

Prescribed Activity Application: *Print or fill and print/save form*

# Conduct a Temporary Entertainment Event or Large Private or Corporate Event

Local Law No. 1 (Administration) 2020

- You MUST complete ALL questions unless the form indicates otherwise.
- Incomplete forms or forms without all necessary information and documentation will result in your application not being a properly made application and will be refused.
- Applications for an event permit must be submitted **at least 30 business days (6 weeks)** before the event to allow Council sufficient time to assess your application.

## 1. APPLICANT DETAILS

**Note:** The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions. A business name or trust is not a legal entity and should not be entered in this field as the applicant. Where a person or company operates a business, the applicant is the person or company.

**Applicant:** \_\_\_\_\_ **DOB (if person):** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_ **ABN:** \_\_\_\_\_

**Telephone:**    **W:** \_\_\_\_\_    **M:** \_\_\_\_\_    **Email:** \_\_\_\_\_

**Contact for Application:** \_\_\_\_\_ **M:** \_\_\_\_\_

**On-Site/Emergency Contact:** \_\_\_\_\_ **M:** \_\_\_\_\_

**Are you a not-for-profit or charitable organisation?**     YES     NO

## 2. ACTIVITY/EVENT TYPE

### Examples

Note: Public meetings, demonstration or public address may not require a prescribed activity approval if the Peaceful Assembly Act applies to the activity. Council should be notified of any such event.

- Temporary Entertainment Event (S18)**  
*Events that are open to the public with or without a ticket or entry fee. \*A temporary entertainment event can be held on public or private land.*  
*Events/activities that are open to the public with or without an entry fee such as a festival, concert, dance party, circus, live artist performance, food event, amusement rides, school fete, community events, street parade or march, organised sporting event.*
- Private Social or Corporate Event (S24)**  
*An invitation-only ceremony, party or celebration with*  
  - over 50 people;
  - road closures or traffic management required;
  - amplified music; or
  - temporary structures/furniture which is greater than 10m<sup>2</sup> in area or greater than 3m in height.*Wedding receptions (over 120 people), private parties, corporate functions, member only temporary sporting or recreational events (not open to the public).*
- Wedding reception (over 120 people) (S24)**  
*For wedding ceremonies only, use the form LL22 - Application to Conduct Small Wedding Ceremony. For a wedding reception under 120 people, use the form LL21-Application for Small Events. Combined wedding ceremony and reception can be applied for on the one form (LL20 or LL21).*
- Other (add description):** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

| OFFICE USE               |                              |                             |                    |              |             |
|--------------------------|------------------------------|-----------------------------|--------------------|--------------|-------------|
| <b>Bond Required?</b>    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <b>Receipt No:</b> | <b>Date:</b> | <b>CSO:</b> |
| <b>Receipt Type: 111</b> | <b>Payment Amount: \$</b>    |                             | <b>Receipt No:</b> | <b>Date:</b> | <b>CSO:</b> |

### 3. EVENT/ACTIVITY DETAILS

Date of Event: \_\_\_\_\_ No. of People Attending: \_\_\_\_\_ Staff: \_\_\_\_\_ Guests: \_\_\_\_\_ Total: \_\_\_\_\_

Is there an entry/participation/ticket fee?  YES  NO If yes, how much per person: \$ \_\_\_\_\_

Type of Event/Activity:  Private  Commercial  Not for Profit Organisation

### 4. EVENT HISTORY

Has this event been held previously in the Douglas Shire?

No - continue to next section.

Yes. Date and location of previous event: \_\_\_\_\_ Approval/Permit Number: \_\_\_\_\_

Describe any changes from the previous activity/event?  
\_\_\_\_\_  
\_\_\_\_\_

### 5. LOCATION OF PROPOSED ACTIVITY/EVENT

Have you booked a park, reserve, or foreshore?  YES Booking No: \_\_\_\_\_  NO

Rex Smeal Park, Port Douglas

George Davis Park, Mossman

Reynolds Park, Port Douglas

Private property, complete next section.

Other public space, specify: \_\_\_\_\_  
\_\_\_\_\_

### 6. EVENT/ACTIVITY SCHEDULE

|            | Date | Start Time | Finish Time |
|------------|------|------------|-------------|
| Set Up:    |      |            |             |
| Event:     |      |            |             |
| Pack Down: |      |            |             |

Additional Information:  
\_\_\_\_\_  
\_\_\_\_\_

### 7. PROPERTY OWNER/AGENT CONSENT (if temporary entertainment event being held on private property)

Owner Name: \_\_\_\_\_

Real Property Address: \_\_\_\_\_ Lot: \_\_\_\_\_ Plan: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Owner or Agent: \_\_\_\_\_  
\_\_\_\_\_

## 8. FOOD

*Note: it is the responsibility of the Applicant/Approval Holder to ensure all third-party contractors (including food vendors) have applicable licenses/permits/registrations and have public liability insurance.*

*If catering arrangements have not been finalised at the time of this application, the applicant must advise Council of all food vendors before the event and ensure any additional forms are lodged by the food vendors.*

Will food be served/available at the event?  Yes – complete this section.  No - go to the next section.

Is the food BYO and being prepared by the guests who will also consume the food (friends and family)?

Yes - food licence is **not** required. Go to next section (Alcohol).  No - Continue

Is the food commercially pre-packaged and pre-prepared? E.g.: chips, nuts, take away pizza, biscuits purchased from supermarket

Yes. Food licence is **not** required. Go to next section (Alcohol).  No. Continue

Is the Food Vendor/s a Not for Profit (Community, Sporting or Service) Organisation?

Yes - List food vendors in the table below and ensure the food vendor completes and lodges the EHT3 Notification Form (link below) – no fee applicable.  No. Continue

Will food be prepared and supplied at the event by a Commercial Food Business?

Yes - Licensed Mobile Food Van (List licensed mobile food van/s in the food vendors table below)

Yes – Licensed Off-Site Caterer (Licensed with Douglas Shire) List licensed off-site caterer/s in the food vendor table below.

Yes – Licensed Off-Site Caterer (Licensed outside Douglas Shire). List licensed off-site caterer in the food vendor table below and ensure the food vendor completes and lodges an **EHT3 Notification Form**. ([click here to go to form on website](#))

Yes – Other Commercial Food Business. List commercial food vendors in the table below and ensure the food vendor completes and lodges the EHT1 Temporary Food Premises Form (link below) – additional fee applicable. ([click here to go to form on website](#))

### FOOD VENDORS TABLE

*Please list all food vendors below. It is the responsibility of the applicant/approval holder to ensure all food businesses have a current licence/approval and public liability insurance.*

| Name / Organisation name<br>e.g.: John Smith/ JS Pty Ltd | Trading Name<br>- e.g.: John's Doughnuts | Vendor's Contact Number | Details of Foods Being Prepared and Served | Licence Number: (if Mobile food van or off-site caterer) |
|--|--|-------------------------|--|--|
|  |  |                         |  |  |
|  |  |                         |  |  |
|  |  |                         |  |  |
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|  |  |                         |  |  |
|  |  |                         |  |  |

## 9. ALCOHOL

Will your event include the consumption of alcohol?

No – Go to next section.

Yes – complete this section.

Will alcohol be sold at the event?

No – continue

Yes – You may require a liquor licence.

*It is the responsibility of the Applicant/Approval Holder to contact the Office of Liquor and Gaming to determine if a liquor licence is required and make application. Go to <https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/applications>. If required, attach the liquor licence.*

Will alcohol be consumed at the event, but not sold?

No – continue to next section.

Yes – you do not require a liquor licence.

## 10. WASTE MANAGEMENT

*Public bins are not to be used for private events and general waste bins must be organised via a waste collection contractor. Containers for Change bins are suitable for empty beverage containers from most events. Organisers can keep or donate the 10c refund for each eligible container.*

*See the Containers for Change website for information on how to arrange these bins:*

[How it works | Containers for Change](#)

*If you would like a free waste assessment which includes a review of any packaging to be used and how to reduce waste generated by your event, please contact Council.*

*Douglas Shire Council promotes plastic free and sustainable events.*

Number of General Wasted bins organised through a waste collection contractor:

Name and contact number of Contractor collecting waste:

## 11. EVENT LOGISTICS

*This section is an overview of event/activity details and must be completed. If an event is a temporary entertainment event or an activity/event that is considered major or high impact, an Event Management Plan and Risk Management Plan must accompany this application.*

*Note: it is the responsibility of the Applicant/Approval Holder to ensure all third-party contractors have applicable licenses/permits/registrations and have public liability insurance.*

Number of toilets provided:      Female:                              Male:                              Urinals (in metres):

Number of hand wash basins:

### Advisory Notes

Calculating the number of toilets required for an event is a matter for conjecture and there is no uniform Australian Standard. The amount of toilet you may require depends on whether alcohol is provided or not, the duration of your event, and, the number of patrons attending your event. Unisex toilet for the disabled will also be required. Separate toilet and hand washing facilities should be made available for food handlers.

Where local laws or regulations exist these must be applied. Better management of events can be achieved by providing additional facilities. Contact the Environmental Health Team on 4099 9444 to discuss the guidelines for how many toilets and hand basins you are recommended to have for your event.

Name and contact number of person responsible for the site clean-up:

Name and contact number of Security Provider:

(Section 11 - Continued over page)

**Will you be erecting temporary structures such as marquees, tents, stages, grand stands, fencing etc?**

*Note: Temporary structures such as tents, stages, fencing, grandstands, lighting and sound towers must be erected by suitably qualified persons. You may require building certification and fire safety inspection for certain structures. Contact a building certifier for more details.*

- No – go to next question.  Yes – mark on site map and give details:

Number of structures:

Size of structures:

Details:

**Will a building and fire safety inspection be conducted?**

- No – go to next question.  Yes – attach building inspection certificate.

Name of building certifier:

**Will temporary electrical work be required for the event?**

- No – go to next question.  Yes – attach building inspection certificate.

If yes – **ensure** all temporary electrical work is carried out in accordance with relevant Australian Standards or Industry Codes of Practice.

**Will there be amusement rides at the event?**

- No – go to next question.  Yes – attach Certificate of Registrable Plant and public liability certificate for each ride.

**Will there be fireworks?**

- No – go to next question.  Yes – give details below.

The licenced fireworks contractor will be required to lodge an Application to Conduct a Fireworks Display (LL19).

Fireworks Contractor’s Name:

Fireworks Contractor Licence No:

**Is the event a circus?**

- No – go to next question.  Yes – give details below.

Attach a copy of your Circus Federation of Australia membership certificate.

If the circus involves performing animals, attach details of the number and types of animals used and how they will be housed.

**Does the operation of the event require approvals under other legislation?**

- No – go to next question.  Yes – give details below.

List approvals and attach copies to this application.

**Will you require vehicle access to the public place (park, reserve, and foreshore)?**

- No – go to next question.  Yes – give details below.

Reason for vehicle access:

| Make and Model: | Registration Numbers: |
|-----------------|-----------------------|
|                 |                       |
|                 |                       |

## 12. TEMPORARY ROAD CLOSURES / TRAFFIC MANAGEMENT / PEDESTRIAN CONTROL

Will the activity require special traffic, parking or pedestrian control measures?

See advisory notes at the end of this form.

- No – go to next section
- Yes – Road Closure
- Traffic Management Plan for road closure in accordance with the Department of Transport and Main Roads Manual of Uniform Traffic Control Devices. Go to <https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Manual-of-uniform-traffic-control-devices.aspx>
  - Queensland Police Service Road Closure Permit. Go to <https://www.qld.gov.au/environment/land/state/roads/closure>.
- Yes – Footpath Closure
- Traffic Management Plan as above if deemed necessary by Authorised Officer.
- Yes – Car Park Closure
- Attach site map outlining proposed area required.

Traffic Control Company Name:

TMR Registered No:

Contact Name:

M:

E:

Closure Location (attach site map)

Requested Dates

Requested Times

### Temporary Road Closure/Traffic Management Advisory Notes

1. Should the application be successful a 'Letter of No Objection' will be issued. This letter is used to obtain a Police permit for temporary road closure.
2. The road closure section of the application is for the assessment of impact to all road users (e.g. pedestrian, cyclist and vehicular).
3. The 'Letter of No Objection' relates to the Traffic Management Plan only. The Council does not assess or approve the Traffic Guidance Scheme (e.g. plan indicating location of all traffic control devices).
4. It is the applicant's obligation to ensure the Traffic Guidance Scheme, for the proposed road closure, is in accordance with Queensland Transport's Manual of Uniform Traffic Control Devices (AS1742.3).
5. Local residents, businesses, bus and taxi companies directly affected are to be advised through public notices, media or letterbox notices prior to the approved road or verge closure.
6. If closure is related to special event that requires a prescribed activity permit under the Local Law, please use the event application forms stated at the top of this form.

### Verge / Footpath Closure

1. For partial closures, the applicant must attach a sketch outlining the location of works, plant equipment, temporary fencing or pedestrian control and indicate the distance remaining for pedestrian access.
2. For full closures or partial closures with less than 1 metre available for pedestrian use, a Traffic Management Plan as outlined in the Queensland Transport's Manual of Uniform Traffic Control Devices (AS1742.3) must be submitted.

### Queensland Police

Under section 96 of the Transport Operations (Road Use Management) Act, only Queensland Police Service has the authority to order the closure of any road temporarily. Queensland Police Service will only issue a Permit if the Local Government authority has agreed to the proposal by issuing a letter of no objection. The applicant must apply to Queensland Police Service for a permit prior to closures commencing.

## 13. SITE PLAN CHECKLIST

Attach a site plan, which clearly indicates all of the following applicable to the event.

- |   |  |
|---|--|
| <input type="checkbox"/> Emergency access routes/parking and disabled parking | <input type="checkbox"/> Temporary structures including stage, marquees, rides and animal enclosures |
| <input type="checkbox"/> Fire safety items                                    | <input type="checkbox"/> Spectator areas   |
| <input type="checkbox"/> Direction of amplified sound                         | <input type="checkbox"/> First aid posts & lost children/property                                    |
| <input type="checkbox"/> Security, crowd control and/or police locations      | <input type="checkbox"/> Approved liquor consumption areas/non-alcohol areas                         |
| <input type="checkbox"/> Car park closure (# of car spaces)                   | <input type="checkbox"/> Portable toilet facilities  |
| <input type="checkbox"/> Site entrances/exits                                 | <input type="checkbox"/> Waste/refuse facilities   |
| <input type="checkbox"/> Registration/marshalling areas                       | <input type="checkbox"/> Fireworks/aerial activities launch site/exclusion zone                      |
| <input type="checkbox"/> Food vendors   | <input type="checkbox"/>   |

## 14. PUBLIC LIABILITY INSURANCE

Certificate of Currency must be provided prior to the event/activity and:

- Must list Douglas Shire Council as an interested party;
- Coverage is for at least \$20 million; and
- Cover the scope and dates of the activity.

Name of Insured:

Name of Insurer:

Policy No:

Policy Expiry Date:

## 15. RELEASE AND INDEMNITY

In consideration of Douglas Shire Council ("Council") issuing me/us with *The Approval* for the purpose described or allowed under *The Approval* ("the activity/activities"), I/we:

1. release and discharge Council and Council's agents, servants, officers and insurers ("the Related Parties") from and in respect of all liability, claims, losses, damages or proceedings which I/we may have (either now or accruing in the future) against Council and/or the Related Parties in respect of, or arising out of, or in connection with the activity/activities;
2. agree that the release and discharge given under clause 1 may be pleaded by Council and the Related Parties as a bar to any action, suit or proceeding commenced now or taken at any time by Council and/or the Related Parties, against Council and/or the Related Parties, or to which Council and/or the Related Parties is or are joined as a party or parties, in respect of, or arising out of, or in connection with the activity/activities; and
3. agree that I/we am/are liable for and shall indemnify Council and the Related Parties against any liability, claim, loss, damage or proceeding in respect of, or arising out of, or in connection with the activity/activities.
4. The release and indemnity provided by you under 1-3 is, however, reduced to the extent that the Council and/or any of the Related Parties have caused or contributed to the relevant liability, claim, loss or damage.

The covenants given under this document are binding upon me/us and my/our heirs, executors, successors and permitted assigns.

## 16. COMMUNITY NOTIFICATION

If your activity will affect residents and businesses (noise, obstructed access, use of public facilities), list what actions will be taken to notify these parties of your activity? (e.g. advertisements, letters). The notification must address all activities that may affect residents and include a contact number. Distribution of the notice must be issued at a time that is appropriate to the impact of the activity. Copy of notifications to be provided to Council.

Proposed Communication Mode/s:  Email  Letter Drop  Signage  Media  Other

Proposed Date of Notification:

Additional Details:

## 17. SUPPORTING INFORMATION

What measures will be taken to ensure that the activity will not:

1. Cause a nuisance or danger to neighbouring residents/businesses? \_\_\_\_\_

Significantly detract from the capacity of the road/location to provide a vehicular and/or pedestrian thoroughfare?

**18. COMPLETE THIS SECTION IF YOU ARE A LOCAL NOT FOR PROFIT ORGANISATION OR SCHOOL**

Not for profit organisations and schools located within the Douglas Shire that can demonstrate that the event/activity is beneficial to the community and is operated directly by the organisation maybe eligible for a reduced fee. These fees apply to one-off/temporary events/activities only.

Eligible applicants must submit a Charity Certificate, Certificate of Incorporation, and other evidence to demonstrate eligibility. A Statutory Declaration may be required.

|  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| Are you applying for the Local Not for Profit Organisations and Local Schools fee? | <input type="checkbox"/> | <input type="checkbox"/> |

If yes, please supply additional information:

|   |                          |                          |
|---|--------------------------|--------------------------|
| Are you a not-for-profit or charitable organisation located within the Douglas Shire region?<br><i>If yes, attach Certificate of Incorporation or Charity Certificate with a local address.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

|   |                          |                          |
|---|--------------------------|--------------------------|
| Are you a school located within the Douglas Shire region? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

|   |                          |                          |
|---|--------------------------|--------------------------|
| Is the event for fundraising purposes (if a charity or not for profit association)? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

|   |                          |                          |
|---|--------------------------|--------------------------|
| Is the event being organised and operated directly by the applicant and organisation? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

How is the event/activity beneficial to the Douglas Shire community?

Details:

**19. CHECKLIST AND SUPPORTING DOCUMENTS**

|  | Applicant Supplied       | N/A                      | Officer Checked          |
|--|--------------------------|--------------------------|--------------------------|
| <b>All applications:</b>   |                          |                          |                          |
| Attach a copy of your <b>Public Liability Insurance Certificate of Currency</b> , which must list Douglas Shire Council as an interested party | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Attach a <b>Site Plan</b> (see Guide to Site Plan below)   | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| Copy of Organisation's <b>incorporation/charity certificate</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of <b>Liquor Licence</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of <b>Certificate of Registrable Plant</b> and <b>public liability certificate</b> for each ride  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of <b>Circus Federation membership certificate</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Fireworks</b> Application form (LL19)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Copy of Food Licence</b> or Temporary <b>Food licence</b> application form (EHT1)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Building Safety Certificate</b> for temporary structures  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Major Events/Activities:</b>  |                          |                          |                          |
| <b>Event Management Plan</b> and <b>Risk Management Plan</b>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Traffic Management Plan/Parking Strategy</b> and supporting documentation (if applicable)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of <b>Permit from Qld Police Service</b> re road closures and traffic management (if applicable)..  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 20. DECLARATION

To the Chief Executive Officer, Douglas Shire Council

I / We make application under *Local Law No. 1(Administration) 2020* for approval to conduct the prescribed activity outlined in this application form and declare that the information provided by me in this application is true and correct, and agree to comply with all requirements and conditions as approved.

If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

By signing the Declaration you are confirming that any third party contractor operating at the event (food vendors, amusement ride businesses, hire companies etc) will comply with all requirements and conditions approved and they have current licences/certificates and current Public Liability Insurance cover.

Have you read the conditions below and have all sections been completed and form signed?

**Print Name:** \_\_\_\_\_ **Position:**  
(if company or organisation)

**Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Position:**  
(if company or organisation)

**Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

### Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

## 21. PRESCRIBED FEES (Applicable from 1 July 2026 to 30 June 2027)

*Temporary Event and Activity Approval fees are made up Application Fee, Area Use Fee (if applicable) and Impact of Activity Fee (if applicable).*

Application for Local Not For Profit Organisation or School Fee Exemption Nil

Application fee 180.00

### PLUS Area Use Fees

Rex Smeal Park (Non-Exclusive Use) - SECTION OF PARK - Daily Rate 360.00

Rex Smeal Park (Exclusive Use) - ENTIRE PARK - Daily Date 1,319.00

Other Parks, Reserves and Foreshores (Non-Exclusive Use) - SECTION OF PARK - Hourly Rate 44.00

Other Parks, Reserves and Foreshores (Non-Exclusive Use) - SECTION OF PARK - Daily Rate 215.00

Other Parks, Reserves and Foreshores (Exclusive Use) - ENTIRE PARK - Daily Rate 360.00

### PLUS Impact of Activity Fee

No. of guests/customers/participants:

< 200 124.00

> 200 - <500 308.00

> 500 - <1000 430.00

> 1000 615.00

### Security Bond

Security Bond - Low Risk 500.00

Security Bond - Medium Risk 1,000.00

Security Bond - High Risk 1,500.00

## 22. ACCOUNT DETAILS FOR REFUND OF BOND

The security bond must be paid at the time of booking. Bonds will only be refunded if all conditions have been fulfilled and is subject to satisfactory inspection. Bonds will be refunded only to the person/organisation which originally paid the bond.

I would like to use the Bond paid from a previous booking:  YES  N/A Booking ID:

Account Name:

BSB:

Account No:

The account details entered is an account for the person/organisation that paid the security bond?  YES

## 23. CONDITIONS THAT WILL ORDINARILY BE IMPOSED

### All Events/Activities

#### Schedule 18-Temporary Entertainment Event

The approval holder, its contractors or agents must—

- (a) conduct a letter drop to residents in the vicinity of the property pursuant to a map attached to the approval (500 metre radius or some other distance determined by an authorised person). The letter must detail the nature of the event, date, hours of operation and contact details of the event organiser;
- (b) collect and dispose of any refuse generated during the operation of the activity;
- (c) ensure that food is only sold from licensed food premises and temporary food stalls are approved by local government. All food must be processed, prepared and packed in accordance with the provisions of the *Food Act 2006*;
- (d) have in place appropriate security arrangements for the duration of the event in and around the venue;
- (e) provide an adequate number of toilets to meet the reasonable needs of all attendees and staff to the satisfaction of an authorised person;
- (f) ensure that all toilets are to be maintained in a sanitary state during the event to the satisfaction of an authorised person;
- (g) ensure that pyrotechnics displays are carried out by an individual or corporation with the appropriate fireworks licence issued by the relevant statutory body or government department. A current public liability policy must also cover the approval holder, operator and local government in the sum determined by the local government;
- (h) ensure that structures including large tents, stage, lighting, sound towers and grand stands, are erected by suitably qualified persons and are approved by building certifiers where applicable;
- (i) ensure that all temporary electrical work is carried out in accordance with relevant Australian Standards or Industry Codes of Practice and a copy of any required certification is to be forwarded to the local government; and
- (j) ensure that noise, dust, excessive light or other adverse effects outside the temporary entertainment venue to any significant degree (unless such matters may be effectively abated by control measures);
- (k) only operate the event on the dates and times specified on the approval;
- (l) provide safe pedestrian and vehicular access to and from the site to the satisfaction of an authorised person;
- (m) provide appropriate access for emergency vehicles into the site at all times including access to the First Aid Station;
- (n) ensure the First Aid Station is attended by a qualified First Aid Officer at all times during the event;
- (o) ensure that adequate waste receptacles are placed around the venue to meet the reasonable needs of attendees; Clean-up of waste must be carried out within 24 hours of the event;
- (p) take specific measures to protect the safety of persons who may be involved in, or affected by, the use or activity authorised under the approval. This may include the use of approved safety barricading and signage regarding any fireworks display or aircraft landing;
- (q) reimburse the local government for any cost or expense it incurs in rectifying any damage caused or contributed to by the approval holder or by the conduct of the approved use or activity;
- (r) use the venue for the use / activity stated on the approval and for no other use / activity;
- (s) produce the approval for inspection by an authorised person on request;
- (t) obtain any other necessary approval, lease, licence or permit under any other Local Law, Act or Regulations that is required for the use or activities and such an approval, lease, licence or permit must remain valid for the period for which it is granted under this section;
- (u) maintain public liability insurance for an amount as determined by the local government covering the activity which indemnifies the local government in respect to any liability arising from the activity;
- (v) indemnify the local government against claims for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the activity.

#### Schedule 24-Public Place Activity

1. The approval holder must notify the local government in writing of a suspension or cancellation of a relevant approval for the prescribed activity under an Act within 3 days of the relevant approval being suspended or cancelled.
2. The activity must only be conducted on the days and times, and at the specific locations or areas, specified in the approval;
3. The approval must be displayed in the way stated in the approval and must be produced on demand by an authorised person;
4. The approval holder must maintain a defined access point for emergency vehicles at all times;
5. The approval holder must pay any fees specified in the approval to the local government;
6. The approval holder must maintain the area where the activity takes place in clean, tidy and orderly condition;
7. If the activity involves use of a footpath—a clear unobstructed pedestrian corridor of not less than 1.5 metres must be maintained;
8. The approval holder must comply with relevant workplace health and safety requirements;
9. The approval holder is to comply with any requirements specified in the approval to protect the safety of persons who may be involved in, or affected by, the use or activity authorised under the approval;
10. The approval holder must remove all rubbish created by the use or activity, and to ensure that the area used is kept in the same condition as before the use or activity commenced;

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11. Where the local government incurs costs or expenses in rectifying any damage caused or contributed to by the approval holder or by the conduct of the approved use or activity, the approval holder must pay the amount of those costs or expenses to the local government;
  12. The approval holder will use the location for the use or activity stated in the approval and for no other use or activity;
  13. The approval holder will ensure that no glass or glass receptacles will be used at the location during the activity;
  14. The approval holder must maintain any other necessary approval, lease, licence or permit under any other local law, Act or Regulation that is required for the use or activities for the duration of the activity;
  15. The approval holder is responsible for the security of the venue and the security and safety of any property of the local government in or around the venue.
  16. Maintain public liability insurance for an amount as determined by the local government covering the activity which indemnifies the local government in respect to any liability arising from the activity;
  17. The approval holder must indemnify the local government against claims for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the activity.

**Schedule 26 - Bringing or driving motor vehicles onto local government controlled areas**

Conditions that will be imposed on the approval are that—

- (a) the approval will be valid only for the dates specified in the approval;
  - (b) the approval will be valid only for the specific vehicle or type of vehicle specified in the approval;
  - (c) the approval is not transferable;
  - (d) the approval holder will comply with any restrictions specified in the approval regarding of the parts of the local government controlled area that may be accessed by vehicle and notwithstanding any contrary restrictions in the area;
  - (e) the approval must be displayed on the dashboard of the vehicle while it is within the local government controlled area;
  - (f) the approval holder must ensure the safety of other users of the local government controlled area arising from the carrying out of the approved activity;
  - (g) the approval holder must give at least 24 hours notice of the vehicle access to affected neighbours of the area; and
  - (h) the approval holder will be liable to pay to the local government the cost of rectifying any significant damage caused by the use of the vehicle in the area to the satisfaction of an authorised person.
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