

Event Application Form

Council's Event Management Guide assists event organisers in planning and running events in the Bundaberg Region. It is recommended that you read the document prior to completing this application form.

This form is to be used for all events held on private land, on roads & reserves & Council Leased properties.

If you are holding your event in a Council parks or venues/halls, please visit – bunndaberg.qld.gov.au/venue-hire to submit your application and view available locations.

Applicant Details		
Name of Individual/Corporation/Association/other Organisation <i>(Must be your legal entity name)</i>		
Contact Name		
Telephone		
Email Address		
Postal Address		
Event Details		
Name of Event		
Event Location <i>(Please provide specific location details)</i>		
Date/s of Event		
Time of Event	Start:	Finish:
Time of Bump-In	Start:	Finish:
Time of Bump-Out	Start:	Finish:
Contact Name during Event		
Contact Number during Event		
Who will be attending? <i>(Demographic)</i>		
Estimated No of attendees		
Public Liability Insurance *Required		
Public Liability Insurance number? <i>(Must be to the minimum value of \$20m. Please attach a copy to this form)</i>		
Are you hiring staff for this event? <i>(If yes, please attach a copy of your Workcover Insurance to this form)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Event Planning

Please provide an outline of your event.
(A detailed event plan is required to be submitted)

Is access to water and/or electricity required? Yes No

If yes, please provide details

Entertainment

Will there be amusement rides/carnival entertainment vendors? Yes No

If yes, please provide a copy of their Public Liability Insurance, details of power requirements, specifications on each ride and how they will be anchored to the ground)

Will there be busking? Yes No

Will there be camping? Yes No

If yes, please provide details

Will there be an animal nursery? Yes No

If yes, please provide details

Outline any other entertainment/activities.

Permits and Licences	
Fireworks	
Are you planning a fireworks display	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please supply details of qualified pyro technician.	
If yes, do you have a certificate of currency and safety plan for the qualified pyro technician? <i>(If yes, please attach a copy to this form)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you advised the local fire station?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you advised the Aviation Authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you notified local residents warning of the possible effects on pets and ways to minimise impact on pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food Vendors	
Will food be sold or provided at the event? <i>(All food vendors are required to be appropriately licenced)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have their details been provided to Council's Health & Regulatory Services? <i>(Please provide a list of food vendors & copies of licences of who will be operating at your event to Council.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Liquor	
Will alcohol be sold or served at your event? <i>(Permits are required to be approved by Council if event is being held on Council land.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what measures will be put in place to prevent under-age drinking and promote responsible service?	
If alcohol is being sold, please provide a Liquor Licence No.	
Traffic Management	
Will your event require a temporary road closure or a reduction in speed limit to occur? <i>(If yes, an application to Council, Qld Police Services & Department of Transport & Main Roads (if applicable) for approval is required. See Council's Event Management Guide for more details).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide details of your temporary closure or reduction in speed limit.	
Is there adequate parking and disabled parking available? <i>(A Parking Management Plan is required for events in excess of 1000 attendees)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

On Water Activities	
Will water activities be undertaken during your event? <i>(If yes, please note that you may require approval from any or all of the following: Bundaberg Regional Council, Queensland Parks and Wildlife Services, Great Barrier Reef Marine Park Authority and Water Police)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details of your activities.	
Notification <i>*Required</i>	
Have Emergency Services been notified of this event? <i>(This may include your local Qld Police, Qld Ambulance Service, Qld Fire & Rescue. See Council's Event Management Kit for more details).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you notified Public Transport companies if road closures are in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you notified adjoining residents of your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Temporary Structures	
Will the event include marquees or tents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details.	
Will these be secured with weights or pegged? <i>(Please note that it is Bundaberg Regional Council's preference that all temporary structures are secured with weights and you may not be permitted to use pegs in certain areas)</i>	<input type="checkbox"/> Pegs <input type="checkbox"/> Weights
Will the event include a stage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide dimensions	
Will you have any other temporary structures? <i>(Please note that a copy of structural certification may be required)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe.	

Management Plans

Site Layout Plan **Required*

Have you prepared a site layout plan?

(Please attach a copy to this form)

Yes No

Have you considered the following?

- Amenities (power, taps, water)
- Access points incl vehicles (entrances & exits)
- Amplification equipment
- Amusement rides
- Emergency access
- Exclusion zones
- First Aid
- Information tent, security, Qld Police Service (as required)
- Lighting – Turtle (low glow) friendly, equipment
- Marquees and stalls
- Other temporary structures
- Parking
- Road Closures
- Signage
- Stages
- Toilets & facilities
- Water stations
- Licenced area

Emergency and Risk Management **Required*

Have you prepared an Emergency and Risk Plan?

(Please attach a copy to this form)

Yes No

Have you considered the following?

- Crowd management
- Hazardous substances
- Contractor's safety plans
- Contractor's Certificate of Currency
- Marking of exclusion zones
- Fire hazards
- Evacuation plans
- Electrical and gas safety
- Responsible Alcohol Services
- Security
- Water hazards
- Safety warden document
- Hazardous equipment
- Sharps and syringes
- Adverse weather conditions (i.e. wet weather plan)
- Slip, trip, fall & burn hazards

<ul style="list-style-type: none"> • Venue specific hazards • UV radiation 	
Name of First Aid Officer	
Contact Number of First Aid Officer	
Are you hiring security staff for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name of company?	
If yes, how many staff?	
Environmental Management	
Do you agree to leave the site as you found it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you arranged for post-event clean up, including rubbish removal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you arranged for sun protection and shade?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be music or other amplified sounds at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have measures to reduce noise?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please describe your noise reduction plans or attach a copy of your Noise Management Plan. <i>(Required for events with more than 1000 people in attendance and amplified noise before 7am and after 10pm)</i>	
Have you provided adequate toilets for event visitors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details.	
Does this include accessible (<i>all abilities</i>) toilets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you provided adequate/additional waste bins for your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details.	
Do you have a compliant COVID-19 Safe Plan in place? <i>(Please attach a copy to this form)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other	
Is there any other information you would like to provide?	

Supporting Documents

The following documents are required to be submitted with this application:

(Documents can be submitted initially in draft form, however final plans are required to be submitted prior to approval)

- Public Liability Insurance Certificate
- Event Plan
- Site Plan
- Risk Plan
- Approved COVID Safe Events Checklist/Plan

The following documents may be required to be submitted (if applicable) prior to approval of your application:

- Road Closure Permits – Bundaberg Regional Council
- Road Closure Permits - Police Service
- Road Closure Permits - Department of Transport & Main Roads
- Traffic Management Plan
- Noise Management Plan
- Fireworks Permit
- Liquor Permit
- Resident Notification
- Food Vendor List
- Amusement Rides Supporting Documentation

**Templates for these documents may be found on www.whatsonbundaberg.com.au

Privacy Statement

Council is collecting your personal information for the purposes of assessing your application and to provide necessary approvals for your event. We will only use your information for this purpose, and it will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled in accordance with the *Information Privacy Act 2009 (Qld)*. For further information, please refer to Council's Privacy Statement on our website: www.bundaberg.qld.gov.au/privacy.

Declaration

I have read and understood the contents of the Events Management Guide and this Event Application Form and agree to accept responsibility for the safe operation and management of the event and the suitability of any Management Plans prepared.

Further, I accept responsibility for obtaining any necessary permits and licenses and for complying with all relevant laws and regulations. I consent to the making of enquiries and exchange of information with authorities of any Local, State or Commonwealth Department (including Queensland Police Service) in regard to any matters relevant to this application.

I acknowledge that this form is provided by Council for information only and does not represent legal advice and that no liability rests with the Council for any failure on my part to take or not take any required action.

I declare that all information supplied in this application is true and correct and I am authorised to sign on behalf of the organisation/company.

If corporation or incorporated association – this application is to be signed by two persons who occupy a position legally entitled to make an application on behalf of the corporation or incorporated association.

Name of Individual/Corporation/Association/other Organisation		
Name of Signatory (if applicant is an Organisation)		
Position (Director/President/Treasurer/Secretary, etc if applicant is a Corporation/Association/Other Organisation)		
Signature		Dated
Name of Individual/Corporation/Association/other Organisation		
Name of Signatory (if applicant is an Organisation)		
Position (Director/President/Treasurer/Secretary etc if applicant is a Corporation/Association/Other Organisation)		
Signature		Dated
Contact		
Please forward your application to: Bundaberg Regional Council PO Box 3130 Bundaberg QLD 4 6 7 0 Email: ceo@bundaberg.qld.gov.au If you have any queries, please contact 1300 883 699.		
Office Use Only		
Date Received		Ref: