

## Temporary Entertainment Event

Mareeba Shire Council regulates events by way of an event approval process to ensure events are carried out in a safe manner for patrons, whilst preventing nuisances to the surrounding environment.

Under Mareeba Shire Council Local Law 1, Subordinate Local Law No. 1, event organisers are required to complete a Temporary Entertainment Event Application form (fees apply) in order to receive the appropriate permit for holding a temporary entertainment event.

Exemptions to this include the following –

- Events attended by less than 100 people.
- Private functions (Weddings or birthday parties which are invite only).
- Events that occur on land zoned for community use.

If you are unsure of whether you will need to obtain a Temporary Entertainment Event Approval, please contact Mareeba Shire Council.

### What Information do I have to submit for the Temporary Entertainment Event?

The following information must be accompanied with the Temporary Entertainment Event Application form for Council to thoroughly assess the proposed event.

#### Event Management Plan

An Event Management Plan is a comprehensive document that describes all the issues that have been considered and addressed in planning the event. Event Management Plans should address:

##### – Community consultation plan

This includes the notification of surrounding residents via letter box drop to ensure no objections are received for the proposed event.

##### – Event operational plan

This must address how the proposed event will be operated and schedule and timing of the event.

##### – Security services plan

What security measures will be put in place for the proposed event. The number of security staff and security locations must be outlined around the site.

##### – Emergency management plan

What measures will be put in place in the event of an emergency. Number of first aid officers and stations at the event.

Please note that notifying the local emergency services of your event is a requirement of your Temporary Entertainment Event Application Permit.

Emergency Services to notify include;

1. Queensland Police Service,
2. Queensland Fire and Emergency Services,
3. Queensland Ambulance Service

**A copy of confirmation that the abovementioned department are aware of the event and have no objection to the event must be submitted with the application**

##### – Alcohol management plan

What measures are put in place to control and manage alcohol at the event. This also includes the supply of liquor with approval from the Queensland Liquor Licensing division. Copies of these approvals must be attached to the application.

##### – Noise management plan

You must take all reasonable and practical measures to minimise noise nuisance to local and surrounding residents and businesses by monitoring the level of noise produced by the event or festival. If your event is going to be creating amplified noise, you will need to carry out preliminary noise testing at various surrounding locations to determine the level of noise and if there is a potential noise nuisance.

### – **Traffic management plan**

Planned traffic management is essential for maintaining public safety at events and must be addressed in your event management plan. This includes both onsite and offsite traffic management for your event.

As the event organiser you must ensure that there is adequate parking for attendees (including disabled parking), that does not interfere with the usual parking available for residents and businesses. Please be aware that parking on nature strips, areas of open space and parkland is not permitted without a permit from Council.

### – **Waste management plan**

A sustainable event takes measures to minimise its environmental impact by adopting best management practice in recycling and waste collection including pre, during and after the event. This can be achieved by:

1. Providing bins that are clearly signed and strategically placed to make it easy for people to do the right thing and encourage everyone to keep the site clean;
2. Providing a regular bin collection service for the duration of the event;
3. Working with stallholders and food vendors to minimise waste and use recyclable packaging

As the event organiser, it is your responsibility to ensure the adequate supply of bins on site at the event. Council recommends the minimum number of bins for attendee use as follows:

4 x 240L bins per 100 attendees

### – **Risk management strategy**

There are many possible risks associated with an event. Council is committed to event safety and takes risk management seriously. Careful planning will help minimise risks and ensure the safety of all patrons, volunteers, contractors and event organisers; therefore, risk management must be an important component of your event planning. Community Safety areas to consider include:

1. Ensuring that all areas of your site, especially access paths and emergency exits are clearly illuminated and kept clear of obstructions,

2. All toilet and shower amenities need to have sufficient lighting after dark,
3. An area for lost children and lost property should be clearly signed and staffed accordingly, and,
4. All event staff and volunteers are briefed in how to respond to an emergency, including site evacuation.

For more information on running a safe event, check out the Australian Safety Guidelines for the Entertainment Industry.

It is your responsibility to complete a Risk Assessment prior to the event to ensure the safety of staff, volunteers and event participants.

### – **Public safety plan**

The level of impact an event has on the surrounding community can vary depending on the size of the event and its location. You must consider if your event will affect the amenity of the surrounding neighbourhood including noise and parking. Often festivals and events create noise levels much higher than normal due to amplified music, fireworks, generators, crowds or increased parking of traffic on residential streets. Council recommends you notify the community well in advance and provide them with the contact details for the Event Organiser should they have any queries.

### – **Details of the quality and condition of equipment to be used in the activity**

You must ensure that the quality and condition of all equipment to be used at the event meets all current Australian Standards and Current Queensland or Australian Legislation.

### – **Details of compliance with the requirements of the State and Commonwealth legislation and government agencies (If applicable)**

If you require any approvals from other State Government Agencies (Liquor Licensing, Queensland Police for traffic control etc.) copies must be submitted with the application.

## Site Plan

A Site Plan is an aerial drawing of the event venue and location, which details the layout of all the activities, buildings and facilities at your event. As part of your Temporary Entertainment Event Application the site plan must include the following:

- Emergency access routes
- Parking and disable parking
- Fire suppression measures
- Spectator areas
- Security, crowd control and/or police locations
- First aid posts/stations
- Approved liquor consumption areas
- Site entrance/exits
- Emergency exits
- Litter/refuse locations
- Structure locations
- Food vendor locations
- Fireworks location
- Camping areas (if approved)

## Other Information to be submitted

Other information that must be included with the application for a Temporary Entertainment Event Permit is listed below:

### Public Liability Insurance

All other event organisers are required to provide a certificate of currency that covers the duration and scope of the event. All groups and third parties including entertainers, amusement rides, caterers or staging technicians involved or participating in your event must be covered by their own Public Liability Insurance and a certificate of currency should be obtained from each of them prior to your event. Please ensure that your Public Liability coverage is in excess of \$20 million.

### If I obtain an approval for a Temporary Entertainment Event, are there any other approvals required?

In addition to holding this approval, there may be several other approvals required from Council or other government agencies. One of the main approvals which may be required if you intend to have any food at the event is a Food Business Licence. This licence can be obtained from Council's Regulatory Services Section by completing the required application form with supporting information and fees. It is recommended that contact be made with

this section on 1300 308 461 to discuss your requirements 4 months prior to the event.

Additional permits may be required through Council for advertising devices or camping grounds associated with the activity, or from state government for liquor licensing.

### How long does it take to get approval?

Applications for approval are to be submitted four **(4) months** prior to the required installation date. This allows Council to carry out the assessment to determine if the event complies with Council's Local Law.

**For more information about Temporary Entertainment Events, contact Council on 1300 304 461 or visit Council's website.**