

# Medium/Major Impact Temporary Entertainment Event on Council Controlled Areas and Roads Application Form

**Privacy Notice:** Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No.1.12 (Operation of Temporary Entertainment Events) 2011*. Council deals with your personal information in accordance with law, including the *Information Privacy Act 2009*.



This form is to be completed when applying for approval to operate a temporary entertainment event that is open to the public on a Council controlled area or road. Please refer to Council's Temporary Entertainment Events and Regulated Activities on Council Controlled Areas and Roads Policy.

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## Applicant Details

Organisation, company, partnership or individual taking responsibility for the management of the activity and must be the holder of the public liability insurance.

Applicant name:

ABN:

Trading name:

Postal address:

Contact number/s:

Email:

Organisation type:  Local Not for Profit  Private/Public Company  Government Body  
 Other:

Preferred delivery method:  Email  Post  Collect – Rockhampton, Gracemere, Mount Morgan

Email is the standard form of delivery. If this method is unsuitable, please select an alternative.

## Temporary Entertainment Event Details

Type of event:  Circus  Sport/recreational event/competition (where the public can nominate and spectators can attend, for example, a triathlon)  
 Festival  Other:  
 Markets  
 Concert

Event name:

Anticipated number of attendees:

Event description:

Describe the event including activities, nature of entertainment provided, if the event is being held for fundraising purposes, if camping is proposed, etc. Attach separate sheet if necessary.

Location/s\*:

Include precinct name or name of park/sporting ground if applicable, for example Riverside Precinct/Victoria Park.

\* Locations held in trust by Council under the Land Act 1994 may require the issue of a trustee permit prior to the approval being granted (refer to 'Standard Conditions of Approval' #6).

**OFFICE USE ONLY**

Date:

CSO:

Information checked: Y / N

Amount:

Receipt number:

Application number:

Is only part of the above location required?

- No
- Yes – please provide details below of the part required:

Event operation date/s:

*If the event occurs more than once in any 12 month period, please specify individual dates, up to 12 months in advance, noting that public liability insurance will be necessary for each occurrence. Attach separate sheet if necessary.*

Event operation start time:  am /  pm

Event operation finish time:  am /  pm

Set up date/s:

Set up start time:  am /  pm

Set up finish time:  am /  pm

Pack up date/s:

Pack up start time:  am /  pm

Pack up finish time:  am /  pm

On-site responsible person's contact name and number:

*Person nominated by the Applicant who is responsible for ensuring compliance with Council's Local Laws before, during and after the event, handling general complaints which may be received, and liaising and communicating with Council and authorised persons.*

## Food and Beverage

Do you require special access to existing on-site (if available) **potable water** (for example, for catering/camping needs)?

- No
- Yes – please provide details below, including dates and locations (**additional fees may apply**):

Do you request hire of Council's portable **water refill station/s**? (there are two available)

- No – please provide brief details below of alternate drinking water supply planned for attendees:
- Yes – please provide details below, including quantity of stations and dates required (**a security deposit/bond and additional fees may apply**):

Do you require access to Council infrastructure (if available) for the disposal of **waste water**?

- No
- Yes – please provide details below (**additional fees may apply**):

Will the activity involve the selling or consumption of **liquor**?

- No
- Yes – *In accordance with the Liquor Act 1992, events where alcohol will be served/sold must have a Permit, issued by the [Office of Liquor & Gaming](#). A copy of the permit must be provided to Council. Risk factors associated with alcohol must be identified on the risk assessment submitted to Council. Please refer to the 'Supporting Documents' section.*

Will the event include the sale or service of **food**?

- No
- Yes – please provide brief details including any cooking to be undertaken on site (*if sale of food is proposed, please refer to the 'Supporting Documents' section to ensure a completed List of Food Vendors/Stall Holders form is included with your application*):

## Traffic Management/Vehicle Access

*Road closures are not permitted along Denham Street between Quay Street and Quay Lane. Parking bays cannot be used unless the relevant approval has been granted. Parking bays are included when road closures are in place. If road closure approvals are not obtained, a Parking Permit Application Form must be submitted separately to Council, however, such permits do not guarantee a park.*

Are any road/carpark/footpath closures, interruptions and/or increases to the normal traffic conditions/access planned/anticipated?

- No
- Yes – please provide brief details below and refer to the 'Supporting Documents' section (*approvals will be conditional upon public notification/community consultation being undertaken two weeks prior to the event*):

Provider of the Traffic Guidance Scheme:

Will vehicle access be required on Council controlled areas or roads?

*Vehicles are not permitted to drive onto the wooden boardwalk section of the Riverside Park Event Space. Limited access is permitted on some parks and sporting grounds, approval must be obtained for vehicles to be allowed on grounds.*

- No
- Yes – please provide details below:

## Services and Amenities

Will connections to Council's controlled **electrical** facilities (if available) be requested?

- No
- Yes – please provide details below (*additional fees may apply*):

Start time:

Finish time:

Will **generators** be used at the event?

- No
- Yes – please provide details below:

Start time:

Finish time:

Do you require existing on-site Council controlled **lighting** to be operational outside of the standard hours?

- No
- Yes – please provide details below (*additional fees may apply*):

Start time:

Finish time:

Will **temporary lighting** be used at the event?

*Applicants must comply with AS3002-2021 Electrical Installations – shows, carnivals and events.*

- No
- Yes – please provide details below and refer to the ‘Supporting Documents’ section:

Start time:

Finish time:

For events proposed at the Rockhampton Riverbank, will connection to the **wi-fi** network be sought?

*Use of smart technology is not guaranteed and is subject to assessment.*

- No
- Yes – please provide brief details below and refer to the ‘Supporting Documents’ section and ‘Standard Conditions of Approval’ #23:

Do you require access to on-site Council **amenities** (if available) outside of the standard hours?

*Public amenities must always remain accessible to the public and are not to be included in supply total for an event. Where anticipated attendance at an event is substantial, the applicant must ensure adequate amenities to cater for attendees and may need to engage a contractor to facilitate adequate supply.*

- No
- Yes – please provide details below (*additional fees may apply*):

Access times:

Will additional amenities (portable toilets and hand wash facilities) be used at the event?

- No
- Yes – please provide details below of the number of portable toilets to be provided:

Male:

Female:

Disability:

## Waste and Recycling

*On-site Council general waste containers are not to be utilised for events and separate arrangements must be made.*

### Waste Containers Supplied by Applicant

Will you be supplying/servicing/removing additional **general waste** containers (wheelie bins/skip bins) at the event?

- No  
 Yes – please provide details below:

Size of waste containers:

Number of waste containers:

Contractor details:

Details of contractor engaged for **recycling** provisions:

*Council does not offer such services*

### Waste Containers Supplied by Council

Do you request Council to supply/service/remove additional **general waste** containers at the event?

- No  
 Yes – please provide details below (*additional fees will be quoted*):

Quantity of waste containers:

Date of delivery:

Date of removal:

Delivery location/s:

Servicing frequency (*weekdays only*):

Removal location/s:

Onsite contact name/number:

## Temporary Entertainment Equipment/Structures and Signage

### Entertainment Equipment/Structures

Will any **temporary entertainment equipment/structures** be used?

- No  
 Yes – please tick below all that apply and indicate number:

Equipment/Structure	Number
<input type="checkbox"/> Amusement devices (including inflatable devices such as jumping castles, water slides)	
<input type="checkbox"/> Staging	
<input type="checkbox"/> Dance floor/s	
<input type="checkbox"/> Petting zoo/s	
<input type="checkbox"/> Movie screen/s	
<input type="checkbox"/> Soft play or similar children's entertainment equipment	
<input type="checkbox"/> Small (<=100m <sup>2</sup> ) marquee/s or tent/s	

<input type="checkbox"/> Medium (>100m <sup>2</sup> but less than 500m <sup>2</sup> ) marquee/s or tent/s (compliance with Qld Development Code MP3.2 necessary)	
<input type="checkbox"/> Large (>500m <sup>2</sup> ) marquee/s or tent/s (marquee/tent with a plan area of >500m <sup>2</sup> will be conditional on a Building Permit from a Qld Licenced Building Certifier)	

Other equipment/structures causing significant site overlay and requiring significant set up and management (please provide details below and/or attach images or other information with application):

**Signage**

Will any **signage**, including directional signage be used?

No

Yes – please provide details below of signage and how it will be secured whilst displayed:

**Noise and High Risk Activities/Displays**

Will any **amplified noise** be generated from the activity?

No

Yes – please provide details below of audio equipment, music, announcements and/or sound and hours it will occur:

Will the event involve any **high risk activities/displays/effects**?  
*For example, pyrotechnic displays such as fireworks, strobe lights and lasers.*

No

Yes – please provide brief details below and refer to the ‘Supporting Documents’ section (approvals will be conditional upon public notification/community consultation being undertaken two weeks prior to the event where use of fireworks/ external strobes/lasers is proposed):

Licenced contractor/operator details:

Will any activities during the event operation/set up/pack down require a **high risk work licence**?  
*For example, operation of a crane or forklift, installation of scaffolding.*

No

Yes – please provide brief details below and refer to the ‘Supporting Documents’ section:

**Promotion and Community Consultation**  
*Advertising or other communications/promotional activities must not occur until Council approval is granted.*

Provide details of pre-event promotional **marketing** proposed:

Provide details of proposed arrangements for **community consultation** and notification of event to surrounding residents/businesses:  
*Contact details for the person/business operating the event must be included in communications.*

### Public Liability Insurance

*A copy of the Applicant's public liability insurance and indemnity statement is mandatory for all applications.*

Name of insurer:	Policy number:
Policy limit:	Expiry date:
Is Rockhampton Regional Council noted as an interested party? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Supporting Documentation

*Applications cannot be assessed until all required supporting documentation is received.*

Required	Attached	Date to be provided	Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Site plan to scale 1:100 showing the proposed location and layout of the temporary entertainment event including the boundaries of the site and the locations of any buildings, roads, temporary equipment/structures such as marquees/tents or other structures (for example, fire hydrants, power poles, road signage, telephone boxes etc.) and, where applicable – <ul style="list-style-type: none"> <li>▪ The stage and direction of amplified noise; and</li> <li>▪ First aid posts and each emergency response station (security, crowd control and/or police); and</li> <li>▪ Each liquor consumption area; and</li> <li>▪ All litter/refuse facilities; and</li> <li>▪ The position of each sanitary convenience at the place; and</li> <li>▪ The nature and position of each installation at the place which is to be used for the preparation or sale of food; and</li> <li>▪ Each entry and exit point (for both public and vehicles); and</li> <li>▪ Public displays points of emergency action plans/evacuation plans/procedures, and</li> <li>▪ Potable water requirements, and</li> <li>▪ Each registration and marshalling area, and</li> <li>▪ Fire and emergency exits, and</li> <li>▪ Fire extinguisher locations.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Certificate of Cover for Public Liability Insurance to the minimum value of \$20 million and noting Rockhampton Regional Council as an interested party – ensure the name on the insurance policy is the same name as the applicant name on this application.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Completed Temporary Event Risk Assessment
<input type="checkbox"/>	<input type="checkbox"/>		Certificate of Incorporation <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>		Copy of Not-for-Profit registration <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>		Evidence of compliance with sanctioning or state controlling body requirements <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>		A copy of the approval/s provided by the Queensland Police Service allowing for the partial road closure and/or special event. Where QPS approvals are pending, please provide a copy of application/s to the QPS <i>(if applicable)</i> .
<input type="checkbox"/>	<input type="checkbox"/>		A traffic management plan/parking strategy and any other relevant supporting documentation prepared by an accredited Traffic Control Provider <i>(if applicable)</i> .
<input type="checkbox"/>	<input type="checkbox"/>		Evidence of notification of the proposed event and any proposed road closure/traffic interruptions to surrounding residents and businesses including contact details for the person/entity undertaking the activity <i>(if applicable)</i> .

<input type="checkbox"/>	<input type="checkbox"/>		A copy of application/s and permit/s under the <i>Liquor Act 1992</i> demonstrating the approved consumption of liquor <i>(if applicable)</i> .
<input type="checkbox"/>	<input type="checkbox"/>		A fire safety audit report conducted in accordance with AS 4655 – Fire Safety Audits, taking into account – (i) AS 2444 – Portable fire extinguishers and fire blankets – selection and location; and (ii) AS 2293 – Emergency escape lighting and exit signs; and (iii) AS 1851 – Maintenance of fire protection system and equipment. <i>(if requested)</i>
<input type="checkbox"/>	<input type="checkbox"/>		Details and specifications of any equipment and/or vehicles proposed to be used <i>(if applicable)</i> .
<input type="checkbox"/>	<input type="checkbox"/>		Evidence of relevant licences, certificates, permits/approvals for the relevant high risk work/activity <i>(if applicable)</i> .
<input type="checkbox"/>	<input type="checkbox"/>		Demonstrated compliance with Australian Standards and/or other regulations, licences, permits/approvals relevant to proposed electrical/lighting equipment and/or other type of equipment, structures, and/or installations <i>(if applicable)</i> .
<input type="checkbox"/>	<input type="checkbox"/>		A report from an approved electrical contractor, taking into account – (i) AS/NZS 3760 – In-service safety inspection and testing of electrical equipment; and (ii) AS/NZS 3001 – Transportable structures and vehicles including their sites. <i>(if applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>		A certified structural safety report for all temporary construction work <i>(if applicable)</i> .
<input type="checkbox"/>	<input type="checkbox"/>		Proof of ‘Dial Before You Dig’ <i>(if applicable)</i> .
<input type="checkbox"/>	<input type="checkbox"/>		Demonstrated compliance with <i>Amusement Devices Code of Practice 2023</i> , and a copy of certificate for each amusement ride issued by Workplace Health and Safety Queensland <i>(if applicable)</i> .
<input type="checkbox"/>	<input type="checkbox"/>		Completed List of Food Vendors/Stall Holders Form <i>(if applicable)</i> .
<input type="checkbox"/>	<input type="checkbox"/>		Copy of the Applicant's Food Business Licence issued under the <i>Food Act 2006</i> <i>(if applicable)</i> .

### Standard Conditions of Approval

- (1) The approval holder must produce the approval for inspection by an authorised person on demand; and
- (2) The conditions of an approval may —
  - (a) require specified action to maintain or improve the place of the temporary entertainment event, and
  - (b) require the approval holder to provide specified equipment, and to take specified measures, for the safety of the public, and
  - (c) require the approval holder to provide specified facilities and amenities, and
  - (d) regulate the hours of operation of the temporary entertainment event, and
  - (e) require the approval holder to provide specified equipment, or take specified measures, to reduce adverse effects of activities at the temporary entertainment event on the surrounding neighbourhood to acceptable levels, and
  - (f) require the approval holder to take out and maintain public liability insurance as specified by the local government and produce documentary evidence of the insurance to the local government before the event commences, and
  - (g) regulate noise emission from the temporary entertainment event, and
  - (h) require the design and construction of the place of the temporary entertainment event to be safe and appropriate having regard to the nature of the entertainment proposed and the number of people expected to attend the place, and
  - (i) if the approval relates to an activity on a road – require the approval holder to indemnify each of the State and the local government, and
  - (j) require the approval holder to ensure that the place of the temporary entertainment event and its operation do not unreasonably detract from the amenity of the area in which the place is located, and
  - (k) prescribe requirements for adequate toilets and sanitary conveniences for the use of members of the public attending the temporary entertainment event, and
  - (l) prescribe requirements for the collection and disposal of waste generated by the temporary entertainment event, and



- (m) prescribe requirements for people and (if applicable) vehicles to enter and leave the place of the temporary entertainment event, and
- (n) require that any premises, building, structure, vehicle, facility or equipment used in the operation of the temporary entertainment event be maintained at all times—
  - (i) in good working order, and
  - (ii) in a good state of repair, and
  - (iii) in a clean and sanitary condition, and
- (o) prescribe requirements about—
  - (i) crowd, traffic and parking control, and
  - (ii) security measures to be implemented, and
  - (iii) evacuation procedures to be implemented as part of the operation of the temporary entertainment event, and
  - (v) the public display of evacuation plans and procedures as part of the operation of the temporary entertainment event, and
  - (iv) the exhibition of signage as part of the operation of the temporary entertainment event, and
  - (vi) the removal of structures erected, and equipment used, as part of the operation of the temporary entertainment event at the completion of the event; and
- (3) prepare, and enact as required, a wet weather alternative prior to the undertaking of the prescribed activity to cater for situations where the approved Location/Area is deemed by Council to be no longer suitable as a result of adverse weather conditions or other occurrences beyond Council's control; and
- (4) hold harmless and keep indemnified the Rockhampton Regional Council and its officers, employees, members, agents and contractors ("Indemnified Parties") from and against all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses ("Claim") arising out of or any way connected to or resulting from the granting of this approval and any activity carried out or purported to be carried out under the approval (in all circumstances whether directly or indirectly), save to the extent that the Claim arises as a result of any negligent act or omission of Council; and
- (5) take all specified measures to ensure that the activities authorised by the approval do not cause environmental harm or environmental nuisance; and
- (6) if required, enter into and comply with the requirements of a trustee permit for areas held in trust by the local government under the *Land Act 1994*; and
- (7) notify the local government in writing of a suspension or cancellation of a relevant approval for the prescribed activity under an Act within three days of the relevant approval being suspended or cancelled; and
- (8) if the local controlled area or road is listed on the Queensland Heritage Register:
  - (a) the condition and historical, cultural and environmental value of the area or road must be preserved, and
  - (b) refrain from any action or using any equipment, item or product that may damage or permanently alter the area or road; and
- (9) ensure the area or road is left in the same condition at the end of the term of the approval; and
- (10) acknowledge that the local government has not made any claim, statement or interference with regard to the suitability of the local government controlled area or road and the applicant has satisfied themselves in this regard; and
- (11) provide to the local government security (which may include a deposit of money, a guarantee or an insurance bond) prior to the undertaken of the prescribed activity to ensure that any damage caused is made good; and
- (12) reimburse the local government for any damage caused to the local government controlled area or road as a result of failure to comply with the Conditions of Approval to ensure that the damage is made good; and
- (13) not place or display any sign or device advertising the undertaking of the prescribed activity in the area identified in the approval otherwise than in accordance with an approval of the local government for example, under *Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011* which authorises the use of the area for that purpose; and
- (14) if the undertaking of the prescribed activity involves a temporary road closure –
  - (a) give public notice of the temporary road closure, for example, by the publication of notice of the temporary road closure in a newspaper circulating generally in the local government area of the Council, and
  - (b) at least 14 days prior to the temporary road closure, inform persons residing, occupying or operating a business adjacent to the place at which the prescribed activity is to be undertaken or road to be closed, in writing, by letterbox drop or similar means, of the approximate prescribed activity/road closure date and time, the nature and scale of the prescribed activity, and (if applicable) adequate arrangements for the persons to enter or exit their property by vehicle for the duration of the prescribed activity or road closure; and
- (15) provide specified illumination for the purposes of the undertaking of the prescribed activity and take specified measures to reduce light spillage from the undertaking of the prescribed activity; and
- (16) not discharge trade waste generated by the undertaking of the prescribed activity otherwise than in accordance with an approval under the *Water Supply (Safety and Reliability) Act 2008*; and
- (17) ensure no attendees release unsecured balloons containing helium; and
- (18) ensure attendees do not engage in the consumption of alcohol unless prior approval has been obtained from the Office of Liquor and Gaming and evidence of the approval is provided to Council prior to the undertaking of the activity; and

- (19) ensure that no items/equipment/adhesives are attached to trees or other botanical specimens, landscapes and/or other fixtures at the Location/Area; and
- (20) ensure attendees refrain from walking through garden beds, climbing trees, removing plants and damaging botanical specimens; and
- (21) refrain from using confetti, rice or similar product which may be harmful to the environment and wildlife; and
- (22) unless prior written approval from Council has been obtained, ensure interference with a plant or any turf, sand, clay or soil or other material/surface does not occur, including, but not limited to, driving stakes, pegs, pickets or similar into the ground, installing art/murals and marking paint or similar products on surfaces; and
- (23) where applicable, adhere to the Event Wi-fi Terms and Conditions; and
- (24) if the undertaking of the prescribed activity includes the installation of a temporary tent (marquee) that has a plan area more than 500m<sup>2</sup> a building permit from a Queensland licenced Building Certifier is mandatory. A temporary tent (marquee) that has a plan area more than 100m<sup>2</sup> but less than 500m<sup>2</sup> must comply with the Queensland Development Code MP 3.2.

## Declaration and Indemnity

I submit this application form with the relevant fee and supporting documentation as required.

In consideration of Council granting the approval of this application, the Applicant:

- (1) Shall, at all times, hold harmless and keep indemnified the Rockhampton Regional Council and its officers, employees, members, agents and contractors ("Indemnified parties") from and against all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses ("Claim") arising out of or in any way connected to or resulting from Rockhampton Regional Council granting the approval of this application and any activity carried out or purported to be carried out under any approval of this application (in all circumstances whether directly or indirectly), including:
  - (a) Any personal injury, illness, death to any person or damage to any property; and
  - (b) Any breach, non-observance or non-fulfilment of any condition of the approval; and
  - (c) Any act, matter, negligence or thing done or omitted to be done by the Applicant or its employees, agents or contractors.
- (2) Accepts that by proceeding with the activity, they will be taken to have agreed to the Standard Conditions of Approval outlined on this form.
- (3) Accepts that Council may impose additional non-standard conditions of approval after the application has been assessed which will be noted on the information notice issued at the time approval of the application is granted. For example, a non-standard condition may require the applicant to give reasonable security (deposit of money, a guarantee or an insurance bond) to ensure any damage caused is made good.
- (4) Acknowledge that Council has not made any claim, statement or interference with regard to the suitability of the facility or land for the activity and I have satisfied myself in this regard.

Applicant name:

Signature:

Date:

## Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

## Payment Information

**In person** | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

**By phone** | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

**By post** | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.