

Temporary Entertainment Event Application

IMPORTANT NOTICE

Goondiwindi Regional Council is collecting this information to fulfil its responsibilities and obligations as a Local Government. This information may be used by Council officers, or shared with relevant agencies, where it is necessary to process your application or carry out related Council functions. Your contact details may also be used by Council to communicate with you about other services, matters or responsibilities that directly relate to your dealings with Council, in accordance with the Information Privacy Act 2009 (Qld) and Council's Information Privacy Policy. Your personal information will not be disclosed to any other person or agency unless you have given your consent or we are required to do so by law.

Submit a properly made application with the applicable fee/bond prior to the event.

A permit is not required if the temporary entertainment event is undertaken:

- (a) by community organisation;
- (b) for the sole benefit of the community organisation;
- (c) on land owned, held in trust or otherwise controlled by the community organisation; and
- (d) no part of the activity is undertaken on a local government-controlled area or a road.

Applicant/s details

Company Name:			
Given/Surname:			
Address:			
Contact Phone:		Email:	
Event contact and phone number during event:			

I/we declare the information provided to be true and correct.

Date:		Signature:	
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Details must be provided for each person and/or business who will operate the temporary entertainment event.

☐ Attached further applicant details.

Site of Event

Site Address:			
Lot Number:		Plan Number:	

If the applicant is not the owner of the place where the Temporary Entertainment Event is to be held, written consent of all landowner/s to the holding of the temporary event must be provided.

☐ Attached further landowner/s consent.

Landowner's Name:	
Landowner's Signature:	

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Park booking			
Is the event being held in a park	☐ No	☐ Yes	Park booking reference number
Details of road or footpath closure			
Are any temporary road closures or changes to the normal traffic conditions planned for this activity?	☐ No ☐ Yes If yes, attach details of road/s to be closed/used including map of route and/or traffic		
Do you require a footpath closure?	☐ No ☐ Yes If yes, attach details of footpath to be closed		
Details of Temporary Entertainment Event			
Name of Event:			
Description of Event:			
Purpose of Event:			
Date/s & times event will be open to the public:			
Date/s & times of set up:		Date/s & times of clean up:	
Number expected attendees:		Maximum number of attendees expected at any given time?	
Will there be amplified music?	☐ No ☐ Yes		
Will alcohol be sold?	☐ No ☐ Yes		
Will food be sold?	☐ No ☐ Yes – if yes, attach list of food vendors		
Will camping be provided:	☐ No ☐ Yes		
Temporary structures over 100m²:	☐ No ☐ Yes – a building permit may be required		
What type of entertainment will there be?	☐ Fireworks & pyrotechnics ☐ Amusement rides ☐ Lanterns ☐ Inflatable entertainment ☐ Animal activities (petting zoo, animal rides) ☐ Other		

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Site Plan

A site plan drawn to scale showing the location/s of the temporary entertainment event must be provided, which includes the following details as a minimum:

- layout of the event;
- all buildings and temporary structures, including toilet facilities;
- waste containers;
- food and drink stalls;
- parking areas, access roads for people and vehicles to enter and leave the event; and
- camping areas (if applicable).

Refer to the Queensland Government guidelines for assistance:

[Best practice guidelines for event delivery in Queensland.](#)

Toilet Facilities

Number of existing toilets onsite:		Total number of toilets		
Number of portable toilets proposed:			Male	Female
		WC:		
Cleaning schedule for facilities:		Basin:		
		Urinals:		N/A

Waste Management

Number of existing fixed waste bins onsite?	
Number of additional waste bins and types (for example skip bins) proposed?	
How often will bins be serviced and by who?	
Where is waste being deposited?	

Public Liability Insurance

For the term of the permit a \$20,000,000 public liability insurance must be held, worded to the satisfaction of Council which names the insured as 'the holder of the permit and Goondiwindi Regional Council'.

Copy of Public Liability Certificate of Currency has been provided with this application.	☐ No ☐ Yes
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Document Check List

Indicate which of the following documents are attached:

- ☐ Event Site Plan (required for all applications);
- ☐ Event program/event timeline (required for all applications);
- ☐ Public Liability Insurance (minimum \$20 million – required for all applications);
- ☐ Emergency Management Plan (required for all applications);
- ☐ Risk Assessment Plan/document (required for all applications);
- ☐ List of food vendors (if applicable);
- ☐ Traffic Management Plan (if temporary road closure or impact upon roads);
- ☐ Liquor Licence (if alcohol provided);
- ☐ Water and Wastewater Management Plan.

Application Declaration

I _____, certify that the above information and the information on the attachments, to the best of my knowledge, is correct.

Signature:

Date:

I _____, certify that the above information and the information on the attachments, to the best of my knowledge, is correct.

Signature:

Date:

I/we the applicant/s hereby agree to indemnify and keep indemnified the Goondiwindi Regional Council against any claims, demands or actions arising from activities associated with or relating to the Licensees, or his/her or its agents, servants or invitees' occupation or use of the footpath/road reserve.

Payment – Refer to Council's Fees & Charges

In person – I will pay fee/bond at a Council Customer Service Centre upon submission of this application; OR

By phone – Contact me for my credit card details – Contact number: _____

Return completed form to:

Goondiwindi Regional Council

LMB 7, Inglewood Qld 4387

Email: mail@grc.qld.gov.au

for enquiries, contact (07) 4671 7400

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Office Use Only				
Relevant documents attached:	☐ Yes ☐ No			
Fee/bond paid:	☐ Yes ☐ No	\$	Receipt number:	
Date:			Application number:	