

Temporary Event Application



PRIVACY NOTICE: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of updating our records. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

Enquiries: 1300 22 55 77
Address: PO Box 1860
 Rockhampton Qld 4600
Email: enquiries@rrc.qld.gov.au

THIS APPLICATION IS TO BE COMPLETED (IN FULL) AND SUBMITTED TO COUNCIL NO LATER THAN THREE (3) MONTHS PRIOR TO THE EVENT AND PRIOR TO ANY ADVERTISING OR PROMOTION

******PLEASE NOTE CONDITIONS ARE SUBJECT TO CHANGE UPON ASSESMENT OF APPLICATION******

1. APPLICANT DETAILS	
Applicant Name: ****MUST MATCH <u>EXACTLY</u> THE NAME OF PUBLIC LIABILITY INSURANCE HOLDER ****	
Postal Address:	
Contact name:	Email address:
Phone (b/h):	Phone (a/h):
Mobile:	Fax:
Alternative contact name:	Mobile:
Event day on-site contact name:	Mobile:
Type of organisation: Not-for-profit <input type="checkbox"/> Registered charity <input type="checkbox"/> Private/Public company <input type="checkbox"/> Government body <input type="checkbox"/>	
Is this a fundraising event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, purpose of funds raised:
*** Note – If this event is not for profit or charitable organisation evidence must be supplied at time of application. ***	
2. EVENT DETAILS	
Event name:	
Day and date(s):	
Location:	Approximate area required: sqm
Event start time:	Event finish time:
Time required for set-up:	Time required for clean-up:
Start time:	Finish time:
Finish on date:	Finish on Date:
Target group:	Anticipated attendance:
If this will be an annual event, please advise dates for next year so that a tentative booking can be made:	

3. DESCRIPTION OF EVENT

(Describe briefly the event and its purpose, including schedule of activities. If necessary, attach a separate sheet.)

4. PUBLIC LIABILITY INSURANCE (refer guidelines)

Name of insured: *****MUST MATCH EXACTLY THE APPLICANT NAME AT SECTION 1*****

Name of Insurer:

Level of cover: \$

Min of \$20 million required

Policy no:

Expiry date:

YES a copy of the Certificate of Currency is attached (Please note copy of public liability is a condition of approval)

5. FOOD (refer guidelines)

Will food be served / sold at the event? Yes No

If YES

- An application for a **Food Business Licence** may be required – must be submitted **6 weeks prior to event**.
- Please provide details on the attached form on Page 12. This form must be completed and returned to council at least four (4) weeks prior to your event.

6. ALCOHOL (refer guidelines – an application must be lodged with Liquor Licensing QLD and copy attached)

Liquor Licence Application Link (http://www.olgr.qld.gov.au/industry/liquor_licensing/applicationNewlicences/index.shtml)

RAMP Fact Sheet Link (<http://www.olgr.qld.gov.au/resources/liquorDocs/FactSheet-RiskAssessedManagementPlan.pdf>)

Will alcohol be served / sold at the event?

Yes No

If yes, between the hours of
and

Who will be the holder of the permit or approval? Name:

Address:

Telephone:

Fax:

How many alcohol dispensing and consumption areas will be available?

Dispensing areas:

Consumption areas:

How will boundaries of the dispensing and consumption areas be defined?

Copy of Liquor Licence and Ramp to be provided: Yes No

7. AMENITIES (refer guidelines)

Will portable toilets be provided at the event? Yes No

If yes, how many toilets will you be providing?

Male:

Female:

Disabled:

If yes, a Manufacturers Statement of Compliance must be attached.

Who will be supplying the portable toilet facilities?

Telephone:

Delivery date and time:

Collection date and time:

8. RUBBISH DISPOSAL / LITTER MANAGEMENT (refer Temporary Event guidelines)

- 1 x 240L bin per 100 attendees – if no food or drinks served / sold
- 2 x 240L bins per 100 attendees – if food or drinks served / sold
- 2 x 240L recycle bin per 100 attendees
- 1 x 3m front load skip bin for greater than 1,000 attendees – Contractor to Supply at own cost

Quantity and type of bins that are required for the event?	General waste:	Recycle:
Do you required council to supply the wheelie bins? <input type="checkbox"/> Yes <input type="checkbox"/> No	Charges Apply – Refer to Councils Fees & Charges	
If No - Who will be supplying the bins?	Telephone:	
Delivery date and time:	Collection date and time:	

9. TEMPORARY STRUCTURES (refer guidelines) Structures to be weighed down NOT pegged

Will there be any temporary structures used at the event? Yes No

If yes, please provide details of any of the following: marquees and tents, stalls for food, stage for presentation, children's entertainment areas (e.g. face painting)

10. ELECTRICITY / GENERATORS (refer guidelines)

If there is existing council controlled electrical facilities at the event site, do you require access? Yes No

Note: A connection fee applies – Please contact Council

If yes, please provide details:

If no, will you be using generators? Yes No Will the generators be 'silent'? Yes No

Please provide details of generators:

Has all electrical equipment been tagged and tested: Yes No

Electrician Indemnity completed and signed by electrician: Yes No

****Note- Council does not provide generators. If a generator is required you will need to arrange at your own expense****

11. NOISE / AMPLIFIED SOUND (refer guidelines)

Will there be any amplified music and / or announcements at the event? Yes No

If yes, please describe the type to be used, and hours during which the music will be played and/or announcements made:

**** Note – If this is in a residential area a letter box drop must be done to advise residents of the event (attach a copy) ****

12. VEHICLE ACCESS (refer guidelines) (Limited Sites only)

Is vehicle beach access required for the purposes of the event? Yes No

Is vehicle access onto parkland required? Yes No

If yes to either of the above - Please provide details of number of vehicles, make, model and registration numbers and reason why access is required.

13. TEMPORARY ROAD CLOSURES

It is important to note that road closure signage can only be erected by Registered Level 2 Traffic Management certificate holders who are employed by Traffic Control Companies registered by Queensland Transport and Main Roads and that Traffic Control Plans can only be designed by Registered Level 3 Traffic Management card holders who are employed by Traffic Control Companies registered by Queensland Transport and Main Roads.

Do you require temporary road / car park closures for the event? Yes No

If No – Proceed to Section 14

Traffic Management Plan *(All costs associated with the Road Closure to be met by the applicant)*

Attach copy of TMP – MUST include name of Registered Traffic Control Company

Please Provide Name and Contact Details of Registered Traffic Control Company

Police Permit MUST be attached

Will there be a street march / parade associated with the event? Yes

If yes, details and list of roads / car parks to be closed:

14. ENVIRONMENTAL MANAGEMENT (refer guidelines)

What steps will be taken to avoid environmental impacts?

15. SITE DAMAGE (refer guidelines)

What steps will be taken to avoid site damage?

16. FIRST AID & MEDICAL SERVICES (refer guidelines)

Who is supplying the first aid service?

Qualifications level:

Start time:

Finish time:

Number of first aid personnel:

Number of first aid posts:

What arrangements have been made with the Queensland Ambulance Service for emergency responses and access to the event?

Describe the process of how all event and security staff will be informed of the emergency evacuation plan?

17. COMPLIANCE WITH COUNCIL'S ACCESS AND EQUITY PRINCIPLES (refer guidelines)	
Is the site accessible for wheelchairs and for people with disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the promotional material for the event specify if the event is wheelchair accessible?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the event is a regional/large public event, have appropriate disability access toilets been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the event includes road/car park closures, has adequate and suitable disability parking been incorporated into the site plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No

18. CAR PARKING / PUBLIC TRANSPORT (refer guidelines)
What steps will be taken to ensure adequate car parking / transport for the event?

19. COMMUNITY SAFETY / SECURITY (refer guidelines)	
Has a security and/or crowd control company been engaged? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company name:	Number of security personnel and/ or crowd control being provided:
What time will the security and/or crowd control personnel be in attendance? Start:	Finish:
What security arrangements do you have in place for equipment left overnight due to pre event setup / post event cleanup or 2 day (or more) events?	
Is additional lighting being provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	

20. COMMUNITY CONSULTATION (refer guidelines)
What action will be taken to notify local residents of your event?

21. ADVERTISING / SIGNAGE (refer guidelines)
Pre-event promotional marketing: please provide details of the type and method of marketing your event e.g. radio, newspapers, TV, leaflets
Do you intend to erect any on-site banners / signs? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details of the number, size, type and fixing method)

22. WET WEATHER ALTERNATIVE

Detail the contingency plans in case of inclement weather (including method of notifying potential attendees)

23. RISK MANAGEMENT (refer guidelines) MANDATORY FOR ALL EVENTS

Risk Assessment is attached? Yes No

Please utilise the Risk Assessment Process (Attachment "C") to complete the Risk Assessment template (at the end of this application form). A sample completed Risk Assessment (Attachment "D") is provided for your assistance.

Incident Reports – Please note that if an incident occurs during your event Council **MUST** be notified at earliest convenience and an incident report **MUST** be completed.

24. SITE PLAN MANDATORY FOR ALL EVENTS

Please attach a site plan, which clearly indicates all of the following applicable to the event: Please tick to indicate those applicable

- | | |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Emergency access routes / parking and disabled parking | <input type="checkbox"/> Fire extinguishers |
| <input type="checkbox"/> Stage and direction of amplified sound | <input type="checkbox"/> Spectator areas |
| <input type="checkbox"/> Security/ crowd control and/or Police locations | <input type="checkbox"/> First Aid posts |
| <input type="checkbox"/> Lost children / property | <input type="checkbox"/> Approved liquor consumption areas / non-alcohol areas |
| <input type="checkbox"/> Site entrances / exits | <input type="checkbox"/> Portable toilet facilities |
| <input type="checkbox"/> Registration / marshalling areas | <input type="checkbox"/> Litter / refuse facilities |
| <input type="checkbox"/> Marquees / tents | <input type="checkbox"/> Food / vendors / stalls – clearly number with location and name for each food stall/stall holder |

25. APPLICATION ATTACHMENT CHECKLIST

Please ensure you have completed all sections of the application. The following documents must be attached to the application:

- | | |
|-----------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Public Liability Insurance Certificate of Currency | <input type="checkbox"/> Electrician Indemnity signed by Electrician |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Copy Liquor Licence Application and RAMP |
| <input type="checkbox"/> Risk Assessment | <input type="checkbox"/> Traffic Management Plan/Parking Strategy |
| <input type="checkbox"/> Indemnity by Hirer | <input type="checkbox"/> Temporary Road Closure (Special Event) form |
| | <input type="checkbox"/> Copy of Letterbox notification to residents |

27. FEES (In accordance with council's 2012/13 fees and charges)		
<p>Payment of booking fee prior to the event is a condition of approval. Until payment is received by Council the application is unable to proceed. Payment of the fee can be made upon lodgement of the application</p>		
DESCRIPTION OF HIRE REQUIREMENTS	FEES AND CHARGES 2012/13	TICK SELECTION
ADMINISTRATION FEE – NON REFUNDABLE		
Administration Fee – ALL Bookings	\$25.00	✓
COMMERCIAL EVENTS		
All Parks and Beaches (includes access to power box/consumption/ mowing maintenance of area)	\$500.00	<input type="checkbox"/>
Botanic and Kershaw Gardens (includes access to power box/consumption/ mowing maintenance of area)	\$425.00	<input type="checkbox"/>
Circus – All Sites	By negotiated Fee	<input type="checkbox"/>
NON COMMERCIAL EVENTS		
All Parks and Beaches (includes access to power box/consumption/ mowing maintenance of area)	\$200.00	<input type="checkbox"/>
Botanic and Kershaw Gardens (includes access to power box/consumption/ mowing maintenance of area)	\$200.00	<input type="checkbox"/>
OTHER		
Access to Power Only (not for event)	\$20.00	<input type="checkbox"/>
Extra Mowing Services	\$150.00	<input type="checkbox"/>
Hire of General Waste and Recycling bins for event	By negotiated Fee	<input type="checkbox"/>

26. DECLARATION & SIGNATURE BY INDIVIDUAL OR ON BEHALF OF ORGANISATION / COMPANY	
I declare that all information supplied in this application is true and correct and I am an authorised to sign on behalf of the Organisation / Company.	
Name:	Position:
Signature:	Date:
Witness:	Date:
<p>The temporary event application must in the name of the organisation (incorporated), company (with registered ACN) or the individual/s taking responsibility for management of the event and must also be the holder of the Public Liability insurance for the event.</p>	

PAYMENT OPTIONS



IN PERSON – You can pay at Council's Customer Service Centres:

232 Bolsover Street, Rockhampton
 32 Hall Street, Mount Morgan
 1 Ranger Street, Gracemere
 25 Normanby Street, Yeppoon



TELEPHONE – Call 1300 22 55 77 (or from outside Australia call +61294235551) any time to pay with MasterCard or Visa. Payment will only be accepted if completed documentation has been forwarded to Council.



MAIL – Complete and sign the form with your credit card details below or make your cheque/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860 Rockhampton Queensland 4700.

Card Number

Expiry / Visa Mastercard Amount \$ _____

Name on Card _____

Signature _____

Office Use Only:	
Booking Number: BOOK/PARK/	Hire Fee \$
Date Lodged:	Date Received:
CSO:	Receipt Number:

Application for Access to Power Outlet

PRIVACY NOTICE: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of updating our records. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.



Enquiries:	1300 22 55 77
Address:	PO Box 1860 Rockhampton Qld 4600
Email:	enquiries@rrc.qld.gov.au

INDEMNITY BY HIRER – (MUST BE COMPLETED AND SIGNED)

To: **Rockhampton Regional Council**

In consideration of Council granting me, the hirer of the power outlet, permission to access Council's Power Outlet at:

on.....,20....., I indemnify and hold indemnified the Council and its agents, employees and contractors from all claims and demands, whether or not brought or claimed by or on my behalf or any other person claiming by, through or under me, resulting from any accident, damage, loss, personal injury or death occurring in or around the Facility arising directly or indirectly from any cause whatsoever, except for any negligent or wilful act or omission by Council or its agents, employees or contractors.

Facility:	Hire Date & Times:
Name of Organisation:	
Name of Hirer:	
Address of Hirer:	
Email:	Telephone:
Signature of Hirer:	Date:

Electricians Details
Including Policy for the Provision of Access to
Electrical Power Outlets for External Users



PRIVACY NOTICE: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of updating our records. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

Enquiries: 1300 22 55 77
Address: PO Box 1860
Rockhampton Qld 4600
Email: enquiries@rrc.qld.gov.au

The implications of the Electrical Safety Act 2002 means that Council must be proactive in ensuring the safe use of electricity when allowing external users to access electrical power outlets in parks and other Council facilities. Council is not only responsible for providing safe outlets. It is also obliged to ensure that users comply with the Australian Standard 3002:2002 Electrical Installations-Shows and Carnivals and the Electrical Safety Regulations 2002 in the area between the power outlet and the user's worksite.

General Safety Issues

The safety standards relating to power boxes are outlined in Australian Standard 3002:2002 Electrical Installations-Shows and Carnivals. The standard describes a range of requirements including:

- Power box construction and accessories
- Avoiding mechanical and other damage to electrical leads
- Keeping electrical leads out of the reasonable reach of people and/or vehicles
- Tagging and testing of electrical leads

Policy

1. Council will ensure that construction of all power outlets and power boxes complies with Australian Standard 3002:2002 Electrical Installations-Shows and Carnivals
2. Council will carry out yearly inspections by a licensed electrical worker to ensure that outlets remain compliant with Australian Standard 3002:2002 Electrical Installations-Shows and Carnivals.

Electrician's Details

Organisation	
Electrician Contact Name	
Address/PO Box	
Telephone:	Mobile:
Email:	

Electrical Indemnity for Access to Council Controlled Electrical Outlets

MUST BE COMPLETED AND SIGNED BY THE EVENT ORGANISER OR THEIR AUTHORISED ELECTRICIAN



PRIVACY NOTICE: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of updating our records. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

Enquiries: 1300 22 55 77
Address: PO Box 1860
 Rockhampton Qld 4600
Email: enquiries@rrc.qld.gov.au

I, the undersigned, do hereby acknowledge Rockhampton Regional Council has demanded, that before being granted access to power outlets at..... on (Date)..... The Australian Standard 3002:2002 Electrical Installations-Shows and Carnivals will be complied with in accordance with the following conditions:

- ❖ All Electrical appliances and leads will be tested and tagged in accordance with the Electrical Safety Regulation 2002 and tags will be current. That is, not past expiry dates.
- ❖ All electrical leads will be connected to the tie bars (cleats) at the power box so that no undue stress can be placed on socket wiring.
- ❖ All electrical leads between the power outlets and the work site or appliance will be protected from damage in one of the following ways:
 - a) Electrical leads may be protected by the use of a recognised safety barricade that surround the lead between the worksite or appliance throughout the whole distance between the power and the worksite or appliance
 - b) Electrical leads may be raised to a height of not less than 2.4 metres above the ground level in areas where the pedestrian traffic is possible. Where electrical leads are raised above the ground level. They will be supported to ensure that no stress is placed on the wiring or socket
 - c) Where vehicular traffic is possible, electrical leads will be raised not less than 6 metres above ground level
- ❖ Electrical leads will not be placed across pathways or other public accesses whether barricaded or not
- ❖ Electrical leads will not exceed 25 metres in length unless specified in writing by a licensed electrical worker
- ❖ No electrical leads between the power outlet and the worksite or appliance will be coupled unless specified by a licensed electrical worker.
- ❖

I, the undersigned do also agree that having been granted access to the above mentioned facility, all of the listed conditions will be complied with. Furthermore, that if upon inspection by an authorised officer or licensed electrical worker, any of the above mentioned conditions are not being complied with, that this approval can be terminated immediately.

EVENT ORGANISER (PERSON RESPONSIBLE) OR AUTHORISED ELECTRICIAN	
I declare that all information supplied in this indemnity is true and correct and I am an authorised to sign on behalf of the Organisation / Company or are the authorised Electrician for this event.	
Name:	Position:
Signature:	Date:

RISK ASSESSMENT TEMPLATE

Event Name:				Event Location:		
Prepared by:				Date:		
The Risk - Things that may happen. What is it & how can it happen?	Likelihood	Consequences	Risk Rating	Risk Treatments	Risk Rating After Risk Treatments	Officer/Area responsible for implementation of Risk Treatments

LIST OF FOOD VENDORS / STALL HOLDERS

Please attach to site plan identifying numbered location of each food vendor / stall holder. If no food is being sold just complete the public liability section only

Event Name:					Event Location:			
Organiser Contact:					Contact Number:			
Prepared by:					Event Date:			
	Name of Food Business	Current Food Licence No.	Copy of Food Licence Attached	Type of Food Sold	Food Business contact name, phone number and email	Public Liability Insurance Policy Number	Level (\$ of Cover	Public Liability Attached
1			Y / N					Y / N
2			Y / N					Y / N
3			Y / N					Y / N
4			Y / N					Y / N
5			Y / N					Y / N
6			Y / N					Y / N
7			Y / N					Y / N
8			Y / N					Y / N
9			Y / N					Y / N
10			Y / N					Y / N