

The *Public Activities and Events Application Form* is to be used to apply for approval to use Council-controlled land, or to conduct public activities or events requiring Council approval or management, including temporary entertainment events, regulated non-commercial activities and commercial uses.

Under Local Law No. 1 (Administration) 2012 and the relevant Subordinate Local Laws, approval is required before undertaking a prescribed activity on Council land. Conducting an activity without approval may be an offence and may result in penalties. This form relates to the following Subordinate Local Laws (SLL):

- SLL No. 1.12 (Operation of Temporary Entertainment Events) 2012;
- SLL No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2012; and
- SLL No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2012.

To return your completed form or for further information, please contact Council's Regulatory Services Department via email, council@hinchinbrook.qld.gov.au, phone 07 4776 4600, in person at Council's Main Office, 25 Lannercost Street INGHAM QLD, or via post PO Box 366, INGHAM QLD 4850.

APPLICANT DETAILS	
Type of Applicant <i>(Select the ONE option that best describes the applicant.)</i>	☐ Private Individual ☐ Sole Trader ☐ Registered Company ☐ Registered Not-for-profit ☐ Registered Incorporated Association ☐ Government Organisation ☐ Local Community Group (unincorporated) ☐ Other:
Full Name of Individual Applicant or Full Legal Name of Organisation	
ABN/ACN <i>(If applicable)</i>	
Address <i>(To be shown on the approval)</i>	
Authorised Contact Person	
Contact Phone	
Contact Email	

INSURANCE

- A minimum \$20 million Public Liability Insurance policy is required for **ALL** applications. Applications are not able to be processed until a copy of a current policy is supplied; and
- For Temporary Entertainment Events, if individual stallholders have provided a copy of an equivalent insurance policy to the event organiser, then the event organiser may not be required to hold their own policy. Please contact Council for further information.

PUBLIC LIABILITY INSURANCE			
Public Liability Insurer			
Policy Value			
Policy Number		Policy Expiry Date	

ACTIVITY TYPE

Please note:

- Approval is not required for events held entirely on land forming part of an educational institution, residential college/boarding school, or religious institution;
- Stallholders or vendors operating within the scope of an approved Event, including stalls operated by the Event Organiser as part of the event, may not require a separate approval. Please check with the Event Organiser/Council before submitting this form; and
- Where a proposed activity is located on a road, footpath or other area adjoining private or commercial premises, and may cause nuisance, inconvenience or affect access or amenity, the Approval Holder may be required to obtain written consent or support from affected adjoining landowners.

ACTIVITY TYPE SELECTION		
Use this section to identify the type of proposed activity for Council to determine the applicable approval type. Select ALL options that describe your activity. If your activity is not listed, describe it in the Other/Notes section or contact Council.		
Temporary Entertainment Event and Large Public Place Activities <i>Includes one-off or time-limited activities that are organised as an event, such as festivals, live entertainment, performances or shows.</i>	Regulated Activity (Non-Commercial) <i>Includes activities such as private gatherings, community activities, charity or fundraising events, and other uses of Council land that are not carried out for private or business profit.</i>	Commercial Use <i>Includes activities involving selling goods or services, commercial promotion, or the display of goods on footpaths outside business premises.</i>
I am organising an event that Council needs to manage as a public event: ☐ Live music event ☐ Festival ☐ Performance, show or display (including cultural or amplified events) Secondary Activities included at the Event: ☐ Fixed or temporary non-food stall - sale of goods or services ☐ Food or beverage vending (stall or vehicle) ☐ Promotional display (stall or vehicle) ☐ Fireworks Temporary Structures to be used: ☐ Stage ☐ Marquee ☐ Fencing ☐ Signage	I am using Council land for a simpler personal, community or charity activity: ☐ Temporary placement of goods or materials, e.g. containers, household or construction items ☐ Private gathering, e.g. wedding or celebration ☐ Community gathering, e.g. club meeting or celebration ☐ Charity, fundraising or community stall (not-for-profit – e.g. cake stall, ticket selling) ☐ Animals crossing a road ☐ Any other general activity (describe in Other/Notes below)	I am running my business on Council land: ☐ Organised market stalls (including community or commercial markets with multiple vendors) ☐ Fixed or temporary stall - sale of goods or services (non-food) ☐ Food or beverage vending (vehicle or stall) ☐ Fitness or instructional activity ☐ Footpath dining ☐ Signage or Promotional display ☐ Busking ☐ Use of marine facilities Method of Sale (Tick any that apply): ☐ Stationary (Customers attend a stall/vehicle) ☐ Mobile (Seller moves between customers)
Other/Notes:		

ACTIVITY DETAILS

EVENT DETAILS	
Activity/Event Name <i>(If applicable)</i>	
Expected Attendance <i>(Total Persons)</i>	☐ Under 20 ☐ 20-50 ☐ 50-200 ☐ Over 200
Frequency	☐ Single occasion <i>(including a single event held over several days)</i> ☐ Annual/Multiple <i>(one location only):</i> ☐ Daily ☐ Weekly ☐ Monthly
Date Range	<i>Please specify start and end dates, and any other specific dates required, i.e. every third Saturday with list of dates</i>
Start and End Times	
Set-up/Pack-down Requirements <i>(Include times and dates)</i>	
Council-Owned Area <i>(If applicable)</i>	☐ Park/Carpark ☐ Footpath ☐ Road/roadside ☐ Foreshore ☐ Other (e.g. marine facility):
General Location	☐ Forrest Beach ☐ Halifax ☐ Taylors Beach ☐ Ingham CBD ☐ Lucinda ☐ Mount Fox ☐ Dungeness ☐ Trebonne ☐ Other:
Specific Area/Description <i>(Define the exact area to be used. Provide the real property description, location address or attach a site map showing the exact location.)</i>	☐ Refer to attached documentation <i>(A hand-drawn/printed map is acceptable)</i>
Name of Responsible Person to contact on-site during the activity	
Contact Phone	☐ As above ☐ Other:
Contact Email	☐ As above ☐ Other:

LIQUOR AND FOOD	
Will liquor be sold or supplied as part of the activity?	☐ No ☐ Yes <i>(A site plan clearly showing the Wet Area boundaries must be provided)</i> <i>Note: Liquor approvals are managed by the Office of Liquor and Gaming Regulation (OLGR) and are separate from this Council approval. Where liquor is supplied, Council approval will be subject to standard wet area conditions.</i> Link for further information: Community liquor permit - QLD - Australian Business Licence and Information Service
Will food be prepared, given away or sold as part of the activity?	☐ No ☐ Yes <i>(A list of food vendors must be provided)</i> If yes, some food activities are exempt from licensing, while others require a licence under the <i>Food Act 2006</i> . The Approval Holder is responsible for ensuring that all participating food vendors comply with the licensing and exemption requirements of the <i>Food Act 2006</i> .

ACTIVITY SETUP AND INFRASTRUCTURE

SETUP AND INFRASTRUCTURE DETAILS				
Goods/Materials Description ☐ Not Applicable	Type of goods/materials to be placed or stored:			
Stall/Structure Details ☐ Not Applicable	Size and construction material:			
Vehicle Details <i>(If being used as part of commercial activity such as mobile food or drink vendor)</i> ☐ Not Applicable	Vehicle registration number and expiry date:			
	Make, model and colour:			
Signage Details ☐ Not Applicable	Quantity, size and construction material:			
	Method of securing signage:			
Site Plan <i>(A legible and drawn to scale site plan is required for all activities that occupy, place items on, or restrict access to any part of Council-controlled land or roads.)</i>	N/A	Shown on Site Plan (where required)	Yes	Existing
	☐	Extent of area required for the activity	☐	☐
	☐	Liquor Wet Area boundary	☐	☐
	☐	Structures/Stalls	☐	☐
	☐	Vehicles	☐	☐
	☐	Waste Receptacles	☐	☐
	☐	Toilets/Sanitary Conveniences	☐	☐
	☐	Signage	☐	☐
	☐	Pedestrian and Vehicle Access	☐	☐
☐	Goods/Materials being temporarily placed	☐	☐	
Other Matters for Council's Attention				

IMPACTS AND SAFETY REQUIREMENTS

This section applies to Temporary Entertainment Events and any other activities likely to impact surrounding areas, traffic or public safety.

☐ I have attached an Entertainment/Management Plan with the below/further information.

ENVIRONMENTAL AND AMENITY IMPACTS	
Environmental and amenity impacts associated with the activity	☐ No environmental or amenity impacts are expected. ☐ Environmental or amenity impacts may apply (<i>Complete details below</i>)
Description of Noise Impacts and Management Measures (e.g. Vehicle Noise, Amplified Music, Amplified Speakers, Generators, Show Rides, Human Entertainment Noise, Animals)	
Description of Dust impacts and control measures	
Description of Light Spill impacts and Management measures	
Description of Impacts on nearby residents or businesses and control measures	
Are fireworks part of the event?	☐ No ☐ Yes

PEDESTRIAN, TRAFFIC AND SAFETY MANAGEMENT	
Pedestrian, traffic or public safety impacts associated with the activity	☐ No pedestrian, traffic or public safety impacts are expected ☐ Pedestrian, traffic or public safety impacts may apply (<i>Complete details below</i>)
Pedestrian Access Arrangements	
Vehicle Access/Parking Arrangements	
Traffic Management	
Public Safety/Crowd Management Measures	

PAYMENT DETAILS or FEE EXEMPTION REQUEST

Applications will not be processed until the applicable fee has been paid or a fee exemption has been approved.

PAYMENT	
Method of Payment	☐ Please contact me to take payment ☐ I will contact or attend Council to make payment ☐ I am a not-for-profit organisation and wish to apply for an exemption
Contact Name/Number for Payment	

MANDATORY INFORMATION CHECKLIST

Applications will not be assessed without the following information:

CHECKLIST – MANDATORY	
Public Liability Insurance <i>Required</i>	☐ I have completed the Public Liability Insurance section and have attached a copy of a current policy ☐ I have NOT completed the Public Liability Insurance section for the following reason:
Site Location and Layout Plan <i>Required: Hand-drawn or printed</i>	☐ I have attached a to-scale Site Location and Layout Plan ☐ I have NOT attached a Site Location and Layout plan for the following reason:
For Activities involving Sale and/or Consumption of Liquor ☐ Not Applicable	☐ The Wet Area Boundary is clearly marked on the attached site plan ☐ I have NOT shown the Wet Area Boundary for the following reason:
	☐ I acknowledge that where liquor is sold or supplied as part of the approved activity, I am responsible for ensuring that all required approvals or exemptions have been obtained from the Office of Liquor and Gaming Regulation (OLGR), and that Council approval does not authorise the sale or supply of liquor.
For Activities involving Food ☐ Not Applicable	☐ I have provided a list of food vendors ☐ I have NOT attached a list of food vendors for the following reason:
	☐ I acknowledge that where food is prepared, given away or sold as part of the activity, I am responsible for ensuring that all participating food vendors comply with the licensing and exemption requirements of the <i>Food Act 2006</i> .

SUPPORTING DOCUMENTATION CHECKLIST

Applications will not be assessed without the following information:

CHECKLIST – OTHER SUPPORTING DOCUMENTATION	
Supporting Documentation <i>(Please tick if applicable)</i> ☐ No supporting documentation is attached	☐ Entertainment/Management Plan(s) ☐ Proof of charity or not-for-profit status (where a fee exemption is requested) ☐ Copy of current vehicle registration(s), where vehicles are used as part of the activity ☐ Letter of authorisation (where applying on behalf of another person or organisation) ☐ Other <i>(Please specify)</i> :

DECLARATION and SIGNATURE

Declaration

- ☐ I declare that the information provided in this application is true and correct.
- ☐ I understand that this approval applies only to this applicant and this approved activity and cannot be transferred to another person or activity.
- ☐ I understand that Council may inspect vehicles, stalls, structures or equipment prior to or during the activity.
- ☐ I understand that Council has 30 days from the date of payment (or from the date of application where no fee is required) to assess this application, and that incomplete applications may delay assessment.
- ☐ I understand that I remain responsible as the Applicant/Approval Holder for compliance with all conditions of approval, including where food or liquor vendors are involved.

Privacy Notice and Disclaimer

Hinchinbrook Shire Council is collecting your personal information to process your submission as stated in this form. The collection of this information is authorised under the *Local Government Act 2009*. Your personal information will not be disclosed to a third party unless required by law. You may access this information on the appropriate form obtainable from Council's website at any time.

SIGNATURE REQUIRED			
Name			
Signature		Date	

OFFICE USE ONLY – ADMINISTRATION TO COMPLETE						RECEIPT CODE: 139	
Payment Method	☐ Card ☐ Cash	Date Paid		Amount Paid		Rec #	