

**Community Land Permits
Temporary Event Application Information Pack**

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Applying for a Temporary Event Permit

Why do I need a permit?

Under *Local Law No. 1 (Administration) 2011* a temporary event is considered to be a prescribed activity that requires a permit when being held on council controlled land. Council regulates temporary events to ensure community safety, balance temporary events with community use and maintain relevant infrastructure.

A permit will secure the location and time of your event on council controlled land.

Failure to obtain a permit from council is an offence under *Local Law No. 1 (Administration) 2011, section 6 (Offence to undertake local law prescribed activity without approval)* that carries a minimum penalty of \$550.

How much are the fees?

Fees are not payable at the time of application lodgement; an invoice will be forwarded under separate cover for all relevant fees relating to your specific event. Payment of fees is payable prior to commencement of the event.

There are two types of permits available for events on community land, High Impact and Low Impact:

- “*High Impact*” permits are for events that have a higher intensity of use and therefore may have a more significant impact on the use of community land. The following will be considered for determining if the event is High Impact:
 - regular community use is heavily impacted upon;
 - the event involves road closures and/or major traffic interruptions;
 - the event includes food stalls, temporary structures and/or other high risk activities.
- “*Low Impact*” permits are for events on community land that are not considered “High Impact”, and where events will have a lesser intensity of use. The following will be considered for determining if the event is Low Impact:
 - regular community use and/or events can easily be accommodated in the area,
 - the event is minor use, and
 - the event involves low risk activities only.

Following council assessing an event application, the applicable fees will be determined and an invoice provided to the applicant, as per the below fee schedule.

Fees	
All fees are GST free unless noted	
High Impact – Commercial applicant. Application fee (non-refundable)	\$1000.00
Low Impact – Commercial applicant. Application fee (non-refundable)	\$237.00
High Impact – Not for profit applicant. Application fee (non-refundable)	\$ NIL
Low Impact – Not for profit applicant. Application fee (non-refundable)	\$ NIL
Electricity connection fee	\$116.00 incl GST

What is the application process?

Low Impact applications must be completed and lodged at least six (6) weeks prior to the event and before any advertising or promotion. High Impact applications must be lodged at least four (4) months prior to the event, and before any advertising or promotion.

On lodgement the event location will be booked and a Community Land Permits Officer will begin assessing your application. The assessment generally follows the below process:

1. Initial assessment of application to determine if all the relevant information has been provided. Where information is missing or not adequate a notice outlining the required information will be issued. Application assessment cannot continue until this information has been provided, if the additional information is not provided in the timeframe outlined in the notice your location may be made available for other applicants.
2. Feedback on the application is sought from relevant internal stakeholders (some stakeholders may be the following council teams: risk, parks, waste, health and cleaning) to ensure the event will comply with any relevant legislation, policies and regulations.

3. Thorough assessment of application occurs and in some instances a site inspection may be required. The assessment will address the location suitability, if all relevant legislation, policies and regulations will be complied with and ensure the impacts on location, environment and community are minimal.
4. Where there is an issue with application the Community Land Permits Officer will attempt to reach a resolution which may include moving the event to another location, another date, without requested items or with imposed items (as per application form).
5. The event permit outlining permit conditions and an event confirmation form, along with an invoice outlining the relevant fees payable will be issued to the applicant. The applicant will be required to return the event confirmation form, and pay all fees prior to the event.

How long will my application assessment take?

Depending on the type, scope and scale of the event, an application could take up to one (1) month to assess if all the relevant information has been provided. Please note, high impact events may take longer to process.

Checklist for submitting my application:

To ensure a timely application process please ensure you have completed and provided the following prior to lodging your application:

- Fully completed the application
- Provided a site plan of the event
- Attached all required documentation (including a certificate of currency)
- Proof of not-for-profit or charitable status (to claim reduced fees)

How can I lodge my application?

Applications can be submitted using any of the contact methods for council below:

- Email at communitylandpermits@sunshinecoast.qld.gov.au
- In person at one of council's customer contact centres
 - Caloundra Office – 1 Omrah Avenue, Caloundra QLD 4551
 - Maroochydore Office – 10 First Avenue, Maroochydore QLD 4558
 - Nambour Office – Cnr Currie and Bury Streets, Nambour QLD 4560
- Post
- Locked Bag 72, Sunshine Coast Mail Centre, QLD 4560

Further information

- A copy of the local laws can be found on our website under *Laws & Permits > Local Laws*
- A copy of state legislation can be found at www.legislation.qld.gov.au

Contact council for further information or assistance on the details below.

www.sunshinecoast.qld.gov.au | mail@sunshinecoast.qld.gov.au | T 07 5475 7272 F 07 5475 7277
Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551
Maroochydore office 10 First Avenue Maroochydore Qld 4558
Nambour office Corner Currie and Bury Streets Nambour Qld 4560

Last updated: 15 August 2013

Completing the application form

This information has been designed to assist with completing the Temporary Event Application form.

Item 4 – Public Liability Insurance

It is a requirement of council's local laws that all events held on council-controlled land are covered by \$20 million public liability insurance. A certificate of currency must be provided to council and include the following:

- must not be less than \$20 million
- list Sunshine Coast Council as an interested party
- be issued in the applicants name
- contain the certificate expiry date
- provide insurance cover for the duration of the event

Item 5 - Food

Where food and refreshments (excluding alcohol) are served and/or sold:

- all food vendors (including mobile food businesses such as ice cream and food vans) are required to hold a current food licence under the *Food Act 2006*
- all food licence holders are required to comply with the conditions of their food licence
- Food and refreshments must be sold/served in accordance with the Food Safety Standards <http://www.foodstandards.gov.au>
- food and refreshments cannot be served and/or sold in glass containers.

Where food is being sold at the event:

- You are required to supply a list of all food vendors (provided on *Temporary Event Application Form*),
- Inspection of food vendors may be required prior to event commencing to ensure compliance with the *Food Act 2006*.

You should advise all potential food vendors to contact council regarding their legal obligations. Refer to Attachment A for an Artists Impression of the minimum standards for the operation of a temporary food stall.

Item 6 - Alcohol

Consumption of alcohol in a public place is prohibited under the *Liquor Act* unless a Liquor Permit has been issued.

Alcohol to be consumed by event attendees (BYO alcohol)

Approval from council is required for the consumption of alcohol on council-controlled land.

Selling and Serving Alcohol at Event

Where alcohol is to be sold or served at the event an application must be made to the Office of Liquor and Gaming Regulation for one of the following permits:

- Community Liquor Permit – for unlicensed organisations and clubs that wish to trade on one-off occasions.
- Catering Away Permit – for existing licence holders that have an endorsement on their licence allowing them to cater for private functions away from the main premises.

For application forms and assistance please contact the Office of Liquor and Gaming Regulation on 13 QGOV (13 74 68) or visit www.olgr.qld.gov.au

To assist with your planning, refreshments are not to be served and/or sold in glass containers.

Council may apply a bond of up to \$5,000 calculated based on the type, scope and scale of the event. You may also be required to provide additional amenities and waste bins.

Item 7 - Amenities

Any existing toilet facilities have been installed by council to cater for the general public and may be insufficient for the event and you may be required to supply additional facilities.

A Manufacturer's Statement of Compliance must be provided for any portable toilets you supply.

Any supplied amenities must comply with *Environment Protection (Waste Management) Regulation 2000* and the *Plumbing & Drainage Act 2002*. Amenities must:

- Be accessible for people with disabilities
- Be cleaned and re-stocked regularly (at your expense)
- Be located away from food and/or storage service areas
- Be weather protected
- Provide sharps disposal
- Be well lit so as not to become a security or safety risk
- Be serviced throughout the event.

The *Australian Emergency Manual* recommends the following amenities (including existing site facilities):

Attendees	Amenities for events where alcohol <u>is not</u> available		Amenities for events where alcohol <u>is</u> available	
	Males	Females	Males	Females
< 500	1 Toilet, 2 Urinals, 2HB	6 Toilets, 2HB	3 Toilets, 8 Urinals, 2HB	13 Toilets, 2HB
< 1000	2 Toilets, 4 Urinals, 4HB	9 Toilets, 4HB	5 Toilets, 10 Urinals, 4HB	16 Toilets, 4HB
< 2000	3 Toilets, 8 Urinals, 6HB	12 Toilets, 6HB	9 Toilets, 15 Urinals, 6HB	18 Toilets, 6HB
< 3000	4 Toilets, 15 Urinals, 10HB	18 Toilets, 10HB	10 Toilets, 18 Urinals, 10HB	20 Toilets, 10HB
< 5000	5 Toilets, 25 Urinals, 17HB	30 Toilets, 17HB	12 Toilets, 25 Urinals, 17HB	33 Toilets, 17HB
At least one (1) unisex disability access toilet is required. (HB = hand basin)				

Item 8 – Litter management

You are responsible for supplying additional bins for waste generated as a result of the event at your expense.

- **General waste** - must be placed around the entire event site and close to areas where food is being sold or consumed.
- **Recycle bins**- clearly identified recycle bins must be placed side by side with general rubbish bins.
- **Food providers and stall holders** - should have bins for their own waste disposal placed away from food consumption, preparation or storage areas.

Council recommends the minimum number of bins (not including existing bin infrastructure) as follows:

Bins required	per 100 attendees	1 x 240L – general waste if no food or drinks served / sold
		2 x 240L – general waste if food or drinks served / sold
		2 x 240L – recycle bin
	over 1,000 attendees	1 x 3m front load skip bin

Council may apply a bond of up to \$5,000 (calculated based on the type, scope and scale of the event).

Item 9 – Temporary Structures

The erection of any temporary tent type structure:

- Exceeding 100 m² and under 500m² must comply with the requirements of the *Queensland Development Code MP3.2 Tents*.
- Exceeding 500m² requires a Development Permit for Building work and must comply with the requirements of *Queensland Development Code MP3.2 Tents*. You must ensure that all conditions applied by the private certifier are adhered to and provide council with copies of all certification.
- Under 100m² is permitted provided they are weighted with sandbags (or the like).

All other structures must be constructed in accordance with all relevant Australian Standards and must not be left unattended at any time without barricading, signage and security staff (at your cost).

Temporary structures must be removed by clean up date.

Item 10 – Electricity/Generators

You must comply with the *Electrical Safety Act 2002* and the *Electrical Safety Regulation 2002*.

Use of council controlled electrical facilities

Provide details of why electricity access is needed in your application and if approved an electricity connection fee of \$116.00 is required. Further details of payment and access will be provided in the permit.

Use of Generators

Please address in your application the location of generators (they should not be accessible to the general public), storage of fuel, how the hot generator will be refuelled and any potential noise nuisance. Silent generators should be used, where possible, to avoid environmental impact.

Item 11 – Amplified noise

You must take all reasonable and practical measures to minimise noise nuisance, the placement of any amplified devices can assist with this (including the direction of speakers). Amplified sound must comply with the *Environmental Protection (Noise) Policy 2008* or penalties may apply. Visit www.epa.qld.gov.au.

Item 13 – Temporary road closures

Where the event requires temporary road and/or car park closures you must provide council with a compliant Traffic Management Plan prepared by an accredited Traffic Control Provider and may be required to lodge an application with both the Department of Main Roads (only if event is on a state controlled road) and Queensland Police Service. Cycle events in live traffic must have Department of Transport and Main Roads approved event signage.

A public notice must be published in a local newspaper at least one week prior to event and affected residents and businesses must be consulted with (record of this must be kept) and objection details provided to council.

Council recommends you conduct a pre-event meeting with all persons involved in the directing of vehicle movements to ensure safe and proper traffic flow on the day.

Item 14 – Traffic management

Car Parking: adequate parking must be available that does not interfere with parking provisions for residents and businesses. You should encourage attendees to carpool to alleviate car parking issues.

Parking on nature strips, areas of open space and parkland is not permitted and may result in infringements. If you believe illegal parking may be an issue you may wish to engage parking marshals.

Public Transport: if your event will attract more than 5000 people per day you will need to declare it a special event with Translink and dependent on the scale of the event a park and ride service may be required. Contact Translink on 13 12 30 or visit www.translink.com.au.

Item 15 – Aquatic activities

Council does not recommend bathing on non-patrolled beaches. Your application should include details of all water based activities, a copy of your water safety management plan and a detailed map of the intended site.

Maritime Safety Queensland requires an application for any water activity likely to affect normal operation of ships in the event area. Visit www.msq.qld.gov.au, a copy of the application must also be provided to council.

Surf Lifesaving may require additional lifeguard services (at your expense). Visit <http://www.lifesaving.com.au>

Item 16 – Fireworks

A fireworks display can only be conducted by a licenced pyro-technician who must comply with the *Queensland Code of Practice for Control of Outdoor Fireworks Displays*.

At least one week prior to event you must notify the local community of the fireworks display by advising residents in the immediate vicinity (minimum 500m radius) in writing (by letterbox drop) and publishing a public notice in a local newspapers, with an emphasis on encouraging pet owners to secure their animals.

Item 17 – Environmental management

You must take all reasonable and practical measures to minimise environmental impacts including limiting or banning the release of materials into the air such as dust, fumes and smoke. All liquid spillages must be cleaned immediately using absorbent materials that are bagged and disposed of accordingly.

Release of helium balloons is prohibited under council's local laws.

Item 18 – Site damage

You must take all reasonable and practical measures to minimise damage caused by vehicles and impacts on dunal and arbour vegetation. Any damage as a result of the event will be recovered by council at your expense.

Item 20 – First aid and medical services

First aid services are critical to any event. Council requires the minimum qualification level “Apply First Aid”.

This is a guide only for the provision of first aid services based on the size

Attendees	First Aid Personnel	First Aid Posts
< 500	2	1
< 1000	4	1
< 2000	6	1
< 5000	8	2
First aid room facilities must be provided for expected attendance of 5,000 or more		

Item 21 – Access and equity compliance

Ensure sufficient space adequate car parking is provided at the event for wheelchairs, prams and people with disabilities. Any event advertising or promotional material should specify if event is wheelchair accessible.

Council supports the Companion Card Program, which promotes fair ticketing for people with a disability needing attendant care. For more information visit www.communities.qld.gov.au

Item 22 – Community safety

You must:

- Provide an area for lost children and property that is clearly signed and staffed.
- Engage appropriate security if any event infrastructure remains at the event site overnight.
- Ensure the site is clearly illuminated and where required provide additional lighting at your own expense.

Council or the Queensland Police Service may require you to engage police officers, security guards and/or crowd control at your expense. Visit Queensland Police Service at www.police.qld.gov.au for requirements.

Item 23 – Community consultation

Consider potential impacts to residents, pets and businesses such as traffic access and delays, duration and space required, noise levels and whether the site will remain suitable for future growth of the event.

To minimise impacts: appropriate methods of community consultation and pre-event communication should be undertaken. Your permit will not be issued until council has received a satisfactory outcome of consultation.

Item 24 – Promotion and advertising

We appreciate that public awareness of the event is important to its success however you must adhere to the following:

- Pre-event promotional marketing must not be undertaken until council approval of the event is granted.
- Pre-event advertising (except road closure signage) at the event site is not permitted unless the site has council erected poles for this purpose and prior permission has been obtained from council.

Erection of signage and/or banners at the event site is permitted on the event day only.

Item 25 – Wet weather contingency

In the event of inclement weather, the applicant must provide details of a wet weather contingency plan, or consider cancellation, or postponement of the event.

Item 26 - Site Plan

The site plan must clearly identify layout and the location of all components, where applicable, include:

- entry and exit points for both pedestrians and vehicles
- emergency assembly point/s and any emergency infrastructure (i.e. hydrants)
- security/lost property/lost children point and first aid post/s
- food, refreshment and alcohol consumption service areas
- portable toilet facilities and other amenities
- litter bins (including bin type i.e. recycle, general and skip)
- roads, vehicle corridors, footpaths and distance from closest public transport
- car parking areas (including disability parking spaces)
- electrical facilities (including generators) and source/direction of amplified sound where applicable
- fireworks operating location
- location of all beach access points and flagged bathing areas
- any temporary infrastructure for event (i.e. marques, tents, stages)
- any other additional facilities to be provided by the operator

Event operations must remain in accordance with the site plan at all times.

Attachment A

Artists Impression – Minimum standards for the operation of a temporary food stall

ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



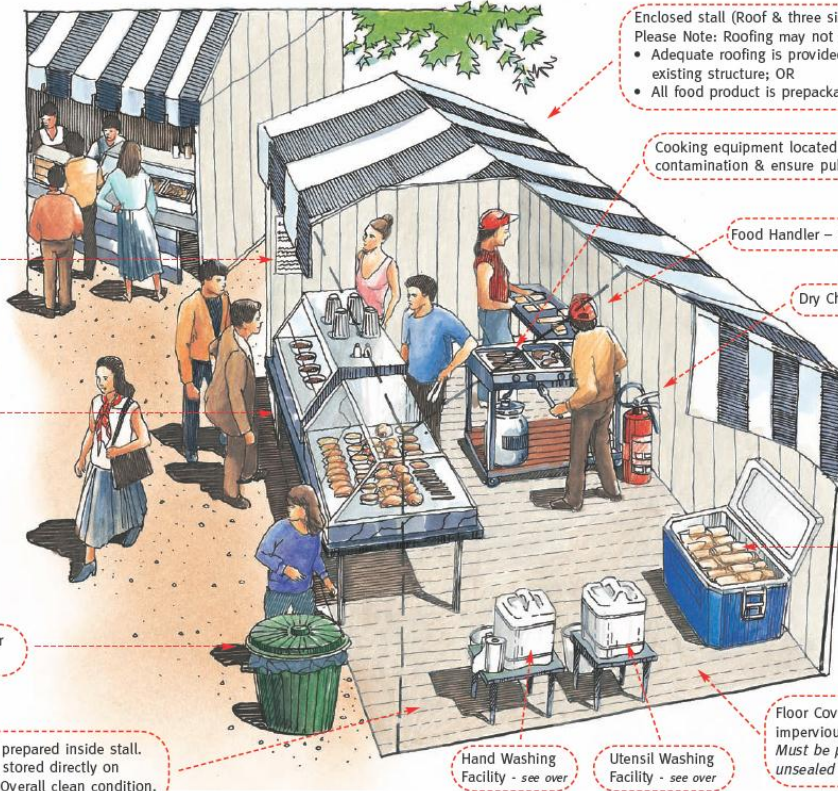
Ensure a minimum distance of 10 metres separates food operations and any areas that are accessed by animals

Display of current Certificate of Food Licence for Temporary Food Stall (if applicable)

Food display, Food protection, Taste Testing - see over

Refuse Bin with lid and liner supplied

All food prepared inside stall. No food stored directly on ground. Overall clean condition.



Enclosed stall (Roof & three sides)
Please Note: Roofing may not be required where:
• Adequate roofing is provided when located within an existing structure; OR
• All food product is prepackaged (no taste testing)

Cooking equipment located to protect food from contamination & ensure public safety

Food Handler - see over

Dry Chemical Fire Extinguisher

Temperature Control for potentially hazardous and perishable foods - see over

Floor Covering - easy to clean, impervious material. **Please Note:** Must be provided if located on unsealed ground.

Hand Washing Facility - see over

Utensil Washing Facility - see over

Minimum hand washing facilities



20 litre water container with tap labelled 'Hand Washing Only'

Liquid soap and paper towels supplied for staff use

Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer

Minimum utensil washing facilities



20 litre water container with tap labelled 'Utensil Washing Only'

Hot water and/or sanitiser available for emergency cleaning

Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer

Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

Food Handlers

Money and food handled separately

Utensils and gloves used to handle food

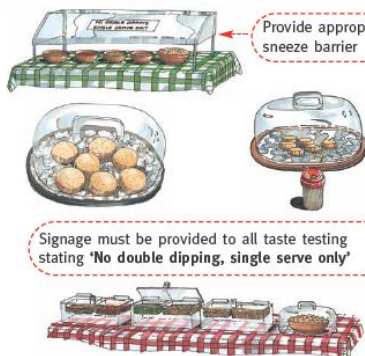
Clean person, attire and habits

Hands must be washed whenever hands are likely to contaminate food.

No smoking within temporary food stall

No cuts, illness, sores on food handlers

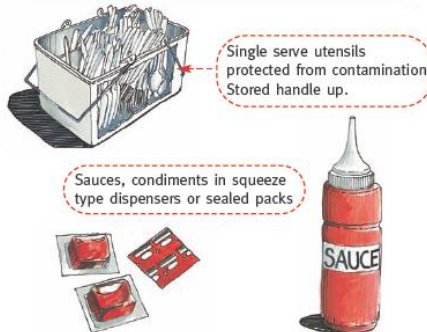
Food display, food protection, taste testing



Provide appropriate sneeze barrier

Signage must be provided to all taste testing stating 'No double dipping, single serve only'

Sauces, condiments and single serve utensils



Single serve utensils protected from contamination. Stored handle up.

Sauces, condiments in squeeze type dispensers or sealed packs

For further information on this topic, please contact Council

Temperature control of potentially hazardous food

Cold Food - ensure 5°C or below



Hot Food - ensure 60°C or above



Thermometer in use

