

Application to Use a Park or Reserve for a Community Temporary Event

*Subordinate Local Law 1.14 (Undertaking Regulated Activities on
Local Government Controlled Areas and Roads) 2011*

Collection Notice: Council requires the personal information requested on this form for the purpose of assessing your application and administering licenses and approvals in the region. The information will not be disclosed to any other party unless required by law.

☐ Organisation ☐ Private

Private Applicant details

Name:		
Postal address:		
Locality/ Suburb:	State:	Postcode:
Phone:	Mobile:	
Email:		

Organisation Applicant details

Registered non-profit organisation name:		
Incorporate Association number:		
Contact person:	Position:	
Postal address:		
Locality/ Suburb:	State:	Postcode:
Phone:	Mobile:	
Email:		

I declare that the information provided in this application to be true and correct.

Signature:	Signature:
Date: / /	Date: / /

Temporary entertainment event details

Statement of the nature of entertainment (e.g. markets, festival, sporting competition or event, wedding etc.):			
Activities being held as part of the event (e.g. stalls, food, carnival rides, fireworks, entertainment etc.):			
Name of Park:			
Locality/ Suburb:			
Proposed date/s (please ensure all dates are covered within the period of your public liability insurance):			
Start time of activity:	am/pm	Finish time of activity:	am/pm
Start time for set up:	am/pm	Departing time from site:	am/pm
Expected attendance rate of event:			

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Details of how waste will be managed and disposed of:	
Details of toilets facilities for the event (<i>refer to attached information sheet</i>):	
Details of advertising signs (size, location and method of securing):	
Is access to power required?	YES / NO
How many power boxes are required, and where? (<i>refer to information sheet</i>)	
Is access to water required?	YES / NO

Public Liability Insurance

Please attach a copy of your Public Liability Insurance Certificate of Currency. The sum insured is to be a minimum of \$20 million and must note the interests of Somerset Regional Council.

Note: Applications submitted without their Public Liability Insurance Certificate of Currency will not processed until it has been received.

Site Plan

Please attach a site plan showing the layout plan within the park for the set up of all of the planned activities including stalls, parking, toilet facilities, power access etc.

Contact details of the nominated person who will be responsible for compliance of this event:

Contact Name	Mobile:
Email:	

Attachments for application

Item	Yes	No	N/A
1. Public Liability insurance certificate of currency with a minimum cover of \$20 million and notes the interests of Somerset Regional Council.			
2. One copy of the site plan showing the layout plan within the park for the set up of all of the planned activities, structures etc.			
3. Other relevant supporting information (letters of support, police approval, traffic management plan and guidance scheme etc.).			
4. Contact details of the nominated person who will be responsible for: <ul style="list-style-type: none"> a) Ensuring compliance with the authorising local law before, during and after the event; and b) Handling general complaints which may be received; and c) Liaising and communicating with the local government or an authorised person. 			

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Information Sheet for Temporary Park Events being held within a Council Park or Reserve

The approval holder for the application to use a park for a temporary event must be a registered non-profit organisation or a person not undertaking any commercial activities.

Applications may need to be considered by Council prior to approval being given and applications must be received at least one month prior to the event.

Advertising Signage

All temporary signage for your event must be displayed on private property only and are only to be displayed 14 days prior to the event and all signage must be removed from display 1-day after the event. Refer to Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011.

Signage not displayed in the correct manner for the event, may be impounded by an authorized officer and may only be released on payment of impounding fee.

Food Stalls

If food is to be sold at the event for profit, a food business licence must be obtained from Council. Some exemptions do apply for non-profit organisations, please contact Council's Environmental Health Section for further information.

Structures

Structures must be standalone, no tent pegs or spikes are permitted to be used within the parks unless otherwise stated.

Toilet Facilities

Refer to Somerset Regional Council's website, somerset.qld.gov.au/entertainment-events/toilet-facilities for guide to event organisers with relevant information regarding adequate provision of number of toilets for projected number of persons attending event. Link provided below.

[Entertainment events - Info: Toilet facilities – Somerset Regional Council](#)

For events with projected number of people in attendance is less than 100, the number of toilets to be provided includes the number of existing public toilets unless otherwise advised. If the projected number of people in attendance is more than 100, the number of toilets to be provided is additional to the number of existing public toilets unless otherwise advised.

If using the public amenities for your event, you will be required to keep the public amenities clean and stocked up with supplies during and after your event.

Waste Management

The approval holder will be responsible to keep the area in a clean and tidy state and is responsible to adequately provide for the collection and disposal of the waste generated by the event. For further information regarding waste management, refer to the link provided below.

<https://www.somerset.qld.gov.au/Our-Services/Environmental-Health/Entertainment-Events#section-8>

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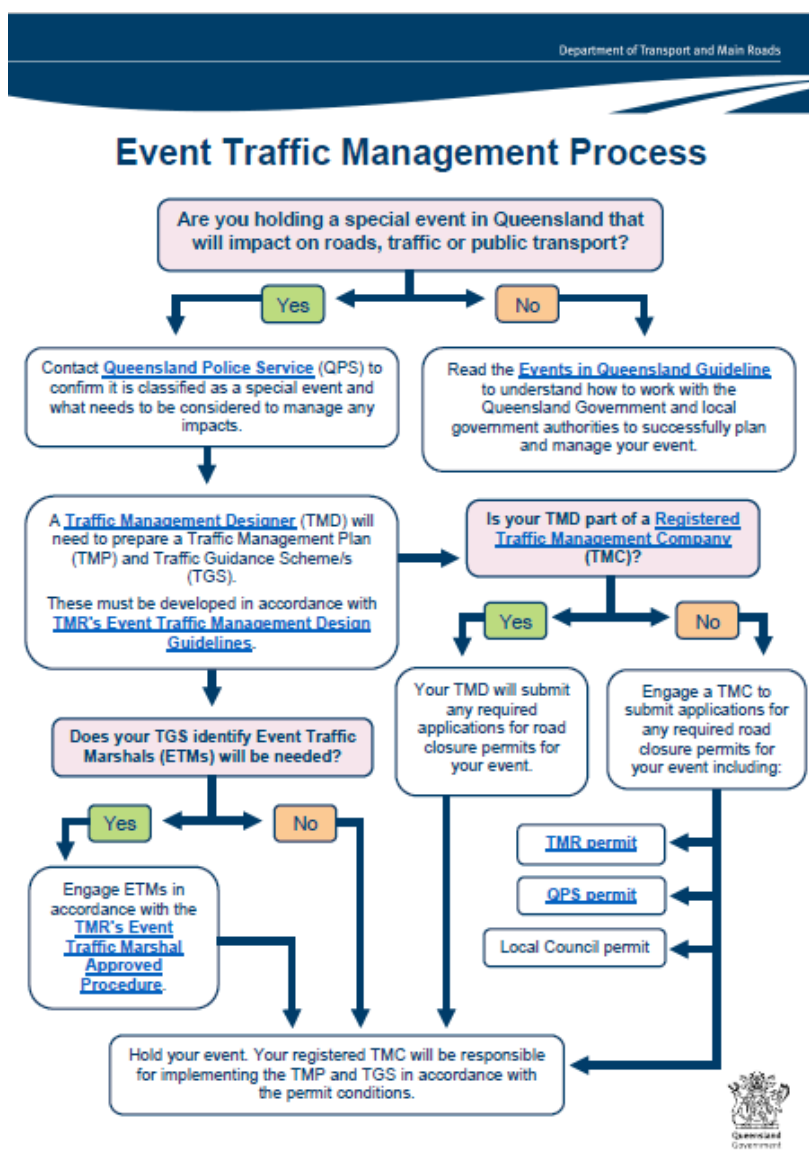
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Event Traffic Management

Event Traffic Management (ETM) in Queensland must comply with the Temporary Traffic Management (TTM) standards including any associated Traffic Management Plans (TMP) and Traffic Guidance Schemes (TGS).

[Event Traffic Marshals \(Department of Transport and Main Roads\) \(tmr.qld.gov.au\)](http://tmr.qld.gov.au)

The Event Organiser has specific responsibilities when working with ETMs for their event and must obtain all relevant Council, Queensland Police Service and Department of Transport and Main Roads (TMR) permits and approvals to conduct the SPECIAL EVENT including having Traffic Guidance Schemes (TGS) for the event. For guidance, please refer to the flowchart below.



Temporary Closure of Council Carparks

If event holders would like to partially close or fully close a Council carpark as part of their event, this would need to be considered by Council. Details of the proposed closure including times, purpose and site plan will need to be included with your application to use a park or reserve for a temporary event.

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Wet Weather

In the event of prevailing wet weather, a joint inspection may be required of the ground conditions with the approval holder and an authorised officer from Council. Should the ground be deemed unsuitable for the purpose of the event and no other arrangements can be made, the event will be cancelled.