



Operation of a Temporary Entertainment Event Application



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Fees listed are applicable 1 July 2021 – 30 June 2022

ABN: 92 967 232 136

1. Applicant details:

- If applicant is an Individual - complete Section A If applicant is a company - complete Section B
 If application is an Incorporated Association - complete Section B

Section A - Individual application

First name: Surname:

Address (not a PO Box):

Postal address:

Email address:

Home number: Mobile phone: Work phone:

Section B - Company or Incorporated Association application

Legal name:

ABN: ACN:

Email address:

Address (not a PO Box):
Companies - registered address
Incorporated associations - nominated address
as registered with ASIC

Postal address:

Contact person name:

Business number: Mobile phone: Work phone:

Email address:

2. Activity details:

Activity name:

Is this activity being organised by a Charity or Not for Profit organisation? If yes, please provide evidence to be eligible for the fee waiver.

Activity location:

Pack in date/s and time/s eg: 16/06/2021 - 18/06/2021 - 9am - 6pm each day

Activity date/s and time/s eg: 19/06/2021 - 20/06/2021 - 9am - 8pm each day

Pack out date/s and time/s eg: 21/06/2021 - 8am - 6pm

Rain date/s:

Is this a one-off or annual activity?

Estimated daily attendance:

Activity description:

Is this activity ticketed?

Contact name and number on the day:

Do any roads or footpaths need to be closed for your activity? If yes, please provide details.

How is parking managed for your activity? Please include mobility parking details.

What structures do you plan to bring on site? Please include details on your site map.

Would you like Council to supply General Waste Bins?

- Yes (a fee per bin applies - no payment required if evidence of a Charity or Not for Profit organisation can be provided).
- No

How is waste managed for your activity?

Is vehicle access required for your activity? If yes, please provide details.

Are amusement devices being brought on site for your activity? If yes, please provide details of devices including type and size.

Will PA systems and/or amplified sound be part of your activity? If yes, please provide details.

Will alcohol be on site for your activity? If yes, please provide details.

Will food or food vendors be on site for your activity? If yes, please provide Food Licence details.

What toilet arrangements do you have in place for your activity? Please include disability details.

Is access to water required for your activity? If yes, please provide details.

Is access to electricity required for your activity? If yes, please provide details.

Please describe what you have in place for lighting on site during evening hours including pack in and out details (if applicable).

How is your activity promoted?

Will security be on site for your activity? If yes, please provide a Security Plan.

Will your activity include Fireworks? If yes, please provide details of your Fireworks Contractor.

3. Conditions for the Operation of a Temporary Entertainment Event:

Schedule A

Standard Conditions

- (a) the approval holder must only operate the temporary entertainment event within the operating dates and times specified in the approval; and the operator must provide the required levels of amenities, facilities and services as determined by the Moreton Bay Regional Council; and
- (b) the operator must take all measures specified by the Moreton Bay Regional Council, to ensure that specified limits of emissions are not exceeded; and
- (c) clear access, to a minimum width of 3.5 metres, must be maintained at all times for emergency service vehicles, to the site and any off-street parking area; and
- (d) clear access must be maintained at all times with a 6-metre clearance from each fire hydrant on the site; and
- (e) any event conducted in an indoor venue must comply with the fire evacuation procedure for that venue, maintain clear access to all exits and ensure safe exit routes to a place of safety that is external to the building; and
- (f) the operator must provide evidence of a current public indemnity insurance policy to a minimum value of \$20,000,000; and
- (g) if alcohol is to be provided at the event, proof of the application for the liquor is to be supplied to Moreton Bay Regional Council; and
- (h) all waste generated at the temporary entertainment event must be disposed of on a daily basis as well as on the day following the conclusion of the event, by a registered contractor in accordance with the Waste Management Plan, or as otherwise directed by an authorised person; and
- (i) all onsite food sales must be conducted in accordance with the provisions of the *Food Act 2006*; and
- (j) toilet and ablution facilities must be provided, at the numbers and locations considered necessary by an authorised person; and
- (k) toilet and ablution facilities must be cleaned on a minimum daily basis, or more frequently, as directed by an authorised person; and
- (l) the site, including the grounds, all public rooms, amenities and facilities must be maintained in a clean and hygienic condition at all times, and all fixtures, fittings, appliances and other equipment provided for the temporary entertainment event maintained in a good and sound condition; and
- (m) any swimming pool on site must be monitored at all times, be manned by qualified life savers, and operated in accordance with the provisions of *Moreton Bay Regional Council Local Law No 1 (Administration) 2011 – Schedule 16 (Operation of Public Swimming Pools)*; and
- (n) any playground equipment must be installed, sited, constructed and maintained in accordance with all the relevant standards; and
- (o) any signs in relation to the venue must be installed in accordance with *Moreton Bay Regional Council Local Law No.1 (Administration) 2011 – Schedule 9 Installation of advertising devices*.

Schedule B

Additional Conditions

- (a) the applicant may be required to submit a development application for the proposed use of the venue or the conduct of the entertainment; and
- (b) the applicant may be required to provide information regarding the proposed event to the Queensland Police Service, local hospital, Queensland Fire and Rescue Service and Queensland Ambulance concerning details of the temporary entertainment event, together with proof of such advice and any written responses from those organisations to the original advice; and
- (c) the applicant may be required to notify all residents within an area identified by the local government, detailing when the proposed temporary entertainment event will be conducted, the contact telephone number of the approval holder and any other details an authorised person considers appropriate; and
- (d) the applicant may be required to initiate a Noise Management Plan to reduce the risk of complaint and to keep noise emissions from the temporary entertainment event within approval limits; and
- (e) the applicant may be required to establish a suitable buffer zone, including setbacks from all boundaries to the satisfaction of the authorised person; and
- (f) the applicant may be required to provide evidence that all buildings or other structures, including swimming pools or spa pools, located on the site for the purpose of the temporary entertainment event, comply with the provisions of the *Building Act 1975* and *Standard Building Law*; and
- (g) the operator may be required to install suitable firefighting appliances as required and directed by Moreton Bay Regional Council in accordance with the *Fire and Rescue Services Act 1990*, the *Building Act 1975* and the *Building Code of Australia*; and
- (h) off street car parking spaces for patrons of the temporary entertainment event, may be required, with access to off street parking areas to be highlighted in the Traffic Management Plan; and
- (i) no pets, birds or other animals may be approved to enter any amenities within the facility, except assistance animals, or animals associated with the event. If the event is conducted on a Moreton Bay Regional Council controlled area, ensure that no animal associated with the event is tethered to any tree on the site; and
- (j) a management plan may be required to ensure any footwear, clothing, linen or towels supplied to patrons in conjunction with the operation of the temporary entertainment event are suitably laundered and sanitised before re-use; and
- (k) Moreton Bay Regional Council may require the provision of adequate shade (both natural and artificial) as determined in the "Creating Shade at Public Facilities - Policy and Guidelines for Local Government" published by Queensland Health; and
- (l) Moreton Bay Regional Council may require the approval holder to maintain records of the event. Such records may include information such as membership numbers, numbers of casual attendances or test results of pool water; and
- (m) arrange to have an event de-brief following the event, held at a suitable time and place determined by Moreton Bay Regional Council.

Schedule C

Specific Conditions - additional conditions may be added after the application has been assessed

- (a) the approval holder must not undertake the approved activity in a way that contravenes a Public Health Direction given by the Chief Health Officer, under section 362B of the *Public Health Act 2005*, to assist in containing, or to respond to, the spread of COVID-19 in the community; and
- (b) the approval holder must ensure that noise complies with the requirements for open-air events prescribed in section 440X of the *Environmental Protection Act 1994*. This means that you must not use, or permit the use of, the premises for an open-air event on any day -
 - Before 7.00am, if the use causes audible noise; or
 - From 7.00am - 10.00pm, if the use causes noise of more than 70 dB(A); or
 - From 10.00pm - midnight, if the use causes noise of more than the lesser of the following -
 - o 50 dB(A);
 - o 10 dB(A) above the background level; and
- (c) in order to protect our parks and reserves, Council may request your activity is cancelled due to wet weather. You will be notified a minimum 2 days prior to your activity; and
- (d) if the approval holder or the holder's employee or agent damages the road, or any public infrastructure within the road or a Moreton Bay Regional Council controlled area, it must -
 - (i) take immediate steps to make the area safe and maintain the area in a safe condition until all necessary repairs are effected; and
 - (ii) report the damage to the Moreton Bay Regional Council; and
 - (ii) pay to Moreton Bay Regional Council the amount it would cost for Moreton Bay Regional Council to have all damage rectified or with Moreton Bay Regional Council approval carry out repairs at its own expense to the satisfaction of Moreton Bay Regional Council.

4. Checklist for application:

- Payment of Non-refundable Application Fee for Low Impact \$280.00 or High Impact \$845.00 - this fee will be invoiced. A daily Commercial Use of Council Controlled land fee of \$414.00 will be invoiced separately once application has been assessed (no payment required if evidence of a Charity or Not for Profit organisation is provided)
- Written consent of the land owner (if applicable)
- Evidence of a current Public Liability Insurance Policy to the value of \$20,000,000
- Evidence of your Amusement Operator and/or Fireworks Contractor current Public Liability Insurance Policy to the value of \$20,000,000
- Completed Indemnity section (page 5 of this Application Form)
- Site Plan
- Completed Risk Management Plan
- Details of all third-party Operators eg Traffic Management, Waste, Security, Amusement Operators, Fireworks
- Copy of Liquor Licence (if applicable)
- Copy of Food Licence details (if applicable)
- Copy of Noise Management Plan (if applicable)
- Traffic Management Plan
- Copy of the Consultation Letter and map of where the letter box drop will take place (if Traffic Management and/or Parking Restrictions will be in place)
- Confirm I have read and understood Schedule A, B and C conditions

5. Declaration of applicant:

I acknowledge the information provided in this application is, to my knowledge true and correct.

Signature: Date:

Privacy Statement

Moreton Bay Regional Council is collecting your personal information for the purpose of assessing your application for the operation of a Public Place Activity. Council will use your personal information to update Council's customer information records and may contact you about other functions and services of Council.

6. Indemnity for Approvals granted under a Moreton Bay Regional Council Local Law:

In consideration of Moreton Bay Regional Council ("Council"), giving approval for:

(Name of activity to which the approval relates) ("the Activity")

At;

(Address/area where the activity is to be undertaken)

;

(Applicant)

1. Agree to indemnify Council and keep it indemnified against any claim, demand, action, suit or proceeding that may be made or brought against Council, its employees, contractors and elected members for personal injury to or death of any person or loss of or damage to any property caused by, arising out of or as a consequence of the Activity;

2. Acknowledge that Council has not made any claim, statement or inference with regard to the suitability of the facility or land for the Activity and I have satisfied myself in this regard.

Name of Applicant:

Signature: Date:

7. Payment options:

On receipt of application an invoice will be generated and sent to you. The following payment options will be available:



Pay by Web

Visit Council's website:
www.moretonbay.qld.gov.au



BPAY

Contact your participating financial institution to make payment from your account.



In Person

Payment can be made in person at Caboolture, Redcliffe and Strathpine Offices.



Mail

Moreton Bay Regional Council
PO Box 159
Caboolture QLD 4510



Pay by Phone

Call (07)3480 6346