

Important information – read before completing application form.

Application form must be completed **in full** and submitted to council no later than:

- **Low impact event - six (6) weeks prior to the event**, and prior to any advertising or promotion.
- **High impact event - four (4) months prior to the event** and prior to any advertising or promotions. Please note if the event requires a Traffic Management Plan it is considered a High Impact Event. TMP's must be submitted a minimum of 4 months prior to the event for assessment. If not received closures may not be included in the permit.
- **Tourism events – six (6) months prior to the event** and prior to any advertising or promotions.

Failure to submit the application within the timeframes may delay approval of application.

Issued under: *Subordinate Local Law 1 (Administration) 2015, Schedule 15 Operation of temporary entertainment events*

Fees

Fees are not payable at time of application lodgement, where payable an invoice will be forwarded under separate cover.

Signing of this Application is agreement to the Fees as per the below schedule. Fee payment prior to commencement of the event is a condition of event approval.

All fees are GST free unless noted

Commercial Applicants

Commercial applicant – Assessment fee	POA
Commercial applicant - Low Impact event – Permit fee (one day only)	\$700.00
Commercial applicant - High Impact event – Permit fee (one day only)	\$990.00
Commercial applicant – High/low impact event – daily rate thereafter	\$222.00
Commercial applicant – Corporate High Impact Event permit fee	POA
Commercial applicant – Late Lodgement fee (within 6 weeks of proposed date)	\$182.00
Electricity access fee	\$100.00 incl GST
Electricity Access (daily rate thereafter)	\$32.00 incl GST
Fee for use of motor vehicle on foreshore	\$255.00 per vehicle
Temporary Event Bond	POA

Not-for-Profit Applicants

Not-for-Profit Group Temporary Event Administration fee (incl electricity access)	\$50.00
Not-for-Profit applicant – Late Lodgement fee (within 6 weeks of proposed date)	\$95.00
Fee for use of motor vehicle on foreshore	\$255.00 per vehicle
Temporary Event Bond	POA
Main Beach Precinct Events	POA

Privacy

Council will use any personal information provided for the purposes of processing your event application and for remaining in contact with you. Please note your information may be shared with other government agencies with an interest in events management. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

Where an item is not relevant to the event ensure the box is marked.

1. Applicant Details

The applicant is the organisation, company or individual taking responsibility for management of the event and must be the holder of the public liability insurance.

Applicant name		ABN		
Postal address				
Contact Name				
Email address		Mobile		
Contact Phone		Mobile		
Organisation type	<input type="checkbox"/> Not for profit	<input type="checkbox"/> Private/public company	<input type="checkbox"/> Government body	<input type="checkbox"/> Other:

2. Public Liability Insurance

The Certificate of Currency must be registered in the name of the Applicant with the minimum level of cover of \$20,000,000. Noosa Council must be listed as an interested party on the Certificate and which must cover the scope of the event.

Has a copy of the Certificate of Currency been attached to the application?	<input type="checkbox"/> Yes	* Date certificate will be provided:
	<input type="checkbox"/> No*	

3. Event Details

Event name		
Location		
Back up Location		
<small>*Main Beach Events must provide an alternate Off Beach Option</small>		
Event day & date/s		
Start time	Finish time	Attendance Number:
Setup date and time		
Cleanup date and time		

Annual event only - please advise date for next year to tentatively book location:

Is this a fundraising event?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No	* Purpose of funds raised:
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4. Description of Event

Briefly describe the event and its purpose including schedule of activities: *attach a separate sheet if necessary*

5. Food			
Will food be served or sold at event?		<input type="checkbox"/> Yes – complete Item below. <input type="checkbox"/> No	
Will food be served or sold at event?	<input type="checkbox"/> Served <input type="checkbox"/> Sold*	Provide details:	
* If being sold - complete Food Vendor form on page 9 which must be received by Council no later than 30 days prior to the event.			
6. Alcohol			
Will alcohol be served or sold at event?		<input type="checkbox"/> Yes, it will be served or sold - complete table below Note: A liquor licence application must be lodged with Office of Liquor and Gaming Regulation with a completed copy endorsed by Council prior to submission. Copy of licence to be provided prior to the event start date. <input type="checkbox"/> No	
Liquor Licence holder name		Phone	
Address		Fax	
Provide number of dispensing and consumption areas to be available	Dispensing: Consumption:	List operating hours during event	
How will boundaries of the dispensing and consumption areas be defined?			
7. Electricity/Generators			
If there is existing council controlled electrical facilities, do you require access? Note: An electricity access fee of \$100.00 applies	<input type="checkbox"/> Yes* <input type="checkbox"/> No	* Provide details:	
Will generators be used at the event?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	* Provide details:	
Will the generator be silent?	<input type="checkbox"/> Yes <input type="checkbox"/> No*	* Provide details:	
8. Amenities			
Will additional amenities be provided at event?		<input type="checkbox"/> Yes – complete Item below. <input type="checkbox"/> No – additional cleans of public amenities may be required	
How many portable toilets will be provided?	Male	Female	Disabled
Who will be supplying the portable toilet facilities?			Phone
Delivery date and time		Collection date and time	
<input type="checkbox"/> Provide a Site Plan showing location of: <ul style="list-style-type: none"> • Portable toilets & existing toilets • Water supply points (for food prep or water bottle fill points) • Any fixture, appliance or apparatus that has a water connection or waste outlet 			
<input type="checkbox"/> Provide evidence of a Unitywater 'Tankered Waste Approval' for the removal of effluent from portable toilets at this event			
It is the organiser's responsibility to obtain a Manufacturer's Statement of Compliance Portable amenities must be self-contained (i.e. own water supply and holding tank) In the event that additional amenity services are required these must be booked with the current Council Contractor.			

9. Litter Management

- It is a requirement that the applicant for large events contact Council's Sustainability Project Officer (ph 5329-6261) to discuss waste management strategies prior to the issue of the event approval permit. Refer to Council's Sustainable Event Guidelines for assistance and information to minimise event waste: <https://www.noosa.qld.gov.au/community/events/sustainable-event-guidelines>
- For events where additional bins cannot be accommodated the event organiser is required to arrange additional bin empties of existing public services.
- For event sites which incorporate public bins within their event set up or in the direct vicinity the organiser must arrange additional bin empties.

Waste and recycle bins are to be provided at the following ratio:

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
	PLUS, over 1,000 attendees	1 x 3m ³ front load bulk bin & 3 x 1.1m ³ bulk recycling bins

Types and number of bins supplied for event:

<input type="checkbox"/> General Waste	<input type="checkbox"/> Recycle	<input type="checkbox"/> Bottle Bins	<input type="checkbox"/> Front load skip	<input type="checkbox"/> Bulk Recycle skips
Number of bins:	Number of bins:	Number of bins:	Number of skips:	Number of skips:

Bin Supplier _____ Phone _____

Delivery date and time _____ Collection date and time _____

10. Temporary Structure

Will temporary structures be used at event?	<input type="checkbox"/> Yes – complete Item below. Use of pegs or stakes are not permitted in Council parks. Structures are to be secured and weighted with sandbags etc.
	<input type="checkbox"/> No

Provide a list and details of structures such as: **marquees, amusement rides, scaffolding, stage, animal farm, jumping castle, rides etc**

11. Amplified Noise

Will any amplified noise be used at event?	<input type="checkbox"/> Yes – complete Item below (Note for large events such as music festival, live bands etc a Noise Management Plan must be provided).
	<input type="checkbox"/> No

Detail the amplified music, announcements, sound e.g. air horn, starter gun etc including dates & times

12. Vehicle Access

Will vehicles require access on council land at event? Yes – complete Item below.
 No

Where is access required? Beach* Parkland
 Provide reason for access:

*** Beach access only – complete table below and if approved a fee of \$255.00 applies per vehicle**

List all vehicles requiring beach access	Vehicle	Make	Model	Registration
	1			
	2			
	3			

13. Temporary Road Closures

Will the event require temporary road/carpark closure or have a street march/parade or any road crossings? Yes – complete Item below and lodge an application with Queensland Police Service. QPS/Main Roads permit must be provided to Council prior to event.
 No

Select relevant: Road closure Carpark closure Street March/Parade
 Provide details:

*** A copy of compliant Traffic Management Plan and parking strategy prepared by an accredited Traffic Control provider must be attached to application.**

14. Transport & Parking management

What steps will be taken to ensure adequate car parking/transport for the event? Provision of a Shuttle Bus service and a parking strategy may be required.

15. Aquatic Activities

Will any water-based activities be part of event? Yes – complete items below and contact Maritime Safety Qld as an aquatic permit may be required
 No

Water Safety Provider:

*Water safety provider must be accredited, if not using SLSQ the event risk management plan may have to be assessed by SLSQ Special Events Officer prior to submission.

Please attach:

- Water Safety Management & Risk Plan – Please ensure this includes procedure for marine creature sighting, water evacuation, number of rescue boats/ski's etc.
- Detailed site map including swim course plans and beach set up

Provide details of all water-based activities:

16. Fireworks

Please be advised per the Noosa Council Events Policy fireworks will only be approved for Christmas and New Year's Eve community events.

Request for Fireworks to be submitted via email property@noosa.qld.gov.au

17. Risk Management

Briefly detail the risk management plan for the event and/or attach a copy of your risk management strategy

18. Drone/Aerial Activities

Will a drone or other aerial activity e.g. skydiving be part of the event? Yes – Provide details & documents as per below:
 No

Documents to be provided with application:

- UAV/RPA operator's licence or approved certification from Civil Aviation Safety Authority (CASA) in relation to operation of a drone
- CASA certification for any skydiving activity
- Site map showing course, launch and landing locations, distance in metres of exclusion zones
- Certificate of Currency for public liability insurance for RPA operator / Skydiving operator
- Confirmation that aerial activity has Air Traffic Control approval (if required) prior to event.

19. Laser Light Shows

Will a Laser Light show be part of the event? Yes – Provide details & documents as per below:
 No

Laser Business Operator's Name

Address

Telephone

Operator conducting show

Location where laser display will be conducted

Display date

Testing Start time:

Testing Finish time:

Start time:

Finish time:

Permission/notification is required from CASA for the conduct of a laser of high intensity light show. Form 1584 – Proposal to conduct laser or light operations form is required to be lodged with CASA regional office:

<https://www.casa.gov.au/standard-page/laser-and-light-shows>

<https://www.casa.gov.au/files/form1584doc>

Documents to be provided with application:

- Site map showing ground elevation at site &/or laser light elevation if above ground (e.g. mounted on buildings)
- Certificate of Currency for public liability insurance for Laser Light Display Operator
- Confirmation that the laser light show has CASA approval prior to event

20. Environmental Management

What steps will be taken to avoid environmental impacts?

21. Site Damage

What steps will be taken to avoid site damage e.g. use of track matting, tree protection, minimising vehicle access etc?

22. First Aid / Medical Services

An Emergency Response plan must be in place and qualified first aid staff in attendance at all times

First aid service supplier/provider

Number of first aid personnel

Start time

Detail arrangements with Queensland Ambulance Service for emergency responses and event access:

How will all event related staff be informed of the emergency evacuation plan?

23. Access and Equity Compliance

Is the site accessible for wheelchairs and for people with disabilities?

Yes No

Does the promotional material for the event specify if the event is wheelchair accessible?

Yes No

Regional/large public event: will appropriate disability access toilets be provided?

Yes No

Road/carpark closures: is adequate and suitable disability parking incorporated on the site plan?

Yes No

24. Community Safety

What security arrangements do you have in place for equipment left overnight including during set up/clean up?

Will a security company be used at event? Yes – complete details below.
 No

Company name

Number of personnel

Personnel start time

Personnel finish time

Is additional lighting being provided?

Yes* No

* Details:

25. Community consultation

The organiser must notify residents and businesses within the immediate vicinity of the event by way of letterbox drop, detailing the event operating hours, any road closures and event activities at least one week prior to the event but not more than two weeks prior to the event. What action will be taken to notify local residents of your event?

26. Promotion and signage

Provide details of all **pre-event** promotional marketing: *including radio, newspapers, television, leaflets*

Do you intend to erect any on-site signs at the event site during the event ?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	* Provide details e.g. a signage plan indicating number & location may be required:
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27. Wet weather alternative

Detail the contingency plans in case of inclement weather: *including method of notifying potential attendees*

28. Site plan

Attach a site plan, which clearly indicates all of the following applicable to the event:

- | | |
|---|--|
| • Emergency access routes/parking and disabled parking | • Fire extinguishers |
| • Stage and direction of amplified sound | • Carpark closures |
| • Security and/or police locations | • First aid posts |
| • Approved liquor consumption areas | • Lost children/property |
| • Site entrances/exits | • Portable toilet facilities |
| • Registration/marshalling areas | • Litter/refuse facilities |
| • Marquees/tents/amusement rides, animal farm etc | • Fireworks/drone/laser launch site/exclusion zone |
| • Food vendors – clearly mark each stall with name and (where applicable) number corresponding to the Food Vendor list (page 9) | |

29. Application attachments

Ensure you have completed all sections of application – the following documents must be attached to the application as required

- | | |
|---|---|
| <input type="checkbox"/> Certificate of Currency (Public Liability insurance) | <input type="checkbox"/> Event Management plan for major events |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Liquor Licence Application (if applicable) |
| <input type="checkbox"/> Fireworks Display Notification and supporting documentation as listed in item 17 (if applicable) | |
| <input type="checkbox"/> Drone/Aerial Activities Notification and supporting documentation as listed in item 18 (if applicable) | |
| <input type="checkbox"/> Laser Light Show Notification and supporting documentation as listed in item 19 (if applicable) | |
| <input type="checkbox"/> Traffic Management Plan/Parking Strategy and supporting documentation (if applicable) | |
| <input type="checkbox"/> Risk Management Strategy (if applicable as per Item 22 Risk Management) | |
| <input type="checkbox"/> Food Vendor list (if applicable) | |
| <input type="checkbox"/> Aquatic Event Application (if applicable) | |
| <input type="checkbox"/> Waste Management plan | |
| <input type="checkbox"/> Noise Management plan (if applicable) | |

30. Declaration

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.

Name	Position
Signature	Date

Signature must be provided

INSTRUCTIONS: Organiser to complete all details and return to mail@noosa.qld.gov.au and health@noosa.qld.gov.au quoting your Event Name and Permit # in the subject line. Allow a minimum of 30 business days to process temporary food stall applications – food handling must not commence until a licence is issued. All food businesses found to be operating without a valid Noosa Council licence (licenced mobile premises exempt) will be directed to cease trading immediately and/or issued a penalty infringement notice. *Application form from Council's [website](#)*

Event details						
Event name		Event location		Event date/s		Permit No.
Event organiser name			Email			Contact No.
#	Food Business name	Food Business Licence No**	Name of council that issued licence	Food Licence Expiry Date	Type of food sold/handled	Food business contact name, phone number and email & web address etc
eg	<i>Joe Bloggs Eats</i>	<i>HSCF No. 12345678</i>	<i>Happyville Shire Council</i>	<i>31 August 2021</i>	<i>deep fried wedges, chips,pancakes,waffles, smoothies, tacos & sushi</i>	<i>Joe Bloggs, 0400123456, 54123456, joe@bloggseats.com.au, https://www.joebloggs.com.au</i>
1						
2						
3						
4						
5						
6						
7						

Attach additional list where required. **Organiser to attach: a site plan of event identifying numbered location of each food vendor; a copy of all food business licences and provide a copy of Food Safety Supervisor (FSS) competencies. The organiser must ensure all licensable food businesses hold a current food licence.