

Event/Activity Application Form 2023/24

Form Preview

IMPORTANT

****Please note that applications take up to six weeks and your application is not deemed ready for processing if all information is not included and correct on applying. The process begins once all information is submitted correctly.***

****Fees and Charges are applicable for all applications. For further details see [Councils Schedule of Fees and Charges](#) or email events@frasercoast.qld.gov.au. Fees vary based on the scale of the event and associated activities.***

Applicant

* indicates a required field

Application Number

This field is read only.

The identification number or code for this submission.

Is the Applicant: *

☐ An Organisation/Business

☐ An Individual

Organisation Name *

Organisation Name

If applicable

Is the organisation *

☐ Not-For-Profit

☐ Commercial

Commercial organisations are businesses that sell goods or services for the purpose of making a profit. **Not-for-profit** organisations are organisations that provide services to the community and do not operate to make a profit for its members or shareholders.

Applicant Incorporated Association Number

to look up your IA number go to www.qld.gov.au/law

AND / OR

Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

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Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Applicant details

Applicant Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant Position *

If applicable

Primary Email *

Must be an email address.

Primary Phone Number *

Must be an Australian phone number.

Postal Address

Address
<input type="text"/>
<input type="text"/>

Will the event/activity be auspiced by another organisation? *

☐ Yes ☐ No

Auspice *

Organisation Name

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Auspice Postal Address *

Address

Auspice Primary Phone Number *

Must be an Australian phone number.

Auspice Primary Email *

Must be an email address.

Auspice IA Number *

to look up your IA number go to www.qld.gov.au/law

Letter of confirmation from the auspice organisation *

Attach a file:

Provide a letter from the auspice organisation confirming their consent to insure the event

Public Liability Insurance Certificate of Currency *

Attach a file:

To the minimum value of \$20m noting the interest of Fraser Coast Regional Council

The applicant must provide to Council at the time of applying for a permit and at any other time that Council requires, evidence that the permit holder has current public liability insurance with a limit of indemnity of at least \$20 million. The evidence of insurance must be in the form of a certificate of currency of insurance issued by an insurer and not an insurance broker. Council reserves the right to request that the applicant supply a full copy of the policy schedule and terms and conditions. Council may also request evidence of payment of policy premiums. Failure to provide adequate evidence of insurance immediately upon being requested to do so by Council will result in cancellation of or refusal to issue the permit.

The applicant/s must: (a) for the duration of the term of the approval, maintain in full force and effect a standard public liability insurance policy: (i) covering their respective rights, interests and liabilities to third parties in respect of accidental death of, or accidental bodily injury to, persons or accidental damage to property; and (ii) for an amount of no less than \$20 million for any single event; and (b) prior to the commencement of the activity, provide the local government with a certificate of currency for the standard public liability insurance policy; and (c) indemnify the local government and the State against all

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actions, proceedings, claims, demands, costs, losses, damages and expenses which may be brought against, or made upon, the local government or the State as a result of the activity.

Event/Activity

* indicates a required field

Event/Activity Name *

Description of the Event/Activity *

Event category *

☐ Commercial ☐ Non-Commercial ☐ Not For Profit

Commercial - An event/activity whose purpose is to make a profit. **Non Commercial** - An event/activity that is not intending to make a profit. **Not For Profit** - An event/activity that does not earn a profit for an individual or business but may earn money for the benefit of a not for profit organisation.

Will your organisation be requesting a waiver of any Council fee's and charges? *

☐ Yes ☐ No

Is the event/activity: *

☐ One-off ☐ Weekly ☐ Multiple

Definitions:

One-off events occur infrequently such as once every six months or per annum. The event may run over multiple consecutive days. (i.e. festivals, circus' and multi-day sporting events).

Multiple includes fortnightly, monthly and sporadic dates. Multiple events do not include events that occur once in a 12-month period.

Bump in: The time site preparation works are taking place, including the set up of temporary structures. **Bump out:** The participation aspects of the event have finished and pack up of equipment and temporary structures occurs.

One-off

This includes events/activities that occur once in a 12 month period

Bump-in	Start	End	Bump-out
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Date *	Date *	Date *	Date *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Must be a date.	Must be a date.	Must be a date.	Must be a date.
Start Time *	Time *	Time *	Finish Time *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HH:MM	HH:MM	HH:MM	HH:MM

Multiple

Multiple includes fortnightly, monthly and sporadic dates.

This is **NOT** for events/activities that occur once in a 12 month period. This is **NOT** for events/activities that occur weekly

Event/Activity Name	Dates	Times	Times
<input type="text"/>	Must be a date.	Including bump-in/bump-out	Time event is open to patrons/participants
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Weekly

Start Date (first event/activity of the financial year) *

i.e. July 1

End Date (last event/activity of the financial year) *

i.e. June 30

Start Time (the time each individual event/activity starts, including Bump-in) *

HH

End Time (the time each individual event/activity ends including Bump-out) *

HH:MM

Days of the week

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

How many patrons/participants are anticipated:

Overall *

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At any-one time *

Location

* indicates a required field

Location *

☐ Public Place

☐ Private Property

☐ Council Leased Property

“Public Place” is a place, or that part of a place, that— (a) is open to the public; or (b) is used by the public; or (c) the public is entitled to use; whether or not on payment of money.

“Private property” means a property that is not a public place.

“Leased property” means Council-owned/controlled property that is leased to another party under a Lease Agreement.

Area *

☐ Hervey Bay

☐ Maryborough

☐ Burrum Heads/Toogoom

☐ Howard/Torbanlea

☐ Poona

☐ River Heads

☐ Teebar

☐ Tiaro

☐ Foreshores

☐ Car Parks

☐ Council Halls/Venues

☐ Other:

Hervey Bay

[Hervey Bay Map](#)

☐ AdventureSide/All Abilities Playground

☐ Apex Park

☐ Bill Fraser Park

☐ Black Stump Park

☐ Botanic Garden

☐ City Park

☐ Dayman Park (Lower)

☐ Dayman Park (Upper)

☐ Ernie Organ Park

☐ ESA Park

☐ Fishermens Park

☐ Fraser Coast Park

☐ Freedom Park

☐ Lions Park

☐ Neilsons Park

☐ Pier Park

☐ Quota Park

☐ Ron Beaton Park

☐ Scarness Park

☐ Seafront Oval

☐ SkateSide

☐ The Gables

☐ The Pines

☐ Other:

☐ Fraser Coast Sports and Recreation Precinct

Maryborough

[Maryborough Map](#)

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- ☐ AE Fielding Park
- ☐ Andrew Petrie Park
- ☐ ANZAC Park
- ☐ City Hall Greens
- ☐ Elizabeth Park Rose Gardens
- ☐ Lupton Park
- ☐ Mary River Parklands

- ☐ Prickett Park
- ☐ Queens Park
- ☐ Schultz Park
- ☐ The Brolga Theatre Greens
- ☐ Truscott Park
- ☐ Wook-Koo Park
- ☐ Other:

Burrum Heads/Toogoom

[Burrum Heads Map](#)

- ☐ Burrum Heads Recreation Grounds
- ☐ Lions Park
- ☐ Traviston Park
- ☐ Other:

Howard/Torbanlea

[Howard/Torbanlea Map](#)

- ☐ Bellert Park
- ☐ Robertson Street Park
- ☐ Other:

Poona

[Poona Map](#)

- ☐ Eric Coe Park
- ☐ Market Alley
- ☐ Poona Oval
- ☐ Other:

River Heads

[River Heads Map](#)

- ☐ River Heads Reserve Oval
- ☐ Community Park
- ☐ Other:

Teebar

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[Teebar Map](#)

- ☐ Teebar Showground
- ☐ Other:

Tiaro

[Tiaro Map](#)

- ☐ Petrie Park
- ☐ Tiaro Memorial Hall Park
- ☐ Other:

Foreshores

Foreshore means the part of a shore between high and low water marks, or between the water and cultivated or developed land. Vehicle access to the beach and foreshore is strictly prohibited.

[Foreshores](#)

- | | |
|---|---|
| <input type="checkbox"/> Burrum Heads | <input type="checkbox"/> Scarness Foreshore |
| <input type="checkbox"/> Col Gardiner Foreshore | <input type="checkbox"/> Sunset Point |
| <input type="checkbox"/> Dayman Point | <input type="checkbox"/> The Gables Foreshore |
| <input type="checkbox"/> Dundowran Beach | <input type="checkbox"/> Toogoom Beach |
| <input type="checkbox"/> Dundowran Foreshore | <input type="checkbox"/> Torquay Beach |
| <input type="checkbox"/> ESA Foreshore | <input type="checkbox"/> Torquay Jetty Forshore |
| <input type="checkbox"/> Gatakers Bay | <input type="checkbox"/> Urangan Pier (left) |
| <input type="checkbox"/> Pialba Foreshore | <input type="checkbox"/> Urangan Pier (right) |
| <input type="checkbox"/> Ron Beaton Foreshore | <input type="checkbox"/> Other: |

Car Parks

[Car Park Map](#)

- ☐ Bill Fraser Park (tennis courts)
- ☐ Dayman Park (lower)
- ☐ Dayman Park (upper)
- ☐ Hervey Bay Sailing Club
- ☐ Scarness Park (enzos)
- ☐ Other:

Queens Park

Which area would you like to book?

- ☐ Band Rotunda

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- ☐ Bush Chapel/Waterfall
- ☐ Queens Park lower
- ☐ Wishing Well
- ☐ All of the above

Hervey Bay Botanic Gardens

The Botanic Gardens are only available for weddings and small ceremonies. No Entertainment Events or Commercial Activities will be considered.

Which area would you like to book?

- ☐ Bush Chapel
- ☐ Chinese Gardens
- ☐ Labyrinth
- ☐ Moongate Lawn Area
- ☐ Pontoon
- ☐ Valley Area

Council Leased Property

Please ensure you have contacted the property lessee prior to submission of this application. Written approval from the lessee is required.

Most used:

- ☐ Tiaro Recreation Ground
- ☐ Tavistock Sports Fields
- ☐ Ralph Stafford Park
- ☐ Other:

Tiaro Recreation Ground

[Inman Street, Tiaro QLD 4650](#)

Lot Plan: 1MCH4893

Have you received approval to use the property from the Lessee?

- ☐ Yes ☐ No ☐ The applicant is the lessee

Acknowledgement letter from the lessee

Attach a file:

Tavistock Sports Fields

[Tavistock Street Torquay Qld 4655](#)

Lot Plan: 4RP35214

Have you received approval to use the property from the Lessee?

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☐ Yes

☐ No

☐ The applicant is the lessee

Acknowledgement letter from the lessee

Attach a file:

Ralph Stafford Park

[187 Bideford St, Torquay QLD 4655](#)

Lot Plan: 2RP35214

Have you received approval to use the property from the Lessee?

☐ Yes

☐ No

☐ The applicant is the lessee

Acknowledgement letter from the lessee

Attach a file:

Council Leased Property - Other

Who is the lessee of the property? *

The lessee is the organisation that holds the lease to a property, not the owner of the property.

Event/Activity Location/Property Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Have you received approval to use the property from the Lessee? *

☐ Yes

☐ No

☐ The applicant is the lessee

Acknowledgement letter from the lessee

Attach a file:

Private Property

Address *

Address

Address Line 1 and Suburb/Town are required.

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Council Halls and Venues

Council halls and venues include but are not limited to The Brolga Theatre, Maryborough Showground and Equestrian Park and community halls.

For **Community Halls**, bookings are made online.

To book or enquire about a Council hall or venue please contact 1300 79 49 29 or visit www.frasercoast.qld.gov.au/halls-venues

To enquire about use of **The Brolga Theatre** please contact the team on 4122 6060

To enquire about the use of **Maryborough Showground and Equestrian Park** please contact Council on 1300 79 49 29

Environmental Use

Will you require the use of any of the below: *

- | | |
|--|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Pontoon |
| <input type="checkbox"/> Bathing Reserve | <input type="checkbox"/> River |
| <input type="checkbox"/> Boat Ramp | <input type="checkbox"/> The Great Sandy Strait (outside of the bathing reserve) |
| <input type="checkbox"/> Jetty | <input type="checkbox"/> Other: <input type="text"/> |

[The Great Sandy Strait map](#)

"Bathing Reserve" means a part of the seashore, adjacent land under the sea, and sea placed under the control of the local government as a bathing reserve under the Act that is clearly identified by prominent signage erected and maintained by Council on or adjacent to the foreshore.

Will the event/activity include the undertaking of training for an aquatic, recreational activity, including sailing, outrigger, dragon boats, triathlons and swimming?

- ☐ Yes ☐ No

Motorised devices must not operate at more than 6 knots within a distance of 200 metres from the shoreline

In accordance with *Schedule 24 (Use of bathing reserves for training and competitions etc.) of Fraser Coast Regional Council Subordinate Local Law No. 1 (Administration) 2019*, an approval is not required for "the conduct of an aquatic recreational event, including sailing competitions and regattas and competitions for outriggers, dragon boats and triathlons, provided that supporting motorised devices are not operated at more than 6 knots within a distance of 200 metres from the shoreline. **However, an approval may be required for the erection of structures and/or other activities being conducted on the foreshore or surrounding land.**

Site Map

Please attach a clearly legible site plan: • showing location of site in relationship to surrounding land uses • detailing location and placement of all rides, animals, structures,

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waste bins, toilets, entertainment facilities, car parking and food operations etc. • defining access points for emergency vehicles and emergency evacuation

***Hand drawn site maps will not be accepted. If you require assistance with creating a site map, please email the Events team at events@frasercoast.qld.gov.au**

[Example site map](#)

Site Map *

Attach a file:

Activities

* indicates a required field

Food

Will there be food consumption? *

☐ Yes

☐ No

Type of food consumption *

☐ Food Business

☐ Coffee Vans

☐ Not for Profit Sausage Sizzle

☐ Packaged Food Products

☐ Other

Food Business includes all caterers and mobile food vendors

Food Business

Food Business Name

Food Business Licence Number

Will the business be operating from:

		<input type="checkbox"/> a marquee <input type="checkbox"/> a vehicle <input type="checkbox"/> unknown
Food Vendor Licencing and Guidelines for Events		

Coffee Vendors

Business name

Not-for-profit Sausage Sizzle

A not-for-profit organisation conducting a sausage sizzle or burger stall and/or serving meals (i.e. roast and vegetables, spaghetti bolognese etc.) on less than twelve days in a financial year from the same location does not require a Food Business Licence.

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Not-For-Profits must comply with [Food Safety Standards](#) and notify the event organiser or Council of the activity.

Packaged Food Products

Where packaged food products are being sold on-site, please provide details of the type of food being sold and the food business licence details for the premises at which the products were prepared and packaged, if applicable.

This includes market stall holders that provide packaged food products to consumers, regardless of whether a fee is charged for the supply of the product.

Provide details of type of food and supplier *

Other

Provide further details *

Alcohol Consumption

Will there be alcohol consumption? *

☐ Yes ☐ No

Will alcohol be sold, provided or BYO? *

☐ Sold ☐ Bring your own ☐ Provided for no charge

Liquor Licence required

[Access Liquor Licence Application here](#)

A copy of the Liquor Licence Application must be submitted to Council for consideration of endorsement prior to being submitted to the Office of Liquor and Gaming Regulation.

Liquor Licence Application for consideration of endorsement *

Attach a file:

Wet Area Permit

Under the Liquor Act 1992, Council has authority to declare 'wet areas' in the Local Government area where alcohol can be consumed for one off functions.

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'Wet Area's' are designated by local council to allow the consumption of alcohol in a public place where alcohol consumption is usually prohibited.

Address - Where will the proposed Wet Area be? *

Address

Please upload a clear Site Map showing the location and boundary of the proposed wet area? *

Attach a file:

I/We understand that:

- It is an offense to consume liquor in a public place without a Wet Area Approval
- If the intent is to sell or supply liquor to others, a liquor licence or permit is required.
- Patrons can be fined \$110 under the Act for drinking in a public place. Police officers and Office of Liquor and Gaming Regulation investigators can also issue an 'on-the-spot' fine of \$110.

*

☐ Yes

Fireworks

If using fireworks, the applicant MUST enlist the services of a registered pyrotechnics contractor

Will the event/activity have fireworks? *

☐ Yes ☐ No

Where will the fireworks be launched from? *

☐ Public Place ☐ Private Property ☐ Council Leased Property

Address *

Address

Address Line 1, Suburb/Town, and Postcode are required.

Launch date *

Must be a date.

Launch time *

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00:00

Contractor Name *

Organisation Name

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Please provide:

Contractor Public Liability Insurance Certificate of Currency *

Attach a file:

Contractor Licence *

Attach a file:

Fireworks deployment site map *

Attach a file:

Ensure you notify:

- **The Public**
- **Queensland Police Services**

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- **Queensland Fire and Emergency Services**

- **Department of Natural Resources and Mines** The fireworks contractor MUST give notice of a display to an Inspector of Explosives at least seven (7) days prior to any close proximity fireworks display being conducted.

- **Marine Authority** An aquatic event is an organised 'on water' activity including fireworks displays that are likely to affect the normal operation of ships in the area of the event. If you want to hold an aquatic event you will need to obtain an aquatic event authority. An authority is required so that Maritime Safety Queensland can manage the use of Queensland's waterways to ensure that all users, whether recreational or commercial, organised or social, have equal and safe access to its waters. For more information please visit www.msq.qld.gov.au.

- **CASA** Persons or organisations who wish to conduct firework activities at a place within 3 nautical miles of an aerodrome (including an airfield or helipad) or if using projectiles capable of reaching more than 400 feet above ground level are required to notify CASA at least 2 working days prior to the conduct of such activities. The notification must be provided to CASA by the operator of the display - that is, the person or organisation that places or fires off the fireworks. For more information please visit www.casa.gov.au

Vehicle Access

Will you require vehicle access to the event/activity space? *

☐ Yes

☐ No

This does not include patrons parking in designated carpark.

NOTE: Vehicle access to the beach and foreshore is strictly prohibited.

Type of vehicle	Weight of vehicle	Quantity	Will the vehicle be
Class 2 truck	2.7 tonne	2	

Temporary Structures

e.g. Marquees, Jumping Castles, Amusement Rides, Petting Zoo's, Grandstands etc.

Will there be temporary structures at the event/activity? *

☐ Yes

☐ No

What type of portable structures? *

☐ Marquee less than 6x3 metres

☐ Marquees greater than 6x3 metres

☐ Structures larger than 10x10 metres

☐ Circus Tent

☐ Grand Stand

☐ Inflatable Amusement rides

☐ Amusement rides

☐ Animals

☐ Petting Zoo

☐ Other:

☐ Stage

Inflatable Amusement rides include but are not limited to jumping castles, bungee runs and water parks. Please read Councils [Conditions for use of Land-borne Inflatable Amusement Rides](#)

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Pegs, stakes and any other ground penetrating devices are prohibited on council land unless

- the approval holder, at the expense of the approval holder, engages the services of a suitably qualified, experienced and accredited service provider to locate all underground services and infrastructure to ensure the integrity of such is preserved and submit details to Council for its consideration and approval prior to proceeding with any works

Supplier name

**Supplier Public Liability
Insurance Certificate of
Currency**

Types of Structures

--	--	--

IMPORTANT: Inflatable Amusement Rides

- Documented Emergency Procedures must be provided to Council and include:
 - 1.A list of Critical Events requiring the removal of patrons from the Device including but not limited to - excessive wind speed, unexpected wind and weather events, fire, unexpected deflation, and patron entrapment.
 - 2.Details of the Emergency Procedures to be implemented during each Critical Event including the method/s for patron removal.
 - 3.Evidence of periodic testing of the Emergency Procedures.
- Emergency Exits must comply with [AS 3533.4.1: 2005 Section 12.](#)

Upload Documented Emergency Procedure *

Attach a file:

Note: if you do not have these documents please provide an explanation:

If you are having any 'animal contact' amusement operators, for example animal farms or petting zoos, you need to ensure they operate within [Queensland Government's Infection Control Guidelines for Animal Contact](#).

Event organisers and participants must follow biosecurity guidelines to minimise the risk of spreading infectious diseases and pests. For more information visit [Horse Event guidelines on running, registering and participating.](#)

Amplified Noise

This section is relevant if one or more of the following occurs: 1. If sound amplifying equipment is to be used 2. Event/activity with more than 1000 people in attendance 3.

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Amplified noise before 7am and after 10pm 4. From 7am to 10pm if the noise is more than 70dB(A) at the nearest sensitive receptor

Will amplified noise be used at the event/activity? *

☐ Yes

☐ No

How will the public be notified of the event/activity and amplified noise? *

At a minimum, a public notification should include: Contact name, phone number and event details - time/date/location.

All performing artists and sound technicians utilising amplified systems and PA systems must be informed by the event/activity coordinator or a representative person about Council's noise requirements and conditions prior to the event/activity.

Film and Photography

Council is required to monitor film production on council land including feature films, television commercials, travel shows and still photography shots. The main purpose of regulating film production is to ensure these activities are carried out in a safe manner with minimal disruption to local residents and businesses.

- An approval is not required for **Private Filming and Photography** on Council-controlled land.
- For the use of **drones** please visit <https://www.casa.gov.au/drones/rules/public-spaces>
- If you are filming in National Parks, recreation areas and State Forests you will need to meet the requirements as outlined [here](#).
- If you are filming on a State controlled road, you are required to complete a road corridor permit. Further details can be found [here](#).
- If you are filming on one of the many dams or lakes in the region, please refer to Seqwater's requirements [here](#).

Advertising

This is for **pre-event advertising**.

Do you intend on using advertising devices on roads or in road reserves? *

☐ Yes

☐ No

For example

- Roadside LED signage
- Banners or corflute signage tied to road direction/safety signage.

For further information visit [Installation of temporary advertising device facts sheet](#)

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Advertising device to be used

i.e. Mesh Banner/LED sign trailer	Site map identifying device locations

Aerial view site map

Infrastructure

* indicates a required field

Electricity

Note: Electricity is not available at all locations

Will you require electricity? *

☐ Yes

☐ No

There is no electricity available at the location selected on page 3

Will you be providing a generator or another source of power?

☐ Yes

☐ No

Please provide the type and quantity of equipment that requires electricity e.g. food vendors, jumping castles, amplified sound equipment etc.

If available please provide specifics requirements e.g. 2x 15amp points, 1x 3phase point.

Type of equipment

Quantity

--	--

Compulsory Services

It is the applicants responsibility to ensure there are a sufficient number of waste bins and toilets at the event/activity to accommodate the anticipated audience size. Guidelines contained in the below facts sheets will be used as the benchmark by the Fraser Coast Regional Council when reviewing the number of bins and toilets listed in your application.

['Toilet facilities at events'](#) ['Waste at events on the Fraser Coast'](#)

Seafront Oval

Current amenities built-in onsite

Male

Toilets 1 Urinal
2 Hand basin 1
Showers 0

Female

Toilet 2 Hand basins
2 Showers 0

Unisex

Toilet 0 Hand
basins 0 Shower 1

Other

Change rooms 1
Parents room 0 All
accessible toilets
1 All accessible
showers 1

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Amenities

What amenities will be available onsite?

Male

Toilets *

0

Must be a number.

Female

Toilets *

0

Must be a number.

Unisex

Toilets *

0

Must be a number.

All accessible

Change rooms *

0

Must be a number.

Urinals *

0

Must be a number.

Hand Basins *

0

Must be a number.

Hand Basins *

0

Must be a number.

Parents rooms

Must be a number.

Hand Basins *

0

Must be a number.

Showers *

0

Must be a number.

Showers *

0

Must be a number.

All abilities accessible toilets *

0

Must be a number.

Showers *

0

Must be a number.

Sanitary disposal bins *

0

Must be a number.

All abilities accessible showers *

0

Must be a number.

Additional Amenities

What additional amenities will be available onsite?

Male

Toilet

0

Must be a number.

Female

Toilets

0

Must be a number.

Unisex

Toilets

0

Must be a number.

Other

Change rooms

0

Must be a number.

Urinal

0

Must be a number.

Hand basins

0

Must be a number.

Hand basins

0

Must be a number.

Parents room

0

Must be a number.

Hand basins

0

Must be a number.

Showers

0

Must be a number.

Showers

0

Must be a number.

All abilities accessible toilet

0

Must be a number.

Showers

0

Must be a number.

Sanitary disposal bins

0

Must be a number.

All ability accessible showers

0

Must be a number.

Will there be access to fresh water for drinking and personal hygiene? *

☐ Yes

☐ No

Please indicate the source of water supply for drinking and personal hygiene available for your event/activity? *

☐ Reticulated (Council supply)

☐ Non-reticulated (Supply other than Council supply)

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Please indicate below the source/s of water supply to be provided? *

- ☐ On-site Water Tanks
☐ Bore Water
☐ Externally Sourced Supply (brought in for the Event/Activity)

For existing on-site water sources, please provide details on filtration and disinfection methods used (e.g. filter, chlorine, ultra-violet disinfection etc.) and a laboratory report for analysis undertaken of a recent water sample (within the last seven days) verifying the water complies with the Australian Water Quality Standards. Where a domestic water carrier is engaged to fill existing water tanks, please provide an invoice from the supplier verifying the supply has been sourced and provided by a licensed service provider.

For externally sourced supplies (e.g. water tank filled by domestic water carrier, imported mobile water tank etc.), please provide an invoice from the supplier verifying this supply has been sourced and provided by a licensed service provider

Invoice *

Attach a file:

Waste Services

Will you require waste services? *

- ☐ Yes ☐ No ☐ Provided privately

All fees will be invoiced post-application submission.

How many bins will you require?

240L Waste Wheelie Bins	240L Recycle Wheelie Bins	1.1m3 Bulk Bin	1.5m3 Bulk Bin	3m3 Bulk Bins	15m3 Skip Bins
\$31.70 per service	\$17.75 per service	\$158.70 Must be a number.	\$198.85 per service	\$337.55 per service	\$440 per service

- Cost includes: delivery, service, collection and cleaning of the bin.
- Out of town services may incur additional charges
- There is an additional \$87.60 Late Bin Order Fee if bins are requested within 5 days of the event

*Fees align with the Fraser Coast Regional Council [Fees & Charges Schedule](#), these fees are subject to change.

Estimated subtotal

Event/Activity Application Form 2023/24

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All fees will be invoiced					
\$	\$	\$	\$	\$	\$

Would you like high top or regular bin lids? *

☐ Hightop ☐ Regular

[Image of high top and regular bin lids](#) *Lid design may vary

Use this section to provide any additional information regarding waste services:

- **Required delivery/pick up dates and times**
- If multiple, the number of services required during the event/activity including the times and dates expected.
- Clear description of the delivery/pick up locations. This information **must** be included on the site map.

***Note: All waste services MUST be lined up kerbside for collection after the event.**

*

How will waste be managed? *

Traffic Management

* indicates a required field

Will there be any change to traffic conditions in relation to the event/activity? *

☐ Yes ☐ No

e.g. Temporary road closures, temporary speed reduction

Provide Traffic Management Plan and/or Traffic Guidance Scheme *

Attach a file:

This MUST be provided at least 40 days prior to an event

What roads will be effected by the change to traffic conditions? *

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--

Please list roads with a comma in between. e.g. Main Street, Esplanade Hervey Bay

For events with multi-day road closures, please list each day on a separate line

Date	Start Time	End Time
Must be a date.	5:00AM	3:00PM

Conditions of Approval

Applicant understands and agrees to comply with the follow conditions as part of the application to hold an event in the road reserve.

A 'temporary road closure' is the full or partial closure of a gazetted roadway for the purpose of undertaking activities on the roadway or footpath

All special event applications that involve a road closure shall be submitted to Council (3) month's minimum prior to the event

All applications are reviewed by a key stakeholder group that could include representatives of the Fraser Coast Regional Council, Department of Transport & Main Roads (as necessary) and Queensland Police Service

Should the application be successful. Council will issue a -Notice of No Objection' with conditions by email, fax or mail.

Should the application be unsuccessful, the applicant will be contacted by email, fax or mail.

Please note- the 'Notice of No Objection' relates to the Traffic Management Plan only Council does not assess or approve the Traffic Guidance Scheme (e.g. plan indicating location of all traffic control devices)

No works shall commence until the applicant meets all conditions within the 'Notice of No Objection'.

Pay all costs associated with repairs and reinstatement works due to the implementation of the requirements of this 'Notice of No Objection'

Within the 'Notice of No Objection' general conditions to be met by the applicant include but not limited to:

- A Police permit shall be obtained from the Queensland Police Service.
- It is the applicant's obligation to ensure the Traffic Management Plan including Pedestrian Management and any associated Guidance Scheme is prepared and reviewed in accordance with
- AustRoads Guide to Temporary Traffic Management AGTTM,
- Queensland Guide to Temporary Traffic Management QGTTM,
- Events best Practice Guidelines for event delivery in Queensland and
- Technical Manual for Event Traffic Management Design Guidelines.
- Police/traffic control supervision shall be provided, to the satisfaction of the Superintendent of Police.
- The Department of Transport and Main Roads publication can be viewed [here](#)
- Local residents. Businesses, bus and taxi companies directly affected shall be notified a minimum of ten days prior to the event and an agreed alternative arranged. if required.

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- Details of the road closure shall be advertised in the public notices of a major newspaper ten days prior to the event. Advertisement shall include the closure is authorised by the Queensland Police Service.

I / WE understand the “Notice of No Objection” is granted under the terms and conditions included in this application and have read those conditions and understand their meaning. *

☐ Yes ☐ No

Camping

* indicates a required field

Note: Camping is not available at all locations

Will the event/activity offer camping to patrons/staff? *

☐ Yes ☐ No

Is camping: *

☐ Open to the Public ☐ Patrons/Staff Only ☐ Staff Only

Camping location *

Address

Estimated number of campers *

Start Date *

End Date *

Camping site map

Please attach a clearly legible site plan: • showing location of site in relationship to surrounding land uses • detailing location and placement of all rides, animals, structures, waste bins, toilets, entertainment facilities, car parking and food operations etc. • defining access points for emergency vehicles and emergency evacuation

Site map

Attach a file:

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What amenities will be provided for campers? This is in addition to the event/activity amenities.

Male

Toilets *

Must be a number.

Urinals *

Must be a number.

Hand Basins *

Must be a number.

Showers *

Must be a number.

Female

Toilets *

Must be a number.

Hand Basins *

Must be a number.

Showers *

Must be a number.

Sanitary disposal bins *

Must be a number.

Unisex

Toilets *

Must be a number.

Hand Basins *

Must be a number.

Showers *

Must be a number.

Other

Change rooms *

Must be a number.

All abilities accessible toilets *

Must be a number.

All abilities accessible showers *

Must be a number.

Will there be access to drinking water? *

☐ Yes

☐ No

Information on the source of water to be supplied to showers and hand wash facilities as this needs to be potable. *

- ☐ Reticulated (Council supply)
- ☐ Non-reticulated (Supply other than Council supply)

Please indicate below the source/s of water supply to be provided? *

- ☐ On-site Water Tanks
- ☐ Bore Water
- ☐ Externally Sourced Supply (brought in for the Event/Activity)

For existing on-site water sources, please provide details on filtration and disinfection methods used (e.g. filter, chlorine, ultra-violet disinfection etc.) and a laboratory report for analysis undertaken of a recent water sample (within the last seven days) verifying the water complies with the Australian Water Quality Standards. Where a domestic water carrier is engaged to fill existing water tanks, please provide an invoice from the supplier verifying the supply has been sourced and provided by a licensed service provider.

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Invoice *

Attach a file:

Event/Activity Application Form 2023/24

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Waste services

Will you require waste services? *

☐ Yes

☐ No

☐ Provided privately

How many bins will you require? This is in addition to event/activity waste bins

240L Waste Wheelie Bins	240L Recycle Wheelie Bins	1.1m3 Bulk Bin	1.5m3 Bulk Bin	3m3 Bulk Bins	15m3 Skip Bins
\$31.70 per service	\$17.75 per service	Must be a number.	\$198.85 per service	\$337.55 per service	\$440 per service

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Estimated subtotal

All fees will be invoiced					
\$	\$	\$	\$	\$	\$

Would you like high top or regular bin lids? *

☐ Hightop

☐ Regular

[Image of high top and regular bin lids](#) *Lid design may vary

Use this section to provide any additional information regarding waste services:

- **Required delivery/pick up dates and times**
- If multiple, the number of services required during the event/activity including the times and dates expected.
- Clear description of the delivery/pick up locations. This information must be included on the site map.

Note: All waste services MUST be lined up kerbside for collection after the event

*

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How will waste be managed? *

Fee Waiver

* indicates a required field

Application for a Fee Waiver of Council-associated fees

What fees are requested to be waived? *

- | | |
|---|--|
| <input type="checkbox"/> Application fee | <input type="checkbox"/> Market/other regular activity fee |
| <input type="checkbox"/> Electricity fee | <input type="checkbox"/> Personal training fee |
| <input type="checkbox"/> Waste services fee | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Traffic Guidance Scheme review fee | |

How does this event/activity benefit the wider community? *

- | | |
|---|---|
| <input type="checkbox"/> Boosting the local economy | <input type="checkbox"/> Bring awareness to an important social or cultural issue |
| <input type="checkbox"/> Raise the profile of the area | <input type="checkbox"/> Building healthy relationships |
| <input type="checkbox"/> Community celebration | <input type="checkbox"/> Promote social inclusion |
| <input type="checkbox"/> Fostering community pride | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Enhancing community well-being | |

How will the event outcomes be measured? *

- | | |
|--|--|
| <input type="checkbox"/> Ticket sales | <input type="checkbox"/> Poll |
| <input type="checkbox"/> Event check-ins | <input type="checkbox"/> Social media engagement |
| <input type="checkbox"/> Registrations | <input type="checkbox"/> Net revenue generated |
| <input type="checkbox"/> Event surveys | <input type="checkbox"/> Other: <input type="text"/> |

If successful, how will your organisation publicly acknowledge Fraser Coast Regional Council's support of the event/activity? *

- | | |
|--|---|
| <input type="checkbox"/> Event/activity naming rights | <input type="checkbox"/> Council logo displayed on event/activity advertising material |
| <input type="checkbox"/> All social media | <input type="checkbox"/> Council speech opportunity at opening and/or on other relevant occasions |
| <input type="checkbox"/> Organisation website | <input type="checkbox"/> Council VIP invitations |
| <input type="checkbox"/> Media release/s | <input type="checkbox"/> Council merchandise |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Council banners displayed at event/activity | |

Evidence of support acknowledgement will be required in the event/activity evaluation i.e. screenshot of support acknowledgment via social media, advertising material displaying Councils logo, photo of Councils banner being displayed at the event/activity etc.

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Have you secured funding for this event/activity from Fraser Coast Regional Council? *

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Councillor discretionary funds |
| <input type="checkbox"/> Grant | <input type="checkbox"/> Fee waiver from another area in Council |
| <input type="checkbox"/> Sponsorship | <input type="checkbox"/> Other: <input type="text"/> |

Additional comments:

Declaration

* indicates a required field

Have you or the organisation ever had a permit refused, suspended or cancelled, or been found guilty of an offence under Local Law or corresponding law in Queensland or other States and Territories? *

- ☐ Yes ☐ No

In making this application, I/we agree to be bound by and comply with the terms of the Fraser Coast Regional Council Local Law Approval that may be issued, which shall include indemnifying Fraser Coast Regional Council and the State from and against all actions, claims, demands, notices, losses, damages, costs and expenses which Council or the State may incur or become liable for in respect of the subject works or activities and agree to effect and maintain during the period of approval, public liability insurance with a limit of indemnity of not less than \$20 million per occurrence and which policy covers Fraser Coast Regional Council and the State as insured parties for their respective rights, interests and liabilities arising from or in connection with the approved works or activities'. *

- ☐ Yes

I am authorised by my business/organisation to complete this form and I agree that:

- All relevant health and safety standards will be met
- Council does not accept any liability or responsibility for the event/activity
- If successful, the organisation will ensure that the Event/Activity Evaluation is completed within 60 days of the event/activity end date
- The organisation has completed an Event/Activity Management Plan and Risk Management Plan
- The organisation has notified surrounding properties of the event/activity
- I have uploaded all additional information as requested throughout this application

I/we understand and acknowledge that:

- It is an offence to knowingly provide false or misleading information. To the best of my knowledge the answers provided in this application are true and correct.
- Approval of this application does not extend to the approval of any other statutory or Local Government requirements relating to this premises or activity.
- All necessary permits/approvals will be obtained prior to the beginning of the event/activity.

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- The decision in regard to this approval of the event/activity is final.
- Queensland State Laws will accept this communication as containing my signature within the meaning of the [Electronic Transactions \(Queensland\) Act 2001](#).

Signature *

☐ I agree with the declaration

Authorised Person *

Title First Name Last Name

--	--	--

Authorised Person's Position *

--

Authorised Person's Primary Phone Number *

--

Must be an Australian phone number.

Authorised Person's Primary Email Address *

--

Must be an email address.

Organisation/Business Members

Please include at least 1 additional contact person.

Name	Position	Email Address	Phone Number
John Smith	President	john.smithorganisationam	0123 456 789

Privacy Notice

Fraser Coast Regional Council is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the [Information Privacy Act 2009 \(Qld\)](#) and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency.

Council may also use your information in order to contact you to provide you with information regarding Council services and updates. If you do not wish to receive such information please opt out by emailing events@frasercoast.qld.gov.au

Information gathering

You are now nearing the end of this form. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Event/Activity Application Form 2023/24

Form Preview

Would you like to receive future communications from the Fraser Coast Regional Council Events team via email? *

☐ Yes ☐ No

Correspondence will be sent on an as needed basis and will include information such as changes to this application process, event support programs and media/marketing/event tips.

Please indicate how you found this application process: *

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to this form that you think we need to consider: