

## APPLICATION FOR OPERATION OF A TEMPORARY ENTERTAINMENT EVENT

*Local Law No. 1 (Administration) 2018*

APPLICANT DETAILS					
The applicant is person responsible for making the application and need not be the owner of the land.					
Organisation Name					
ABN					
Applicant Name					
Postal Address					
Contact Phone Number/s					
Email Address					
EVENT INFORMATION					
Name of the Event					
Location of the Event					
Name of the Landowner					
Landowner's Postal Address					
Property Description (Lot and Plan)					
Date of Event	Start Date		End Date		
Time of Event (Including setup time if applicable)	Start Time	am/pm	End Time		am/pm
Description of the Event / Entertainment					
Current public liability insurance of \$20 million must be provided and a copy of the policy or Certificate of Currency must be submitted to Council. Mareeba Shire Council <b>MUST</b> be listed as an interested party.					
TEMPORARY ENTERTAINMENT EVENT DETAILS					
Is the event open to the public?			<input type="radio"/> Yes	<input type="radio"/> No	
Are more than 100 people attending the event?			<input type="radio"/> Yes	<input type="radio"/> No	
Number of staff on site during the event					
Estimated number of customers that will visit the event per performance?					
Number of toilets provided					
Male	Number of hand wash basins		Number of toilets		Length of urinals (metres)
Female					
Is access provided for emergency vehicles? (If yes, detail on map)				<input type="radio"/> Yes	<input type="radio"/> No

<b>Number of bins provided</b>						
<b>Name of the contractor collecting waste</b>						
<b>Who is responsible for the site cleanup?</b>						
<b>List all fire safety precautions</b> (i.e. fire exits, evacuation plan, smoke alarms, fire hoses, fire extinguishers, etc.)						
<b>Will a building and fire safety inspection be conducted?</b>					<input type="radio"/> Yes	<input type="radio"/> No
<b>Name of security provider</b> (If applicable)						
<b>Number of security guards</b> (If applicable)						
<b>Will there be BYO food at the event?</b> (If yes, please provide details)	<input type="radio"/> Yes <input type="radio"/> No	Details:				
<b>Will food be sold at the event?</b> (If yes, please provide details – registered kitchen / vehicle / food stalls / types of food, business licence numbers, etc)	<input type="radio"/> Yes <input type="radio"/> No	Details:				
<b>NOTE:</b> 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.						
<b>Will alcohol be served?</b> (If yes, please provide a copy of the liquor licence)					<input type="radio"/> Yes	<input type="radio"/> No
<b>Will there be a fireworks display?</b> (If yes, provide a copy of notification)					<input type="radio"/> Yes	<input type="radio"/> No
<b>Will there be inflatable entertainment / amusement rides?</b> (e.g. jumping castle)	<input type="radio"/> Yes <input type="radio"/> No	Size		How many?		
		Details				
		No. Pegged		No. Unpegged		
<b>Will there be live music / entertainment / amplification equipment?</b>					<input type="radio"/> Yes	<input type="radio"/> No
<b>Will there be any animal activity?</b> (Circus events will incur bond and fees – refer to fees and charges schedule)					<input type="radio"/> Yes	<input type="radio"/> No
<b>Will there be Marquees / Tents / Stalls</b> (Only portable, self-supporting marquees / shelters are permitted)	<input type="radio"/> Yes <input type="radio"/> No	Size		How many?		
		Details				
		No. Pegged		No. Unpegged		
<b>Will there be a stage?</b> (Please specify size)	<input type="radio"/> Yes <input type="radio"/> No	Size				
<b>Will there be any signage installed?</b> (All signage is to be free standing and not on road reserves)					<input type="radio"/> Yes	<input type="radio"/> No
<b>Will there be tables and chairs?</b>	<input type="radio"/> Yes <input type="radio"/> No	No. of tables		No. of chairs		
<b>Cross Country or fun run?</b> (If yes, you must supply a map of the route)					<input type="radio"/> Yes	<input type="radio"/> No
<b>Has an Event Management Plan been developed for the event?</b> (If yes, copy to be provided)					<input type="radio"/> Yes	<input type="radio"/> No
The following information should be addressed in the event management plan:						
<ul style="list-style-type: none"> <li>• Community consultation plan</li> <li>• Event operational plan</li> <li>• Security services plan</li> <li>• Emergency management plan</li> <li>• Alcohol management plan</li> <li>• Noise management plan</li> <li>• Traffic management plan</li> <li>• Waste management plan</li> <li>• Risk management strategy</li> <li>• Public safety plan</li> <li>• Details of the quality and condition of equipment to be used in the activity.</li> <li>• Details of compliance with the requirements of the State and Commonwealth legislation and government agencies (if applicable).</li> </ul>						

<b>Has the applicant notified surrounding properties of the proposed event?</b> (please provide a copy of the notification to the surrounding properties)	<input type="radio"/> Yes	<input type="radio"/> No
<b>Has the applicant submitted a site plan of the event?</b>	<input type="radio"/> Yes	<input type="radio"/> No
<p>The site plan must include the following:</p> <ul style="list-style-type: none"> <li>• Emergency access routes</li> <li>• Parking including disable parking</li> <li>• Fire suppression measures</li> <li>• Spectator areas</li> <li>• Security, crowd control and/or police locations</li> <li>• First aid post/stations</li> <li>• Approved liquor consumption areas and bars</li> <li>• Site entrance/exits</li> <li>• Emergency exits</li> <li>• Litter/refuse locations</li> <li>• Structure locations, including buildings.</li> <li>• Food vendor locations</li> <li>• Fireworks location</li> <li>• Camping areas (if approved)</li> <li>• Location and direction of speakers/PA system</li> <li>• Fencing locations</li> </ul>		
<b>Has the applicant notified the following emergency services of the event?</b>	<input type="radio"/> Yes	<input type="radio"/> 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"> <li>• Queensland Police Service</li> <li>• Queensland Ambulance Service</li> <li>• Queensland Fire and Emergency Rescue Service</li> </ul>		
<b>CIRCUS DETAILS</b>		
Complete this section only if the Public Entertainment Venue to be established or operated is a <b>CIRCUS</b> .		
<b>Are you a member of the Circus Federation of Australia?</b> (If yes, provide a copy of membership)	<input type="radio"/> Yes	<input type="radio"/> No
<b>Does your Circus involve performances by animals?</b> (If yes, provide below, the number and types of animals to be used and/or housed on the premises )	<input type="radio"/> Yes	<input type="radio"/> No
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<b>CHECKLIST AND APPLICANT DECLARATION</b>		
<p>Have you attached the mandatory supporting document identified as required on this form?</p> <ul style="list-style-type: none"> <li><input type="radio"/> Current Public Liability Insurance Certificate of Currency (\$20 million) nominating Mareeba Shire Council as an interested party.</li> <li><input type="radio"/> Event Management Plan</li> <li><input type="radio"/> Liquor Licence (if applicable)</li> <li><input type="radio"/> Fireworks notification (if applicable)</li> <li><input type="radio"/> Notification to surrounding properties</li> <li><input type="radio"/> Emergency Service confirmation</li> <li><input type="radio"/> Site Plan</li> <li><input type="radio"/> Map of the route (if applicable)</li> </ul> <ul style="list-style-type: none"> <li>• I declare that the information provided by me in this application is true and correct.</li> <li>• I understand that any approval that may be issued as a consequence of this application will be issued to me the applicant.</li> <li>• I am aware that the waste management and clean up requirements are to be arranged by the applicant (contact waste contractors).</li> </ul>		
<b>Name</b>		
<b>Signature</b>		<b>Date</b>

**Privacy Notice:** Mareeba Shire Council is collecting your personal information in accordance with the Council's Local Law, for the purpose of processing your application. If you choose not to provide your personal information, the application may not be approved. Your personal information will only be accessed by authorised Council employees. Your personal information will not be used for any other purpose or disclosed to any other person or entity unless you have given us permission, or we are required by law. Please refer to Council's QPP Privacy Policy for further information on access or correction of personal information held by Council.