

**APPLICATION FOR REGULATED ACTIVITIES ON LOCAL GOVERNMENT
CONTROLLED AREAS AND ROADS**

Conduct a Small Event or Activity in Public Place

Local Law No. 1 (Administration) 2018

To allow Mareeba Shire Council sufficient time to assess and consider your application, please ensure the application fee is paid and the following form and all relevant documentation is submitted at least **2 weeks** prior to the proposed activity.

ACTIVITY TYPE			
Activity	Examples / Description		
Small Event	Events that are not open to the public (invitation only), has minimal impact on the local amenity and environment, does not require road closures, temporary infrastructure, or amplified music. If open to the public or a large event, complete the application for Temporary Entertainment Event form.		
Fundraising Stall	Cake stall, raffle, sausage sizzle, car wash (if held more than 1 day per month).		
Educational Display, Information Booth or Research / Scientific Investigation	Scientific or educational promotion/displays. Installation of small scale scientific monitoring equipment, conducting experiments, surveys.		
Short Term Placement of Shipping Container or Skip Bin	Under 1 week if not on main streets. Under 2 days if using a designated parking space or in congested area.		
Sporting Event on road reserve	Athletics day, fun run, cross country.		
Touting, Soliciting or Distribution of Advertising Material	To approach another person and publicise either verbally or in writing a business, commercial or trade activity. Handing out or displaying leaflets or brochures. Religious promotion.		
Other (add description)	<div style="border-bottom: 1px dotted black; height: 15px;"></div> <div style="border-bottom: 1px dotted black; height: 15px;"></div>		
APPLICANT DETAILS			
Business Trading Name			
Applicant Name			
Postal Address	<div style="border-bottom: 1px dotted black; height: 15px;"></div> <div style="border-bottom: 1px dotted black; height: 15px;"></div>		
Contact Phone Number/s			
Email Address			
Are you a Not-for-Profit organisation?			<input type="radio"/> Yes <input type="radio"/> No
EVENT DETAILS			
Name of Event			
Location of Event			
Address of Event	<div style="border-bottom: 1px dotted black; height: 15px;"></div> <div style="border-bottom: 1px dotted black; height: 15px;"></div>		
Date of Event	Start Date		End Date
Time of Event	Start Time	am/pm	End Time
			am/pm

Description of the Event / Entertainment	

How many people will attend the event?	
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Will you be erecting marquees, tents, tables or other temporary structures	<input type="radio"/> Yes <input type="radio"/> No
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PUBLIC LIABILITY INSURANCE

The applicant must provide current public liability insurance of \$20 million 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.

Name of Insurance Company	
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Policy Number		Date Policy Expires	
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Sum insured	
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CHECKLIST

To avoid any potential delays in processing this application please complete the form thoroughly and attach all the necessary documentation:

- Current Public Liability Insurance Certificate of Currency (\$20 million) nominating Mareeba Shire Council as an interested party.
- Site Plan

CONDITIONS

Conditions that would ordinarily be imposed are:

- a. Ensure safety of pedestrians and vehicles including but not limited to the safe temporary diversion of traffic, erection of warning lights and barricades;
- b. Maintain public liability insurance for an amount of no less than the amount listed in the local government's *Standard Requirements for Public Liability Insurance for Approval Holders* published on the local governments website which indemnifies the local government in respect of any liability arising from the activity;
- c. Reinstate the area following the ceasing of the activity;
- d. The approval holder must notify the local government in writing of a suspension or cancellation of a relevant approval for the prescribed activity under an Act within 3 days of the relevant approval being suspended or cancelled;
- e. The activity must only be conducted on the days and times, and at the specific locations or areas, specified in the approval;
- f. The approval must be displayed in the way stated in the approval and must be produced on demand by an authorised person;
- g. The approval holder must maintain a defined access point for emergency vehicles at all times;
- h. The approval holder must pay any fees specified in the approval to the local government;
- i. If the activity involves use of a footpath – a clear unobstructed pedestrian corridor of not less than 1.5 metres must be maintained;
- j. The approval holder must comply with relevant workplace health and safety requirements;
- k. The approval holder is to comply with any requirements specified in the approval to protect the safety of persons who may be involved in, or affected by, the use or activity authorised under the approval;
- l. Where the local government incurs costs or expenses in rectifying any damage cause or contributed to by the approval holder or by the conduct of the approved use or activity, the approval holder must pay the amount of those costs or expenses to the local government;
- m. The approval holder will use the location for the use or activity stated in the approval and for no other use or activity;
- n. The approval holder will ensure that no glass or glass receptacles will be used at the location during the activity;
- o. The approval holder must maintain any other necessary approval, lease, licence or permit under any other local law, Act or Regulation that is required for the use or activities for the duration of the activity;
- p. The approval holder is responsible for the security of the venue and the security and safety of any property of the local government in or around the venue;
- q. The approval holder must indemnify the local government against claims for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the activity.

APPLICANT RELEASE, INDEMNITY AND DECLARATION

Release and Indemnity

In consideration of Mareeba Shire Council ("Council") issuing me/us with The Approval for the purpose described or allowed under The Approval ("the activity/activities"), I/we:

1. Release and discharge Council and Council's agents, servants, officers and insurers ("the Related Parties") from and in respect of all liability, claims, losses, damages or proceedings which I/we may have (either now or accruing in the future) against Council and/or the Related parties in respect of, or arising out of, or in connection with the activity/activities;
2. Agree that the release and discharge given under clause 1 may be pleaded by Council and the Related Parties as a bar to any action, suit or proceeding commenced now or taken at any time by Council and/or the Related Parties, against Council and/or the Related parties, or to which Council and/or the Related Parties is or are joined as a party or parties, in respect of, or arising out of, or in connection with the activity/activities; and
3. Agree that I/we am/are liable for and shall indemnify Council and the Related Parties against any liability, claim, loss, damage or proceeding in respect of, or arising out of, or in connection with the activity/activities.
4. The release and indemnity provided by you under 1-3 is, however, reduced to the extent that Council and/or any of the Related Parties have caused or contributed to relevant liability, claim, loss or damage.
5. The covenants given under this document are binding upon me/us and my/our heirs, executors, successors and permitted assigns.

Declaration

- I declare that the information provided by me in this application is true and correct.
- I have attached all the required supporting documentation to this application.
- I understand that as the applicant I will be legally responsible for complying with the applicable conditions.
- I am aware that the waste management and clean up requirements are to be arranged by the applicant (contact waste contractors).

Name			
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 2009*. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.