

**Wedding and School Sports
Events Local Law Application**

ABN: 92 967 232 136

Postal addressPO Box 159
Caboolture QLD 4510**Customer Response Department**

Ph: 07 3205 0555

Internetwww.moretonbay.qld.gov.au
council@moretonbay.qld.gov.au**Activity type and application fees** – visit www.moretonbay.qld.gov.au/Fees-and-Charges for fee amounts

Activity	Applicable fees – invoice will be issued for payment
<input type="checkbox"/> Wedding at designated wedding site Complete sections 1- 3 and sections 5 - 9	Wedding Ceremonies at designated wedding sites - Application
<input type="checkbox"/> Wedding at non designated wedding sites Complete sections 1- 3 and sections 5 - 9	Use of Public Land and Roads - Application
<input type="checkbox"/> School Sports Complete sections 1 - 4 and sections 6 - 10	Use of Public Land and Roads - Application

1. Applicant name☐ Individual or Sole Trader

First Name:

Surname:

OR☐ Company or Incorporated Association

Organisation Name:

2. Applicant details

Trading name:

ABN:

ACN:

Legal name (as registered with ASIC):

Address as registered with ASIC
(not a PO Box):

Postal address:

Contact person:

Preferred phone:

Mobile phone:

Preferred email:

Registered Charity or Not for Profit organisation?

☐ No☐ Yes - provide evidence to be eligible for fee waiver

3. Public liability insurance

Current Public Liability Insurance Policy to the value of \$20,000,000 in the name of the applicant with coverage that extends to anywhere in Australia or worldwide is required.

Have you obtained the required Public Liability Insurance? ☐ No – copy must be submitted 30 days prior to activity
☐ Yes – copy to be submitted with this application

Name of Insurance provider:

Expiry date of policy:

4. School sports details

Download the [School Sport Activity Spreadsheet](#) from Council's website to provide all activity details e.g. dates, times, locations, etc. Complete and attach the spreadsheet to this application.

If your activity meets any of the criteria listed below, you may need to submit an Event Application:

- 500 people or more in attendance
- 3 or more marquees or structures that are larger than 3m x 6m
- Vehicle access to a sports field is required
- Council's electricity or water supply is required
- Includes amusement devices or jumping castles
- Traffic management or parking restrictions are required

5. Wedding details

Location wedding will take place:

Will you be using one of Council's designated wedding sites?

☐ No ☐ Yes

To see the list of [Designated wedding locations](#) visit Council's website.

Dates and times

Pack in start date:

Pack in finish date:

Pack in start time:

Pack in finish time:

Activity start date:

Activity finish date:

Activity start time:

Activity finish time:

Pack out start date:

Pack out finish date:

Pack out start time:

Pack out finish time:

Alternative rain date: Provide alternate dates and times if your activity is affected by rain.

Alternate start date:

Alternate finish date:

Alternate start time:

Alternate finish time:

Site requirements for the wedding

What structures/equipment do you plan to bring to site? Include number and sizes of structures here and on the site plan, e.g. arbours, lights, marquees, fencing, stages, toilets.

Contact name and number on site:

Estimated daily attendance/number of people expected to be on site:

6. Conditions for an event

For the applicable mandatory conditions see <https://moretonbay.qld.gov.au/low-risk-events-conditions> or <https://www.moretonbay.qld.gov.au/events-and-filming-conditions>

7. Checklist for application

- ☐ Copy of a current Public Liability Insurance Policy valued at \$20,000,000 in the name of the applicant with coverage that extends to anywhere in Australia or worldwide is required.
- ☐ Completed Declaration of Applicant and Indemnity sections.
- ☐ Completed School Sports Activity Spreadsheet is attached if required.
- ☐ Site Plan is attached. Not required for school sports or designated wedding sites.
- ☐ Completed Risk Management Plan is attached.
- ☐ Confirm I have read and understood the conditions.

8. Declaration of applicant

- ☐ I acknowledge the information provided in this application is, to my knowledge, true and correct.
- ☐ I acknowledge I have the authority to sign this application on behalf of the legal entity.
- ☐ I confirm I have read and understood the conditions relevant to this application.
- ☐ I acknowledge that the assessment of this application will not commence until the application fee invoice has been paid, if applicable.
- ☐ I am 18 years of age or older at the time of making this application.

Signature:

Date:

9. Indemnity for approvals granted under a Moreton Bay City Council Local Law

In consideration of Moreton Bay City 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)**:

I **(Applicant Name)**:

- ☐ I 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.
- ☐ I 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:

10. 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

Customer Service Centres
For information on locations visit:
www.moretonbay.qld.gov.au/Contact or
contact Council on (07) 3205 0555 or
1300 477 161



Mail

City of Moreton Bay
PO Box 159
Caboolture QLD 4510



Pay by phone

Call (07) 3480 6346

Privacy Statement

Moreton Bay City Council is collecting your personal information for the purpose of assessing your application. External stakeholders may be forwarded your personal information as part of this assessment. The collection of this information is authorised under Moreton Bay City Council - Events Local Law 2023. If your application is approved, Council will forward your personal information to internal and external stakeholders to advise of the activity. Council will also use your personal information to update Council's customer information records and to contact you about other functions and services of Council.
