

Event/Activity Application Form 2025/26

Form Preview

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.

| Information from the Australian Business Register | |
|---|----------------------------------|
| ABN | |
| Entity name | |
| ABN status | |
| Entity type | |
| Goods & Services Tax (GST) | |
| DGR Endorsed | |
| ATO Charity Type | More information |

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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 \$20 million

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.

Event/Activity

* indicates a required field

Event/Activity Name *

Description of the Event/Activity *

Event category *

Commercial

Non-Commercial

Not For Profit

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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.

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 Date * | Start Date * | End Date * | Bump-out 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 (within the financial year i.e. 1 July - 30 June)

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/Location | Dates | Times | Times |
|--|----------------------|----------------------------|--|
| If the event/activity names are the same but there are separate locations, list the locations here | 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"/> |

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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

Please provide any additional notes regarding varying dates and times if required

How many patrons/participants are anticipated:

Overall *

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.

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

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

Area *

- | | |
|---|--|
| <input type="checkbox"/> Hervey Bay | <input type="checkbox"/> Teebar |
| <input type="checkbox"/> Maryborough | <input type="checkbox"/> Tiaro |
| <input type="checkbox"/> Burrum Heads/Toogoom | <input type="checkbox"/> Foreshores |
| <input type="checkbox"/> Howard/Torbanlea | <input type="checkbox"/> Car Parks |
| <input type="checkbox"/> Poona | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> River Heads | |

Hervey Bay

- | | |
|---|---|
| <input type="checkbox"/> AdventureSide/All Abilities Playground/ SkateSide | <input type="checkbox"/> Fraser Coast Sports and Recreation Precinct |
| <input type="checkbox"/> Apex Park | <input type="checkbox"/> Freedom Park |
| <input type="checkbox"/> Bill Fraser Park | <input type="checkbox"/> Lions Park |
| <input type="checkbox"/> Black Stump Park | <input type="checkbox"/> Neilsons Park |
| <input type="checkbox"/> Botanic Gardens | <input type="checkbox"/> Pier Park |
| <input type="checkbox"/> City Park | <input type="checkbox"/> Quota Park |
| <input type="checkbox"/> Dayman Park (Lower) | <input type="checkbox"/> Ron Beaton Park |
| <input type="checkbox"/> Dayman Park (Upper) | <input type="checkbox"/> Scarness Park |
| <input type="checkbox"/> Ernie Organ Park | <input type="checkbox"/> Seafront Oval |
| <input type="checkbox"/> ESA Park | <input type="checkbox"/> The Gables |
| <input type="checkbox"/> Fishermens Park | <input type="checkbox"/> The Pines |
| <input type="checkbox"/> Fraser Coast Park | <input type="checkbox"/> Other: <input type="text"/> |

Maryborough

- | | |
|--|--|
| <input type="checkbox"/> AE Fielding Park | <input type="checkbox"/> Mary River Parklands |
| <input type="checkbox"/> Andrew Petrie Park | <input type="checkbox"/> Prickett Park |
| <input type="checkbox"/> ANZAC Park | <input type="checkbox"/> Queens Park |
| <input type="checkbox"/> Bernard Corser Park | <input type="checkbox"/> Schultz Park |
| <input type="checkbox"/> Brendan Hansen Park | <input type="checkbox"/> The Brolga Theatre Greens |
| <input type="checkbox"/> City Hall Greens | <input type="checkbox"/> Truscott Park |
| <input type="checkbox"/> Elizabeth Park Rose Gardens | <input type="checkbox"/> Wook-Koo Park |
| <input type="checkbox"/> Lupton Park | <input type="checkbox"/> Other: <input type="text"/> |

Burrum Heads/Toogoom

- | |
|--|
| <input type="checkbox"/> Burrum Heads Recreation Grounds |
| <input type="checkbox"/> Lions Park |
| <input type="checkbox"/> Traviston Park |
| <input type="checkbox"/> Other: |

Howard/Torbanlea

- Bellert Park
- Robertson Street Park
- Other:

Poona

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

River Heads

- River Heads Reserve Oval
- Community Park
- Other:

Teebar

- Teebar Sports and Recreation Ground
- Other:

Tiaro

- Petrie Park
- Tiaro Memorial Hall Park
- Other:

Foreshores

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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.

- | | |
|---|--|
| <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: <input type="text"/> |

Car Parks

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

Botanic Gardens

Which area would you like to book?

- Bush Chapel
- Chinese Garden
- Labyrinth
- Moon Gate Lawn
- Pontoon
- Valley Area

Council Leased Property - Other

Who is the lessee of the property? *

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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 We are the lessee

Acknowledgement letter from the lessee

Attach a file:

Private Property

Address *

Address

Address Line 1 and Suburb/Town are required.

Environmental Use

Will you be using any of the below: *

- | | |
|--|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Pontoon |
| <input type="checkbox"/> Bathing Reserve/Beach | <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.

Site Map

Please attach a clearly legible site plan with the following:

- Location of site in relationship to surrounding land uses. Use an aerial / satellite view of event/ activity area
- Detailed use location and placement of all structures (temporary and permanent), bins (waste/recycle/containers for change), amenities/toilets, parking (attendee / staff), food operations (food vans/stalls, coffee vans, ice-cream trucks, BBQ's etc), entertainment facilities, rides, animals, etc.
- Must contain an emergency vehicle access point/s, emergency assembly / emergency evacuation area

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***Hand drawn site maps will not be accepted.**

Example of a site map: [Site map](#)

If you require assistance with creating a site map, please email the Events team at events@frasercoast.qld.gov.au

Site Map *

Attach a file:

Activities

* indicates a required field

Food

Will there be food consumption? *

Yes

No

Type of food consumption *

Food vendors

Not for Profit Sausage Sizzle

Coffee/Ice cream vans

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:

| 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.

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

[Guidelines for managing gas safety at public events](#)

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Organisation name

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.

'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:

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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 *

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

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| |
|---|
| 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**
- **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

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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? *

- | | |
|--|---|
| <input type="checkbox"/> Marquee/s less than 6x3 metres | <input type="checkbox"/> Inflatable Amusement rides** |
| <input type="checkbox"/> Marquee/s greater than 6x3 metres | <input type="checkbox"/> Amusement rides |
| <input type="checkbox"/> Structures larger than 10x10 metres | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Circus Tent | <input type="checkbox"/> Petting Zoo |
| <input type="checkbox"/> Grand Stand | <input type="checkbox"/> Other: <input type="text"/> |

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](#)

Will pegs or ground penetrating devices be used? *

Yes No

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

| Type of device | Depth of penetration |
|----------------|----------------------|
| | |

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| Supplier name | Supplier Public Liability Insurance Certificate of Currency | Types of Structures |
|---|---|---|
| This can be the applicant if the equipment isn't being supplied by a 3rd party. | | i.e. marquees, circus tent, fencing etc |

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. 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

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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 may not be required for **Private Filming and Photography** on Council-controlled land - this is dependent on the activities and equipment involved in the filming.
- 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

For further information visit [Installation of Temporary Advertising Devices facts sheet](#)

Advertising device to be used

Aerial view site map

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

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'](#)

Amenities

What amenities will be available onsite for the duration of the event? This should include both built in and portable amenities.

| | | | |
|--|--|--|---|
| <p>Male</p> <p>Toilets *</p> <input type="text" value="0"/> <p>Must be a number.</p> | <p>Female</p> <p>Toilets *</p> <input type="text" value="0"/> <p>Must be a number.</p> | <p>Unisex</p> <p>Toilets *</p> <input type="text" value="0"/> <p>Must be a number.</p> | <p>All accessible</p> <p>Change rooms *</p> <input type="text" value="0"/> <p>Must be a number.</p> |
| <p>Urinals *</p> <input type="text" value="0"/> <p>Must be a number.</p> | <p>Hand Basins *</p> <input type="text" value="0"/> <p>Must be a number.</p> | <p>Hand Basins *</p> <input type="text" value="0"/> <p>Must be a number.</p> | <p>Parents rooms</p> <input type="text"/> <p>Must be a number.</p> |
| <p>Hand Basins *</p> <input type="text" value="0"/> | <p>Showers *</p> <input type="text" value="0"/> | <p>Showers *</p> <input type="text" value="0"/> | <p>All abilities accessible toilets *</p> <input type="text" value="0"/> |

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Must be a number.

Must be a number.

Must be a number.

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.

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)

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

Please note: The process to book waste bins is no longer included in this SmartyGrants application. All bin bookings must now be made directly through Council's website via the online form, available here [Bin Collection – Fraser Coast Regional Council](#). This form allows you to request bins and make payment at the time of booking. If you are seeking a fee waiver or have confirmed sponsorship, please indicate this within the online form.

Traffic Management

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* 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? *

Please list roads with a comma in between. e.g. Main Street, Esplanade Hervey Bay and do not note 'as per TMP/TGS'.

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'

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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.
- 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 *

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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:

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

Male

Female

Unisex

Other

Toilets *

Must be a number.

Toilets *

Must be a number.

Toilets *

Must be a number.

Change rooms *

Must be a number.

Urinals *

Must be a number.

Hand Basins *

Must be a number.

Hand Basins *

Must be a number.

All abilities accessible toilets *

Must be a number.

Hand Basins *

Must be a number.

Showers *

Must be a number.

Showers *

Must be a number.

All abilities accessible showers *

Must be a number.

Showers *

Must be a number.

Sanitary disposal bins *

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

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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

Please note: The process to book waste bins is no longer included in this SmartyGrants application. All bin bookings must now be made directly through Council's website via the online form, available here [Bin Collection – Fraser Coast Regional Council](#). This form allows you to request bins and make payment at the time of booking. If you are seeking a fee waiver or have confirmed sponsorship, please indicate this within the online form.

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

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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.
- 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 |

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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.

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: