



Event and Film Application



Postal Address
PO Box 159
Caboolture QLD 4510

Customer Response Department
Ph: 07 3205 0555

Internet
www.moretonbay.qld.gov.au
council@moretonbay.qld.gov.au

Fees listed are applicable 1 July 2023 – 30 June 2024

ABN: 92 967 232 136

Activity Sections to complete:

Event applicants - prior to completing this application, the [Event Screening Tool](#) must be completed to determine the risk level of your event.

Event Registration (Low Risk) Complete sections 1, 2, 3, 11, 12, 13 and 14

Event Application (High Risk) Complete all sections

Filming, wedding and school sport applicants - completion of the Event Screening Tool is not required.

Filming Complete all sections

Wedding Complete sections 1, 2, 3, 11, 12, 13 and 14

School Sports Complete sections 1, 11, 12, 13 and 14
**Download the School Sport Activity Spreadsheet from the City of Moreton Bay website to provide all activity details (dates, times, locations etc)

1. Applicant details:

If applicant is an individual - complete **Section A** If applicant is a company or 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 - address as registered with ASIC
Incorporated associations - address as registered with ASIC

Postal address:

Contact person name:

Business number: Mobile phone: Work phone:

Email address:

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

2. Activity details:

Location for activity to take place:

Is written consent required from the landowner (private land or showgrounds only)?

I confirm I hold a current Public Liability Insurance Policy to the value of \$20,000,000:

Activity name/type of film production:

Activity/film production description: please provide a detailed description of the purpose of the activity and the operational details of what the activity involves.

Contact name and number on site:

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

3. Dates and times for the activity:

Please provide dates and times for the set up of the event/production. If more than one location is being applied for, please provide additional details on a separate list and attach to your application.

Pack in start date: Pack in finish date:

Pack in start time: Pack in finish time:

Please provide dates and times for the event/production. If more than one location is being applied for, please provide additional details on a separate list and attach to your application.

Activity start date: Activity finish date:

Activity start time: Activity finish time:

Please provide dates and times for the pack down of the event/production. If more than one location is being applied for, please provide additional details on a separate list and attach to your application.

Pack out start date: Pack out finish date:

Pack out start time: Pack out finish time:

Please provide alternate dates and times if the activity is rain affected. If more than one location is being applied for, please provide additional details including pack in and pack out dates and times on a separate list for each location and attach to your application.

Alternate start date: Alternate finish date:

Alternate start time: Alternate finish time:

If more than one location is being applied for, please provide additional details (as above) on a separate list and attach to your application.

4. Additional details for Events and Filming only:

What is the frequency for this activity?

One-off:

Multiple Days:

Annual Event:

Do you intend to apply for funds from the City of Moreton Bay to deliver your activity?

Does your film production qualify for a fee waiver? Please provide evidence of your Registered Charity or Not for Profit Status, or evidence that you are studying at an Educational Facility, or details on how your film production will benefit or promote the City of Moreton Bay region:

5. Public Safety

Have you invited any dignitaries or well-known people to attend your activity? Please provide details:

Does your activity have content that may cause the general public to be alarmed? e.g., fake guns or weapons or a scene with fake blood. If yes, please provide details:

Will security be on site for your activity? If yes, please provide details:

Will you have a First Aid provider on site for your activity? If yes, please provide details:

6. Site and set up requirements

What structures/equipment do you plan to bring on site for your activity? Please include number and sizes of structures and please show these on your site plan e.g., arbour, lights, marquees, fencing, stages, toilets etc.

Will you have lighting on site during evening hours (including pack in and pack out)? If yes, please provide details:

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

Is access to Council's power supply required for your activity? If yes, please provide details:

Will generators be on site for your activity? If yes, please provide details:

Is access to Council's water supply required for your activity? If yes, please provide details:

What toilet arrangements do you have in place for your activity? Please provide details:

How is waste managed for your activity? Please provide details:

7. Food/Beverage/Entertainment

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

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

Does your activity include fireworks? If yes, please provide details:

Will amusement devices (e.g., a jumping castle or ferris wheel) be on site for your activity? If yes, please provide details of devices including type, size, how they will be secured to the ground and name and contact details of the operator:

Will your activity involve any water-based activities? If yes, please provide details:

Will animals be on site for your activity? If yes, please provide details:

Will drones be part of your activity? If yes, please provide details:

8. Traffic and Parking Requirements

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

Do you plan to close any roads or footpaths, either full or part closure for your activity? If yes, please provide details:

Will traffic management and/or parking restrictions be required for your activity? If yes, please provide details:

How is parking managed for your activity? Please provide details:

9. Signage and Advertising

Do you plan to install signs to advertise your activity across the region? If yes, please provide details:

Do you plan on advertising your activity on social media? If yes, please provide details:

10. Temporary Boat Ramp Closure

Is a temporary boat ramp closure required for this activity?

Yes

No

If yes, please provide the following details:

What is the location of the boat ramp?

What is the reason for the temporary boat ramp closure? Please provide all operational details

Please list all alternatives that were considered and the reasons why they were rejected in favour of a temporary boat ramp closure

Please provide dates/times for the temporary boat ramp closure:

Start Date:	<input type="text"/>	Start Time:	<input type="text"/>	Finish Time:	<input type="text"/>
Finish Date:	<input type="text"/>	Start Time:	<input type="text"/>	Finish Time:	<input type="text"/>

11. Conditions for an Event:

For the applicable mandatory conditions see moretonbay.qld.gov.au/Services/Licences-Regulations/Organising-an-Event.

12. Checklist for application:

- Payment of Application Fee - Low or High Impact (no payment required if evidence of a Registered Charity or Not for Profit organisation is provided) - please see moretonbay.qld.gov.au/Council/Governance/Fees-and-Charges for fee amounts
- Payment of Daily Commercial Use of Public Land Charge (no payment required if evidence of a Registered Charity or Not for Profit organisation is provided) - please see moretonbay.qld.gov.au/Council/Governance/Fees-and-Charges for fee amounts
- Evidence of a current Public Liability Insurance Policy to the value of \$20,000,000
- Completed Declaration of Applicant and Indemnity sections
- Completed School Sports Activity Spreadsheet is attached
- Site Plan (not required for School Sports)
- Completed Risk Management Plan
- Councils Event Screening Tool has been completed (not required for filming, school sport and weddings)
- Confirm I have read and understood the conditions

13. 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 understand that Fees and Charges may be payable on lodgement of this application.
- I am 18 years of age or older at the time of making this application.

Signature: Date:

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.

14. 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:

15. 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

City of Moreton Bay
PO Box 159
Caboolture QLD 4510



Pay by Phone

Call (07)3480 6346