

Medium/Major Impact Private Event/Gathering/Ceremony (Public Place Activity) 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. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 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 undertake certain regulated activities 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.

Activity Details

Type of activity:

Invitation-only ceremony, party, celebration, or memorial service attended by **more** than 50 people

Invitation-only ceremony, party, celebration, or memorial service attended by **less** than 50 people **with** Temporary Entertainment Equipment/Structures

Social gathering/meeting of more than 50 people

Training event (*excludes events open to the public*)

Sporting activity of regional/state/national significance

Street parade

Vintage car display

Novelty vehicle race

Exercising a Right of Occupation by an Incorporated Association

Purpose of activity:

For example, private wedding ceremony for <name> & <name>, child's birthday party, school cross-country training event for students and spectators.

Location/s*:

Include name of park/sporting ground if applicable, for example Botanic Gardens/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' #1(r)).

OFFICE USE ONLY

Date:

CSO:

Information checked: Y / N

Amount:

Receipt number:

Application number:

Is only part of the above location required?
For example, Tamarind Tree Line/Japanese Gardens.

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

Anticipated number of attendees:

Date/s:	Start time: <i>(including set up)</i>	Finish time: <i>(including pack down)</i>
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On-site contact name and number:

Traffic Management

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 and ‘Standard Conditions of Approval’ #1(q) *(approvals may be conditional upon public notification/community consultation being undertaken two weeks prior to the activity):*

Services and Amenities

Can your activity be met with the existing site access, infrastructure, facilities and scheduled maintenance?

- Yes
- No – please tick additional arrangements proposed/requested and provide details below *(additional fees may apply):*
- Site access *(for example, unlocking of gates)*
 - Electricity access* *(connections to Council’s controlled electrical facilities)*
 - Additional lighting/illumination* *(for example, utilising temporary lighting)*
 - Additional sanitation amenities/facilities *(for example, portable toilets)*
 - Waste and recycling *(additional bins)*
 - Site preparation/maintenance *(for example, special mowing service)*

Details:

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

Equipment/Structures

Will any equipment and/or structures be used?

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

Permitted Equipment/Structures

- Biodegradable confetti, flower petals or similar eco-friendly material
- Small Marquee/s (*maximum of two, not exceeding 3mx6m*)
- Arbors
- Arches
- Easles
- Fold up tables
- Seating
- Carpet Runners
- Acoustic music
- Battery operated public address system
- Other non-invasive low risk equipment/structures causing minimal setup and management (*please provide details below and/or attach images or other information with application*):

Temporary Entertainment Equipment/Structures

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 ($\leq 100\text{m}^2$) marquee/s or tent/s | |
| <input type="checkbox"/> Medium ($>100\text{m}^2$ but less than 500m^2) marquee/s or tent/s (<i>compliance with Qld Development Code MP3.2 necessary</i>) | |
| <input type="checkbox"/> Large ($>500\text{m}^2$) marquee/s or tent/s (<i>marquee/tent with a plan area of $>500\text{m}^2$ will be conditional on a Building Permit from a Qld Licenced Building Certifier</i>) | |
| <input type="checkbox"/> Other equipment/structures causing significant site overlay and requiring significant set up and management (<i>please provide details below and/or attach images or other information with application</i>): | |

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

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:

Food and Beverage

Will the activity include the service of food?

- No
- Yes – food will be provided by the applicant.
- Yes – food will be provided by an onsite catering business or food truck – please provide brief details below including any cooking to be undertaken on site and refer to the 'Supporting Documents' section:

Will the activity involve the consumption of liquor?

- No
- Yes – *In accordance with the Liquor Act 1992, consumption of alcohol in a public place is **prohibited** unless special consideration and approval of a designated consumption area by Council's CEO has been granted. CEO provides approval of this nature in only **very limited circumstances**. Should you seek approval, please refer to the 'Supporting Documents' section. Please note **additional fees may apply**.*

High Risk Activities/Displays

Will any high risk activities and/or activities requiring a high risk work licence be relevant to the activity?
For example, pyrotechnic displays such as fireworks, and/or operation of a crane or forklift, installation of scaffolding.

- No
- Yes – please provide brief details below and refer to the 'Supporting Documents' section (*where the use of fireworks/ external strobes/lasers is proposed, approvals will be conditional upon public notification/community consultation being undertaken two weeks prior to the activity*):

Licensed contractor/operator details:

Public Liability Insurance

A copy of the Applicant's public liability insurance and indemnity statement must be provided.

Name of insurer:

Policy number:

Policy limit:

Expiry date:

Is Rockhampton Regional Council noted as an interested party? Yes No

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

All applications:

- Site plan to scale 1:100 showing the proposed location and layout of the activity including the boundaries of the site and the locations of any buildings, temporary equipment/structures such as marquees/tents, roads or other structures (for example fire hydrants, power poles, road signage, telephone boxes etc.)
- 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.
- Completed Risk Assessment.
- Certificate of Incorporation (if applicable).
- Copy of Not-for-Profit registration (if applicable).
- Evidence of compliance with sanctioning or state controlling body requirements (if applicable).

Applications proposing road/carpark/footpath closures, increases or interruptions to the normal traffic conditions/access:

- A copy of the approval 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.
- A traffic management plan/parking strategy and/or traffic guidance scheme prepared and/or approved by a suitably qualified person detailing anticipated impact of the event/activity on pedestrian and vehicular traffic and how the applicant will minimise the impact on the movement of the traffic.
- Evidence of notification of the proposed event/activity and proposed road closure/traffic interruptions to surrounding residents and businesses including contact details for the person/entity undertaking the activity.

Applications proposing the consumption of liquor:

- A written request detailing the specific location proposed for the designated consumption area, including reasons as to why the request should be approved, details of amount of liquor proposed to be consumed, how consumption will be managed, etc.

Applications proposing high risk activities and/or requiring a high risk work licence:

- Details of the plant, equipment and/or vehicles (if applicable).
- Evidence of relevant licences, certificates, permits/approvals for the relevant high risk work/activity.

Applications proposing service of food by an onsite catering business or food truck:

- Details of the food business including business name, contact details, food business licence number, type of food to be supplied and any equipment and/or vehicles to be utilised at the activity location.
- Copy of the food business' Food Business Licence issued under the *Food Act 2006*.

Applications proposing the use of Temporary Entertainment Equipment/Structures:

- Demonstrated compliance with *Amusement Devices Code of Practice 2023* and a copy of certificate for each amusement ride issued by Workplace Health and Safety Queensland (if applicable).

Applications where the Applicant is Exercising a Right of Occupation:

- Documented evidence of the Applicant's right to occupy the location including reference to the legislation under which the occupation is sought.

Standard Conditions of Approval

- (1) The conditions of an approval may require that the approval holder –
 - (a) limit the activities authorised by the approval to 1 or more of –
 - (i) a single specified location,
 - (ii) a number of specified locations,
 - (iii) a specified area,
 - (iv) a number of specified areas; and
 - (b) limit the activities to specified days and times; and
 - (c) limit the activities to –
 - (i) a specified period of time, or
 - (ii) specified periods of time; and
 - (d) produce the approval for inspection on demand by an authorised person; and
 - (e) take specified measures to protect the safety of persons who may be involved in, or affected by, the activities authorised by the approval; and
 - (f) give the local government specified indemnities and take out and maintain insurance against personal injury and property damage resulting from the activities authorised by the approval; and
 - (g) take specified measures to ensure that the activities authorised by the approval do not cause environmental harm or environmental nuisance; and
 - (h) if the approval authorises the approval holder to use a specified part of a local government controlled area or road for the undertaking of the activity – pay a specified rental to the local government at specified intervals; and
 - (i) submit the undertaking of the activity, including any vehicle or premises used in the undertaking of the activity, for inspection by an authorised person; and
 - (j) prominently and permanently display at a specified location each of –
 - (i) the approval number granted by the local government in numbers not less than 50mm in height, and
 - (ii) the name and address of the approval holder in letters not less than 75mm in height; and
 - (k) if the approval relates to an activity on a road – give a written indemnity to each of the State and the local government; and
 - (l) display specified warning notices for the safety of users of the local government controlled area or road; and
 - (m) limit the undertaking of the prescribed activity so that it does not –
 - (i) create a traffic nuisance, or
 - (ii) increase an existing traffic nuisance, or
 - (iii) detrimentally affect the efficiency of the road network in which the activity is undertaken; and
 - (n) limit the undertaking of the prescribed activity so that it does not detrimentally affect the amenity of the neighbourhood in which the prescribed activity is undertaken; and
 - (o) ensure that the undertaking of the prescribed activity does not create a safety risk; and
 - (p) at all times keep and maintain all facilities and equipment used in the undertaking of the prescribed activity –
 - (i) in good working order and condition, and
 - (ii) in a clean and sanitary condition; and
 - (q) if the undertaking of the prescribed activity involves a temporary road closure –
 - (i) 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 local government, and
 - (ii) at least seven 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, 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
 - (r) 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
 - (s) 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
 - (t) if the local government controlled area or road is listed on the Queensland Heritage Register:
 - (i) the condition and historical, cultural and environmental value of the area or road must be preserved, and
 - (ii) refrain from any action or using any equipment, item or product that may damage or permanently alter the area or road; and
 - (u) ensure the area or road is left in the same condition at the end of the term of the approval; and

- (v) ensure that no motor vehicles are brought onto, or driven on the local government controlled area or road unless the part of the area or road is:
 - (i) physically defined and constructed as a road, or
 - (ii) constructed by the local government as a carpark; and
 - (w) 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
 - (x) provide to the local government security (which may include a deposit of money, a guarantee or an insurance bond) prior to the undertaking of the prescribed activity to ensure that any damage caused is made good; and
 - (y) 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.
- (2) If the prescribed activity is the holding of a public place activity prescribed under a subordinate local law, the conditions of the approval may also require that the approval holder –
- (a) provide specified facilities and amenities; and
 - (b) 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
 - (c) take specified measures to reduce noise emission from the undertaking of the prescribed activity; and
 - (d) provide specified equipment, or take specified measures, to reduce adverse effects of the undertaking of the prescribed activity on the surrounding neighbourhood to acceptable levels; and
 - (e) 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
 - (f) for waste generated by the undertaking of the prescribed activity –
 - (i) only dispose of the waste –
 - (A) in a safe and sanitary manner, and
 - (B) in a manner which maintains the site of the prescribed activity and its surrounds in a clean, tidy, sanitary and hygienic condition; and
 - (ii) not dispose of the waste –
 - (A) so as to attract pests, or
 - (B) into a water course, or
 - (C) at another location other than a location properly intended for the receipt of the waste; and
 - (g) keep and maintain in and about the area identified in the approval, adequate waste disposal facilities, for example, bins, and be responsible for the removal of all waste from the waste disposal facilities at such intervals as an authorised person may direct; and
 - (h) 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.

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.