

Application for Operation of a Temporary Entertainment Event

Local Law No 1 (Administration) 2018

Ensure you provide any mandatory supporting information identified on the forms as being required to accompany your application and submit the applicable fee.

A Applicant Details

Note: the applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring the information provided on all Mareeba Shire Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant.

Applicant Name:					
Organisation Name:				ABN:	
Postal Address:					
Suburb / Town:		State:		Postcode:	
Phone Number:					
Email Address:					

B Event Details

Name of Event:					
Location of Event:					
Name of Land Owner:					
Owner's Address:				Lot and Plan:	
Suburb / Town:		State:		Postcode:	
Date of Event:	Start Date:			End Date:	
Time of Event: <i>(Including setup time if applicable)</i>	Start Time:	am/pm		End Time:	am/pm
Description of the Event/Entertainment:					

Current public liability insurance of 20 million dollars must be provided and a copy of the policy or certificate of currency must be submitted to Council. **Mareeba Shire Council MUST be listed as an interested party**

C Temporary Entertainment Event Details

Is the event open to the public?		Yes	No
Are more than 100 people attending the event?		Yes	No
Number of staff on site during the event:			
What is the estimated number of customers that will visit the event per performance?			
Number of toilets provided:			
Female	No. hand wash basins:	No. of toilets:	
Male	No. hand wash basins:	No. of toilets:	Length of urinals: metres
Is access provided for emergency vehicles? <i>If yes, detail on map</i>		Yes	No
Number of bins provided:			
Name of the contractor collecting waste:			
Who is responsible for the site clean-up?			
List all fire safety precautions - i.e. fire exits, evacuation plan, smoke alarms, fire hoses, fire extinguishers, etc			
Will a building and fire safety inspection be conducted?		Yes	No
Name of security provider <i>(if applicable)</i> :			
Number of security guards <i>(if applicable)</i> :			
Will there be BYO food at the event? <i>If yes, please provide details:</i>		Yes	No
Will food be sold at the event?		Yes	No
If yes, provide details - registered kitchen / vehicle / food stalls / types of food, business licence numbers, etc)			
NOTE: Any persons intending to sell food at this event must contact Council to discuss food hygiene requirements at least 14 days prior to the event.			
Will alcohol be served? <i>If yes, provide a copy of the liquor licence</i>		Yes	No
Will there be a fireworks display? <i>If yes, provide a copy of notification</i>		Yes	No
Will there be inflatable entertainment/amusements rides e.g. jumping castles? How many? What size? Will they be pegged or unpegged?		Yes	No
		Size:	No.:
		Details:	
		Pegged	Unpegged

Will there be live music / entertainment / amplification equipment?	Yes	No
Will there be any animal activity? <i>Circus events will incur bond and fees - refer to fees and charges schedule</i>	Yes	No
Marquees/Tents/Stalls: How many? What size? Will they be pegged or unpegged? <i>Only portable, self-supporting marquees/shelters are permitted</i>	Yes	No
	Pegged	Unpegged
	Size:	Number:
Will there be a stage? Please specify size.	Yes	No
	Size:	
Will there be any signage installed? <i>All signage is to be free standing and not on road reserves</i>	Yes	No
Will there be tables and chairs? How many?	Yes	No
	Number of:	Tables
		Chairs
Cross country or fun run? <i>If yes, you must supply a map of the route</i>	Yes	No
Has an Event Management Plan been developed for the event? <i>If yes, copy to be provided</i>	Yes	No
<i>The following information should be addressed in the event management plan:</i>		
<ul style="list-style-type: none"> Community consultation plan Event operational plan Security services plan Emergency management plan Alcohol management plan Noise management plan Traffic management plan Waste management plan 	<ul style="list-style-type: none"> Risk management strategy Public safety plan Details of the quality and condition of equipment to be used in the activity Details of compliance with the requirements of the State and Commonwealth legislation and government agencies (if applicable) 	
Has the applicant notified surrounding properties of the proposed event? <i>Please provide a copy of the notification to the surrounding properties.</i>	Yes	No
Has the applicant submitted a site plan of the event?	Yes	No
<p>The site plan must include the following:</p> <ul style="list-style-type: none"> Emergency access routes Parking and disable parking Fire suppression measures Spectator areas Security, crowd control and/or police locations First aid post/stations Approved liquor consumption areas and bars Site entrance/exits 	<ul style="list-style-type: none"> Emergency exits Litter/refuse locations Structure locations, including buildings Food vendor locations Fireworks location Camping areas (if approved) Location and direction of speakers/PA system Fencing locations 	

Has the applicant notified the following emergency services of the event?	Yes	No
<p>The following Emergency Services must be notified of the event and copies of their confirmation must be attached to this application:</p> <ul style="list-style-type: none"> • Queensland Police Service • Queensland Ambulance Service • Queensland Fire and Emergency Rescue Service 		

Complete this section only if the Public Entertainment Venue to be established or operated is a CIRCUS

Are you a member of the Circus Federation of Australia? <i>If yes, provide a copy of membership</i>	Yes	No
Does your Circus involve performances by animals?	Yes	No
If yes, provide the number and types of animals to be used and/or housed on the premises:		

D Checklist and Applicant Declaration

Have you attached?

- Current Public Liability insurance certificate of currency (\$20 million) nominating Mareeba Shire Council as an interested party
- Event Management Plan
- Liquor Licence
- Fireworks notification (if applicable)
- Notification to surrounding properties
- Emergency Service confirmation
- Site Plan
- Map of the route (if applicable)

- I declare that the information provided by me in this application is true and correct.
- I am aware that waste management and clean up requirements are to be arranged by the applicant (contact waste contractors)

Applicant Name:			
Applicant Signature:		Date:	

Privacy Notice: Mareeba Shire Council is collecting applicant details in accordance with Council's Local Law in order to assess your application for approval. This information will only be accessed by Council employees and other persons authorised under the Local Government Act. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law