

Application for Temporary Entertainment Event on Private Land

Local Law No. 1
(Administration) 2011



Enquiries: 4913 5000 or 1300 790 919

Address: PO Box 2292
Yeppoon QLD 4703

Email: enquiries@livingstone.qld.gov.au

PRIVACY NOTICE

Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of processing your application. The Council is authorised to do this under *Local Law No.1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011*. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This application is to be completed in full and submitted to Council at least 6 weeks prior to the event. Your application may be assessed by multiple departments within Council. If mandatory supporting documentation is not attached your application may not be processed.

APPLICANT DETAILS		
Applicant Name:		
Postal Address:		
Property Address:		
Contact Number(s):		
Email Address:	Fax Number:	
On-Site Contact:	On-Site Contact Number(s):	
EVENT DETAILS		
Event Name:	Date(s):	
Location:	Anticipated Attendance:	
Event Start Time:	Finish Time:	
Is this event going to occur more than once this year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this a fundraising event?	Yes	No
If a registered charity you must supply evidence with this application.	<input type="checkbox"/>	
If you propose to use motor vehicles, motorbikes or motorised scooters for entertainment purposes provide specific details here:		
DESCRIPTION OF EVENT		
Describe the event:		

PUBLIC LIABILITY INSURANCE

Name of Insured:		Name of Insurer:	
Level of Cover: \$	Policy Number:	Expiry Date:	

A copy of Public Liability Insurance indemnifying Council must be attached and must be for a minimum of \$20 million.

FOOD

Will food be served / sold at the event?	Yes	No
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An application for a Food Business Licence may be required if food is served.

ALCOHOL

Will alcohol be served / sold at the event?	Yes	No
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AMENITIES

Will toilet facilities be available at the event?	Yes	No
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How many toilets facilities are available?	Male:	Female:	Disabled:
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WASTE DISPOSAL

Will waste facilities be available at the event?	Yes	No
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How many waste facilities are available?	Waste:	Recyclable:	Other:
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How often are these serviced?

- Guideline
- 1 x 240L bin per 100 attendees – if no food or drinks served / sold
 - 2 x 240L bins per 100 attendees – if food or drinks served / sold
 - 2 x 240L recycle bin per 100 attendees
 - 1 x 3m front load skip bin for greater than 1,000 attendees

TEMPORARY STRUCTURES

Will there be any temporary structures used at the event?	Yes	No
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If yes, please provide details:

NOISE / AMPLIFIED SOUND

Will there be amplified music at the event?	Yes	No
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Please describe the type of music and hours during which the it will be played:

TEMPORARY ROAD CLOSURES

Do you require a temporary road closure for the event?	Yes	No
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Details of Road(s) to be closed:

A copy of the Police Permit and the Traffic Management Plan including the name of the Registered Traffic Control Company must be attached (all costs associated with the Road Closure to be met by the applicant). It is important to note that road closure signage can only be erected by Registered Level 2 Traffic Management certificate holders who are employed by Traffic Control Companies registered by Queensland Transport and Main Roads and that Traffic Control Plans can only be designed by Registered Level 3 Traffic Management card holders who are employed by Traffic Control Companies registered by Queensland Transport and Main Roads.

COMMUNITY CONSULTATION

You must notify local residents of your event. Detail below how you propose to do this.

SIGNAGE

Do you intend to use signage at the event? Yes No

Please provide details of any signage proposed to be used at the event and the methods for securing the signage:

OWNER'S CONSENT

Owner's Name(s):

Surname:

Property Address:

Postal Address:

Contact Number(s):

Email:

Signature of Owner:

Date:

SITE PLAN

Please attach a site plan to scale that clearly indicates all of the following applicable to the event.

- | | |
|--|---|
| <input type="checkbox"/> Boundaries of the property | <input type="checkbox"/> Entertainment area(s) |
| <input type="checkbox"/> Site entrances / exits | <input type="checkbox"/> Sewerage and water supply |
| <input type="checkbox"/> Structures / Buildings / Facilities | <input type="checkbox"/> Toilet facilities |
| <input type="checkbox"/> Advertising signage | <input type="checkbox"/> Litter / refuse facilities |

APPLICATION ATTACHMENTS

The following documents must be attached to the application.

- | | |
|--|--|
| <input type="checkbox"/> Evidence applicant is a registered charity (if applicable) | <input type="checkbox"/> Police Permit (for road closures) |
| <input type="checkbox"/> Evidence of any other approval required under legislation | <input type="checkbox"/> Traffic Management Plan (for road closures) |
| <input type="checkbox"/> A copy of current Public Liability Insurance indemnifying Livingstone Shire Council for a minimum of \$20 million | |

You may wish to consider what measures will be taken to:

- Avoid environmental impacts
- Ensure there is adequate first aid provisions
- Ensure there is adequate parking for the event
- Ensure there is adequate security/crowd control
- Ensure your event does not cause a nuisance to neighbouring properties

The applicant must be the responsible person for the activity.

I declare that the information I supplied on this application is complete, truthful and correct in every detail.

Signature of Applicant

Date

Name of Signatory

Date

Payment Options

IN PERSON – You can pay at Council’s Customer Service Centres in **Yeppoon** (Town Hall), 25 Normanby Street or **Emu Park** (Library), 7-9 Hill Street.

TELEPHONE – Call 1300 790 919 or 07 4913 5000 between 8am and 5pm Monday to Friday to pay with MasterCard or Visa.

Council complies with the Payment Card Industry Data Security Standard. Compliance helps to alleviate sensitive data being compromised and protects cardholder data. Credit Card Numbers are NOT to be recorded on this form. ***Customer Service staff will contact you regarding payment once this form is received.***

MAIL – Make your cheques payable to ‘Livingstone Shire Council’ and send to PO Box 2292 Yeppoon Queensland 4703.