

Operation of Temporary Entertainment Event Application

Local Law No. 1 (Administration) 2011 & Subordinate Local Law 1.12

(Operation of Temporary Entertainment Events) 2011

Please use blue or black pen and complete all details in full.

* indicates a mandatory field / section

Section 1 – Event Details

1.1 Event Organiser Details

* Business / Organisation /
Community Group

ABN

* Business/Office Address

Suburb

State

Postcode

Contact Person

OR (Not both)

* Title

* Surname

* Given Names

Title

Surname

Given Names

Home Phone

Work Phone

* Mobile

Fax

* Email Address

Website

Event Social media contacts –
eg. Facebook, Twitter

Definitions

Entertainment Event (LL1 Schedule 1) means an event that is open to the public for entertainment whether or not a charge for admission is made and whether or not the person who controls admission to the place reserves a right to refuse admission.

Operation of Temporary Entertainment Events (LL1 Schedule 2, Part 2) means the opening to the public, or the preparation for the opening to the public, of an entertainment event for which the opening to the public does not constitute development under the *Planning Act*.

* 1.2 Type of Event (SLL1.12 Sch1 s3)

Community Event

Music Festival

Agricultural Show

Equestrian Event

Expo

Sporting Event

Other (please specify)

*** Section 2 - Planning for the Event**
(SLL1.12 Sch1 s3)

2.1 The Venue

Name of Venue Owner

**Business / Organisation /
Community Group**

Contact Person

Contact Phone

Email Address

2.2 Site Plans (SLL1.12 Sch1 s3)

Event site layout is to be attached, clearly showing the following:

- The boundaries of the location where the event is being held;
- Water supply system – show onsite water locations, eg. taps, water tanks;
- Positioning of rubbish bins throughout the venue;
- Location and design of advertising signs – roadside corflutes, banners, billboards etc;
- Type of sewerage system and position of each toilet/shower, eg. location of any permanent toilets and showers, as well as any portable ones brought in for the event; and
- Location of food stalls including areas of food preparation.

2.3 Building Plans (SLL1.12 Sch1 s3)

Please provide a plan of the building and other structural elements of the place where the event will be held. The venue owner will be able to provide this as part of the Emergency Evacuation Plan.

2.4 Event Description (SLL1.12 Sch1 s3)

Please provide a description of the event, eg. Entertainment program – stages, roving entertainment, rides, children's activities. A program or promotional flyer can be attached.

2.5 Confirmation of Venue Booking (SLL1.12 Sch1 s3)

Please attach a copy of the venue booking confirmation, eg. letter from owner.

2.6 Lawful Obligations (SLL1.12 Sch1 s4(8))

Is the event lawfully conducted at the venue identified in this application?

Yes

No

If not, please provide details:

2.7 Description of Event (SLL1.12 Sch1 s3)

Commencement Date

Conclusion Date

Commencement Time

Conclusion Time

Set up times

Commencement Date

Conclusion Date

Commencement Time

Conclusion Time

Expected Attendance Numbers

Section 2 - Planning for the Event cont.

2.8 Description of Event cont. (SLL1.12 Sch 1 s3)

Event Name

Event Venue

Event Address

Lot & Plan Number, if known

2.9 Contact Persons (SLL1.12 Sch1 s3)

First Contact Person during the event:

Name	Phone	Mobile
Address		
Suburb	State	Postcode

Second Contact Person during the event:

Name	Phone	Mobile
Address		
Suburb	State	Postcode

I confirm that one or both of the above person/s is/are responsible for:

- Ensuring compliance with the authorising local law before, during and after the event;
- Handling general complaints which may be received; and
- Liaising and communicating with the local government or an authorised person.

2.10 Insurance Policies (SLL1.12 Sch1 s3)

Public Liability Insurance must be current and provide indemnity for each individual occurrence in an amount not less than \$20,000,000. Please attach a copy of the Certificate of Currency to this document.

Policy Number	Expiry Date
---------------	-------------

* Section 3 – Risk and Emergency Services

(SLL1.12 Sch1 s4)

3.1 Emergency Evacuation Plan (SLL1.12 Sch1 s4)

Please attach a copy of your Emergency Evacuation Plan to this Application.

3.2 Entertainment Aligns with Region (SLL1.12 Sch1 s4)

Consider your entertainment. Does it support the amenity of the area in which the event is being held? For example, if the area has a high population of retired residents or young families, does the entertainment align with that market?

Yes No N/A

Section 3 – Risk and Emergency Services cont.

3.3 Environmental Nuisance mitigation methods (SLL1.12 Sch1 s4)

What action has been taken to ensure no adverse effects are generated for the surrounding neighbourhood from:

Dust

Noise

Odour (waste management)

Lights (spill from stages, lighting

towers, exiting vehicles)

3.4 Number of Bathrooms (SLL1.12 Sch1 s4)

Details of the number and cleaning arrangements of toilets and sanitary conveniences supplied for the public's use:

No. of Men's toilets provided

No. of Ladies toilets provided

No. of Men's showers provided

No. of Ladies showers provided

Cleaning Schedule for all facilities

3.5 Waste Management (SLL1.12 Sch1 s4)

Number of:

Waste bins

Recycle bins

Skip bins

Delivery date

Collection date for emptying

Contractor details (Name & contact number)

3.6 Traffic Management (SLL1.12 Sch1 s4)

Please describe the provisions in place to safely allow for pedestrians and vehicles to enter and exit the event venue in a safe manner

* Section 4 – Additional Information

4.1 Potable Water (SLL1.12 Sch1 s3)

What is the source of water at the event venue

Reticulated water supply (town water provided by Queensland Urban Utilities)

Bore or spring

Rainwater tank (sourced from rainwater only)

Other (please attach further information)

4.2 If town water is not supplied at the event venue

Are there any water outlet points that are unsuitable for drinking?

Yes

No

Provide details on the potable water supply:

* Section 5 – Indemnity (for approvals granted under a Lockyer Valley Regional Council Local Law)

This form must be completed and submitted with your application.

In consideration of Lockyer Valley Regional Council ("Council"), giving approval for:

(Name of activity to which the approval relates – the "activity")

At

(Address/area where the activity is to be undertaken)

I/We

(Applicant)

1. Agree to indemnify Council and keep it indemnified against any claim, demand, action, suit or proceeding that may be made or brought against Council, its employees, contractors and elected members for personal injury to or death of any person or loss of or damage to any property causing by, arising out of or as a consequence of the Activity;
2. Acknowledge that Council has not made any claim, statement or inference with regard to the suitability of the facility or land for the Activity and I/we have satisfied my/ourselves in this regard.

*** Signature of Applicant/s**

I/We

certify that the information supplied is correct to the best of my knowledge, or that I could reasonably obtain and agreed to the above indemnity.

Signature

Signature

(Individual or Corporation)

(Individual or Corporation)

Position

Date

Position

Date

The term of the permit will be until for the duration of the event unless otherwise specified by applicant or Council (or unless cancelled or suspended).

Should approval be given to this application, such approval will not extend to approving any other statutory or Local Government requirements relating to this premises.

Application Type

Please tick where applicable.

New permit applications require a Permit fee and Design Approval fee with submitted plans lodged prior to construction and operation. Refer to Council's website for the current Fees and Charges.

Permit Application/Renewal

New event for Temporary Entertainment Events

Design Approval – New or Alterations

Design assessment of a new event or alterations to existing event plan

Change of ownership of existing Permit

Transfer of current permit to new operator, retaining the same expiry date (Note: Nil design approval fee - if no alterations to premises)

Each event application will be assessed to determine capacity to meet permit fees. Reduction or waiver of fee is on a case by base basis.

Privacy Statement

These details will only be used for the purpose for which they have been collected and will not be used for any other purpose. We will not disclose the information you provide outside of Council unless we are required by law or you have given your consent. To the fullest extent allowed by law, Council, its officers and employees will not be liable for any claims in respect of any loss arising out of, or in connection with, the use of any of the supplied information.

Office Use Only

Date Paid

Receipt Number

Receipt to

10-6414-1001-41506

Return to

Environmental Health