date / time?

am pm to

am pm

Estimated daily attendance?

Number of staff / volunteers on site during the event?

Who is responsible for site clean up?

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

Yes No

If yes, what are the size and number of rubbish bins to be provided?

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

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

See <https://northburnett.qld.gov.au/waste-disposal-and-recycling/> for more information of waste disposal in the North Burnett Region.

Will you provide toilet facilities?

Yes No

If yes, please provide details below:

Males

No. toilets:

No. urinals:

No. hand basins:

Females

No. toilets:

No. hand basins:

Other

No. disability access toilets:

No. hand basins:

What structures / equipment do you plan to bring to site, including number and size? (e.g. lights, marquees, fencing, tables / chairs etc).

Details to also be included on your site plan.

Is access to Council electricity supply required for the event?

Yes No

If yes, please provide details below:

Is access to Council water supply required for the event?

Yes No

If yes, please provide details below:

Will alcohol be available or at the event?

Yes No

If yes, liquor permit / licence attached

Will food and drinks (non-alcoholic) be available or at the event?

Yes No

If yes, list of food & beverage vendors - vendor's business name and contact details attached

Will there be any fires (such as bonfires, incinerators, campfires) at the event?

Yes No

Will your activity include fireworks?

Yes No

If yes, copy of fireworks operator's business name and contact details, fireworks launch map showing exclusion zone list attached.

See <https://www.safeworkaustralia.gov.au/doc/guide-amusement-devices> for more information.

Are animals proposed as part of the event program?

Yes No

If yes, please provide details on how animals will be used (e.g., petting zoo):

Will security be on site for your event?

Yes No

If yes, operator's business name and contact details attached

NOISE MANAGEMENT

Will PA systems and/or amplified sound be part of the event?

Yes No

Will generators be used as part of the event?

Yes No

Please note if your proposed temporary entertainment event is determined as having the ability to cause noise nuisance to neighbouring properties, you may be required to implement a noise management plan to reduce the risk of complaints and to keep noise emissions from the temporary entertainment event within approval limits.

How to reduce noise levels? You can help reduce the impact of noise levels by:

- Having a noise management plan.
- Planning the location and orientation of stages, audio systems and amplifier devices – face away from neighbours.
- Turning noise down, particularly the bass.
- Letting your neighbours know about the event and providing an event hotline for complaints.
- Monitoring noise levels during the event.

A noise management 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; and
- how complaints received before, during and after the event will be addressed.

TRAFFIC MANAGEMENT

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

Yes No

If yes, details provided on site plan

Do you propose to install event signage?

Yes No

If yes, details provided of sign/s size / design and location of where the signage is going to be located listed on site plan

Traffic Management Plan

Please note if your proposed temporary entertainment event is determined as having the ability to cause safety concerns for road users / pedestrians, you may be required to submit a traffic management plan detailing how the risks associated with plant / vehicle traffic are managed (e.g., large volume of traffic, heavy load vehicles, signage, pedestrians etc).

EMERGENCY RESPONSE / RISK MANAGEMENT

Event registration / confirmation from Queensland Police Service (QPS) for the event attached

See <https://www.police.qld.gov.au/initiatives/event-safe> for more information.

Event registration / confirmation from Queensland Fire and Emergency Services (QFES) for the event attached

See <https://www.qfes.qld.gov.au/contact-us/online-enquiry> for more information.

Event registration / confirmation from Queensland Ambulance Service (QAS) for the event attached

See <https://www.ambulance.qld.gov.au/booking.html> for more information.

Will there be an allocated first aid officer present at the event?

Yes No

If yes, please provide name/s and contact detail/s:

Access provided for emergency vehicles?

Yes No

If yes, details provided on site plan.

Do you have an allocated first aid area?

Yes No

If yes, details provided on site plan.

Risk Management Plan

A risk assessment needs to identify and address risks specific to the event (E.g. Shade and shelter to protect against environmental conditions, basic safety, first aid / medical emergency, evacuation, drugs / alcohol)

Risk management plan attached

SITE PLAN

Provide a site plan of the proposed layout of the event including details of all structures. Further details should include direction of speakers/PA system, location of stalls, bars, toilets, marquees, fencing, entry/exit points, first aid area, emergency vehicle access, etc.

PUBLIC LIABILITY INSURANCE

Please complete the below details and provide Council with a copy of your Public Liability Insurance Policy, to the minimum value of \$20,000,000.00. The policy must:

1. **Name the insured as the business / organisation applying for the permit;**
2. **List the North Burnett Regional Council as an interested party;**
3. **List the owner of the property as an interested party.**

NOTE: In the event your policy does not list the North Burnett Regional Council, please contact your insurer to organise this minor amendment to be made to the 'interested parties' section of the policy prior to applying for this permit.

Name of insurance company:

Name of insured:

Policy Number:

Amount covered:

Policy expiry date:

Public Liability Insurance policy attached

SUPPORTING DOCUMENTATION

Please attach copies of the following supporting documentation:

- Site plan (include direction of speakers/PA system, location of food stalls, bars, toilets, fencing, entry & exists, first aid area, etc)
- Evidence of a current Public Liability Insurance Policy to the value of \$20,000,000.00 (ensure the policy lists the North Burnett Regional Council as an interested party)
- Written consent from the landowner
- Risk management plan
- Event registration confirmation from Queensland Police Service (QPS), Queensland Ambulance Service (QAS), and Queensland Fire and Rescue Service (QFES)
- Noise management plan (if applicable)
- Traffic management plan (if applicable)
- Liquor license - issued by Office of Liquor & Gaming Regulation (if applicable)
- Food and 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)
- Third party operators - operator's business name and contact details. E.g. traffic management, waste, security (if applicable)
- If the business or activity is to operate from a vehicle—a full description of that vehicle and its registration number
- 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.

ADDITIONAL APPLICATIONS

During assessment of this application Council's Compliance Team may identify that you require additional permits in accordance with State Legislation, North Burnett Regional Council's Local Laws, Policies and Procedures. Council's Compliance Team may notify and liaise with different functions of Council and external stakeholders to confirm if you require any additional permits (E.g. Councils Works Team for traffic management; Council's Environmental Health Team for food safety / noise, etc).

FEE SCHEDULE

Please see current Fees & Charges Schedule for relevant fees
(<https://northburnett.qld.gov.au/fees-and-charges/>)

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.