



Event and Film Application

Postal Address
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Caboolture QLD 4510

Customer Response Department
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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.

<input type="checkbox"/> Event Registration (Low Risk)	Complete sections 1, 2, 5, 6, 7 and 8
<input type="checkbox"/> Event Application (High Risk)	Complete all sections

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

<input type="checkbox"/> Filming	Complete all sections
<input type="checkbox"/> Wedding	Complete sections 1, 2, 5, 6, 7 and 8
<input type="checkbox"/> School Sports **Download the School Sport Activity Spreadsheet from the City of Moreton Bay website to provide all activity details (dates, times, locations etc)	Complete sections 1, 5, 6, 7 and 8

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:	<input type="text"/>	Surname:	<input type="text"/>
Address (not a PO Box):	<input type="text"/>		
Postal address:	<input type="text"/>		
Email address:	<input type="text"/>		
Home number:	<input type="text"/>	Mobile phone:	<input type="text"/>
		Work phone:	<input type="text"/>

Section B - company or incorporated association application

Legal name:	<input type="text"/>		
ABN:	<input type="text"/>	ACN:	<input type="text"/>
Email address:	<input type="text"/>		
Address (not a PO Box):	<input type="text"/>		
Companies - address as registered with ASIC Incorporated associations - address as registered with ASIC			
Postal address:	<input type="text"/>		
Contact person name:	<input type="text"/>		
Business number:	<input type="text"/>	Mobile phone:	<input type="text"/>
		Work phone:	<input type="text"/>
Email address:	<input type="text"/>		

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:

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:

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

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.

Contact name and number on site:

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

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.

Rain date (please provide alternate dates and times if your activity is affected by rain):

Alternate start date:

Alternate finish date:

Alternate start time:

Alternate finish time:

3. 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:

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

Does your activity include fireworks? 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 water supply required for 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:

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:

Is vehicle access 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:

Will you have lighting on site during evening hours (including pack in and pack out)? 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:

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

Will traffic management and/or parking restrictions be required for your activity? 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:

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:

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:

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

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:

Start Time:

Finish Time:

Finish Date:

Start Time:

Finish Time:

4. Conditions for an Event:

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

5. 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

6. 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.

7. 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:

8. 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 inperson at Caboolture, Redcliffe and Strathpine Offices.



Mail

City of Moreton Bay
PO Box 159
Caboolture QLD 4510



Pay by Phone

Call (07)3480 6346