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### Overview

Entertainment events can bring large numbers of people within the community together and can involve a range of activities that have the potential to impact upon the health, safety and amenity of attendees and the wider community.

Cairns Regional Council regulates temporary entertainment events under *Local Law No. 9 (Temporary Entertainment Events) 2016* (“the local law”). The purpose of the local law is to manage risks associated with temporary entertainment events to ensure the health, safety and amenity of event attendees and the community are upheld as well as to protect the environment and prevent environmental harm.

A number of amendments to the local law were endorsed by Council and commenced on 1 July 2024. This Applicant Guideline has been compiled to assist event organisers to understand the application requirements and obligations for running an event to ensure the safety and wellbeing of event attendees and minimise potential impacts on the surrounding community and environment.

### Who is this guide for?

This guide is for applicants to read prior to completing an application form for a temporary entertainment event under the local law. It aims to provide guidance on complying with Council’s local laws to ensure appropriate measures are put in place to safeguard the health, safety and amenity of event attendees, the surrounding community and the environment.

The information contained in this guideline will assist you in completing an application form and obtaining or developing supporting documentation that may be required to be submitted with an application form.

To make events safer, this guideline outlines common risks associated with an event and provides information on how to mitigate those risks as well as other important considerations for event organisers.

## Section A – Does my event need a permit?

### What is a temporary entertainment event?

The definition of a temporary entertainment event in Council’s local law is an event that is:

- a) Held temporarily;
- b) To provide entertainment, recreation or amusement;
- c) That is open to the public, whether or not upon payment of a fee for admission; and
- d) Whether or not the management reserves the right to exclude individual members of the public.

An event that is not open to the public to attend and is limited to private invitation is not considered to be a temporary entertainment event.

*For example – a birthday party, wedding or luncheon that is not open to the public to attend and is restricted to persons who are personally invited does not meet the definition of a temporary entertainment event so does not require an application for a temporary entertainment event.*

#### Events that do not require a permit

Not all events require a permit from Council as there are exemptions provided in the local law.

You do not require a permit if your event or gathering does not meet the definition of a temporary entertainment event (see above) or is an event which fits one of the below exemptions listed in the local law:

Exemptions listed in the Local Law	Further details
<p><b>Events that involve less than 100 people attending the event and do not involve one of the assessable risks (see page 6)</b></p>	<p>Events which involve less than 100 people attending the event and do not involve one of the assessable risks outlined on page 6 do not require a permit for a temporary entertainment event.</p> <p>Events which fit into this category may require other permits from Council where the event is being held on Council land such as a Commercial Use Activity permit or Public Place Activity permit. You should enquire with Council to determine if you require another permit type from Council before commencing.</p>
<p><b>Events conducted by a school or university or representative body of the school or university, within the grounds of that school or university</b></p>	<p>For this exemption to apply, the event needs to be undertaken by the school, university or representative of the school or university and be located solely within the school or university grounds.</p> <p>Examples where a school holds their fete, but the event is also located partially within Council land or surrounding road/s are closed to provide an area where the event will take place, or where a school uses a local park to undertake their event would not be included in this exemption.</p> <p>Another example is if a university or school hired their land out to a third-party to run a music event or festival. This would not be included in this exemption as the event is not being undertaken by the university or school.</p> <p>An example of a representative body of a school or university includes a Parents and Citizens' (P&amp;C) and Parents and Friends (P&amp;F) associations which work in partnership with their school to assist in delivering school events such as fetes. Fetes and events undertaken by P&amp;C and P&amp;F in partnership with their school are included in this exemption and do not require a permit under the local law.</p>
<p><b>Any temporary entertainment event conducted wholly within an indoor facility of the Cairns Showgrounds</b></p>	<p>This covers any events which are held solely indoors at 251 – 269 Severin St, Parramatta Park. Events that are both indoors and outdoors at the Cairns Showgrounds are not covered by this exemption.</p>
<p><b>Events conducted at a premises approved by the local government pursuant to a development permit</b></p>	<p>For this exemption to apply, the development permit must lawfully authorise the use of the premises for the type of event to be held and if there are any assessable risks involved in the event, they must be conditioned within the development permit.</p> <p><u>Examples</u> of this exemption include:</p> <ul style="list-style-type: none"> <li>• Gyms, bowling alleys, cinemas or swimming pools conducting their usual activities in line with the</li> </ul>

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	<p>development permit in place and any relevant planning considerations; or</p> <ul style="list-style-type: none"> <li>• A restaurant or hospitality venue conducting their usual activities in line with the development permit.</li> </ul>
<p><b>An event that occurs subject to a separate approval or express written agreement by the local government, other than a development approval or grant given by the local government and is consistent with the permitted purpose of the approval or agreement</b></p>	<p>This exemption does not include where Council has solely provided grant funding for an event.</p> <p>The use of this exemption will require the relevant Council officer to consider the approval or agreement to determine whether an event would be excluded based on this provision.</p>
<p><b>A private gathering</b></p>	<p>The local law provides a definition of private gathering which states:</p> <p style="padding-left: 40px;">An event or occasion undertaken on private property or local government controlled area or road where:</p> <ul style="list-style-type: none"> <li>• The event is not publicly advertised;</li> <li>• The event is not open to the public; and</li> <li>• Attendance at the event is restricted to personal invitation by the event's host.</li> </ul> <p>For private gatherings held on local government controlled areas or roads, there may be a requirement for an alternative local law permit or park booking even though a temporary entertainment event permit is not required.</p>
<p><b>Events conducted by or on behalf of Council</b></p>	<p>This exemption can include situations where Council has engaged an event organiser to put an on event on behalf of Council.</p>

Regardless of whether your event requires a permit from Council or not, event organisers still have obligations which can include but are not limited to:

- Obtaining a park booking if using a Council area;
- Managing potential impacts such as noise, light, dust, smoke etc;
- Managing waste generated by the event or gathering;
- Ensuring that the safety of attendees is maintained which can include providing first aid, security and crowd management; and
- Compliance with other applicable legislation.

### Peaceful Assemblies

A peaceful assembly is not a temporary entertainment event and is regulated by the [Peaceful Assembly Act 1992](#). Peaceful assemblies must be authorised by the police. However, if a peaceful assembly goes beyond the scope of an assembly and includes activities that would ordinarily be included at an event which is open to the public such as recreational activities, music or other entertainment then there may be a requirement for a temporary entertainment event permit or other type of permit or approval from Council.

#### Small events vs large events

Small events	Large events
A small event involves between 100 and 1,000 people attending the event <b>and</b> there is no assessable risk in relation to the event.	A large event involves more than 1,000 people attending the event <b>and/or</b> there is an assessable risk in relation to the event.

In addition to defining the size of small and large events, the local law also prescribes specific risks called **assessable risks** which are defined below. Temporary entertainment events involving assessable risks are required to obtain a large event permit regardless of the number of attendees.

An **assessable risk**, is one or more of the following activities that will occur as part of the event:

- (a) a motorsport activity that includes motor vehicles, motor bikes, trucks and similar vehicles where noise, smoke, odour, light or other emissions associated with the activity will occur, but excludes a car show, exhibition or display of cars where noise is not associated with the exhibition or display;
- (b) the use of firearms, excluding a gel blaster, replica firearm or antique firearm, and any firearm lawfully required by police or military personnel;
- (c) rodeo, bull riding, circus or stunt show;
- (d) the event, or part of the event, will occur between the hours of 10pm and 7am on any day, excluding bump in and bump out times;
- (e) an event that occurs over more than one (1) day (a **multiple day event**), excluding bump in and bump out times;
- (f) camping activities; or
- (g) the use of temporary structures which are required to be assessed or installed by a qualified person.

*Examples for paragraph (g):*

*Circus tents, amusement rides or the erection of a stage that requires a building approval or engineer's certification.*

## Section B – Applications for a temporary entertainment event permit

To apply for a temporary entertainment event permit, you can complete an [application online](#) or by using the application form and submitting it to Council along with the relevant supporting documentation.

Once Council receives a properly made application, all of the relevant supporting documentation and has received payment of the application fee, a Council officer/s will commence the assessment of the application and make contact with you if further information is required.

Please note that if Council receives an application that is not complete or the required documentation has not been submitted, then the application is not considered to be a **properly made application** and Council will not commence assessment of the application until a properly made application is received.

#### When to submit my application?

To ensure that Council has sufficient time to assess an application, request further information or documentation and process other approvals or permits that may be required for an event, Council recommends that applications are submitted to Council at least two (2) months prior to the event commencing.

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Council may not accept an application if it is received less than thirty (30) days prior to the proposed event date.

It is recommended that you contact Council to discuss your event proposal well in advance of the proposed event so that you can understand the application requirements and begin planning and preparing any documentation that you will need to make an application.

#### Application fees

An application fee is payable when you submit a properly made application form for either a small event or large event. Fees for small and large event permits are published on Council's website in the fees and charges for licences and approvals.

Not for profit organisations may apply for a 100% application fee waiver where appropriate evidence is provided to demonstrate their non-profit status.

If there are other Council permits which are required to be obtained in conjunction with a temporary entertainment event permit, separate fees and charges will be applicable.

#### Supporting documentation for small and large events

The following documentation must be submitted with applications for both small and large events.

##### Public liability insurance

Council requires event organisers to provide a certificate of currency for public liability insurance, which must:

- be for an amount of at least \$20 million;
- be for a period that covers the entire duration of the event including any bump-in and bump-out times;
- be in the name of the applicant of the permit (ie. the name of the insured must match the name of the applicant);
- cover the location and activities of the event as outlined in the application form and permit; and
- Where the event is to be located on Council controlled land or road, the certificate of currency must note the Cairns Regional Council as an interested party.

##### Site plan

Compiling a detailed site plan is an important part of event management. It helps to demonstrate the proposed layout of the event including the location of key features, activities and facilities. The site plan is used to assess the suitability of the site for the proposed event particularly in relation to the types of activities, expected number of attendees and potential impacts on surrounding areas.

A site plan is an aerial view of an event location that identifies all relevant features including:

- The boundaries of the event;
- The location of the main attraction or activity (such as a stage or finish line);
- Any existing buildings within the site;
- The location and type of temporary structures or amusement devices such as grandstands, jumping castles, stages, large tents, etc;
- The entry and exit points to and from the event including any disabled access points;
- The location of designated emergency vehicle access points and routes;
- Evacuation routes and emergency assembly areas;
- The location of emergency equipment such as a first aid station, water hydrants;
- The location of carparking for the event;

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- The location and number of waste and recycling bins;
- The location, type and number of toilets and sanitary conveniences (toilets, urinals, hand wash basins);
- The location of food or drink stalls;
- The location of any liquor licensed areas;
- The location of potable water supplies;
- The location of any designated outdoor smoking areas;
- The location and type of noise sources such as speakers, generators, sound systems etc;
- The location and type of light sources such as strobes or spotlights; and
- The location that any fireworks are to be set off from.

Council will accept site plans that are hand drawn or compiled electronically provided the site plan includes the above features where applicable. The site plan must be agreed to by Council and any required changes to the site plan must be submitted to Council for prior approval.

#### Landowner's consent

If you are proposing to hold your event on private property and you are not the owner of that land, you must obtain landowner's consent. You must submit written consent of the landowner with your application.

Please note that where an event is proposed to be located within a Council park or area, you will be required to obtain a park booking to use that area.

#### List of food and beverage providers

If the event involves the sale or preparation of food or beverages by either the event organiser or a third party, you must submit the following with your application:

- A list of all food and beverage providers;
- The premises types of those providers; and
- Copies of the food licences where applicable.

#### Evidence of any other approvals for the event

Depending on the activities involved in your event, you may need to obtain other approvals or permits from either Council, State government or Commonwealth government departments. These approvals or permits are separate from a temporary entertainment event permit and must be applied for and obtained separately, which can include but is not limited to the following;

- Liquor licence/permit - refer to Office of Liquor and Gaming Regulation;
- Council park booking – for use of a Council park or area;
- Food licences;
- Filming and/or photography permit;
- Building approval or engineers certificate for a temporary structure from a building certifier or engineer;
- Approvals for fireworks;
- Temporary road closure; or
- Certificate of registerable plant from Workplace Health and Safety Queensland for certain amusement devices.



### Additional information or documentation

After Council receives an application for a temporary entertainment event permit, Council can request the applicant to provide further information or documentation in addition to the above.

Where Council requests further information or additional documentation, it should be provided as soon as possible and within the timeframe outlined on the request. If the requested information is not submitted within the timeframe, the application may not be approved. It is recommended that you contact Council to discuss your event proposal and any possible requirements in the early stages of event planning and prior to submitting your application to understand all of the requirements.

### Supporting documentation for large events

The following documentation is required to be submitted for applications for large events in addition to the supporting documentation outlined above for both small events and large events.

#### Runsheets

Council requires that a run sheet is submitted with applications for large temporary entertainment events. A run sheet is a document that outlines the sequence of activities and tasks to be conducted leading up to, during and at the conclusion of an event which can include:

- the setting up of the event;
- the schedule of activities for the event – ie. when the event opens, when each activities starts and finishes, when the event finishes etc; and
- the pack down of the event.

#### Compliance and complaint management plan

Event organisers have an obligation to manage complaints associated with the event, liaise with Council regarding any complaints and ensure compliance with permit conditions.

There is a section within the application form for large events that requires the following information:

- the nominated person to be responsible for:
  - ensuring compliance with permit conditions;
  - handling of complaints received prior to, during and following the event;
  - to liaise with Council before, during and after the event as required;
- the contact number of the nominated person/s outlined above; and
- a procedure to handle any complaints received relating to the event and to monitor compliance with permit conditions.

#### Event Management Plan

An Event Management Plan is a document that details all of the risks that are reasonably likely to be associated with an event and outlines how those risks will be managed. The purpose of this document is to plan for, and address risks to event attendees, staff and the surrounding community to ensure safety and amenity is protected during an event.

An Event Management Plan should include:

- emergency management and evacuation;
- medical services and first aid;
- security and crowd control;
- management of impacts such as noise, light, dust, odour, smoke etc;
- risk management for the assessable risk associated with your event; and
- management of other risks associated with the event.

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The purpose of an Event Management Plan is to identify, analyse, treat, monitor and communicate risks associated with the event so that risks to all event attendees are eliminated or reduced to ensure safety at events.

Please see Section C of this document to assist to compile an Event Management Plan.

#### Traffic and pedestrian management plan – if applicable

Where an event will have significant impacts on the ordinary traffic flow for road users or there is a need to direct traffic that contradicts road signage or road rules then Council may require a Traffic Management Plan to be prepared and submitted with an application. A Traffic Management Plan is a document that is required to be prepared by an accredited traffic control provider that demonstrates how traffic will be managed.

Where an event requires a temporary road closure, then a Traffic Management Plan or Traffic Guidance Scheme will need to accompany an [Application for Temporary Road Closure – Form RC1](#).

If supported, the Council will issue a letter of no objection which is submitted to Queensland Police Service who can authorise the temporary closure of the road.

Some events will also require the approval and involvement of other agencies, e.g. Queensland Police Service, Department of Transport and Main Roads, Queensland Ambulance Service and Queensland Fire and Emergency Services.

Events that are likely to have significant impacts to traffic and require a Traffic Management Plan include but are not limited to:

- cycle races;
- marathons; and
- parades.

## Section C – Guidelines to prepare an Event Management Plan

### Guideline 1: Emergency Response and Evacuation

An emergency is any unplanned event that can cause deaths or significant injuries, significantly disrupt the operations of an event, cause physical or environmental damage.

The event management plan should identify potential emergencies that could occur during an event, the associated risks and the procedures that are to be followed in the event of the emergency occurring. Emergencies that should be considered can include but are not limited to;

1. Crowd crush;
2. Fire;
3. Flood or flash flood;
4. Severe weather event;
5. Explosion;
6. Medical emergency
7. Unplanned evacuation; and
8. Security incidents.

The emergency response procedures in your event management plan should outline:

- hazard identification and associated mitigation measures
- roles, responsibilities and contacts for relevant staff;
- evacuation plans (including exit paths, assembly areas, travel paths, exits);
- emergency vehicle access points and routes;
- first aid locations; and
- person/s responsible for implementing the emergency response plan.

An event's key personnel must be familiar with the emergency management plan and should be briefed on the plans requirements before an event.

Event organisers should consider engaging an appropriately qualified consultant to assist in compiling or reviewing and endorsing an emergency response plan to be included in an Event Management Plan.

### Guideline 2: Medical Services and First Aid

It is important that event organisers understand the appropriate level of medical and first aid required for their event.

A plan regarding medical services and first aid may be required to be included in the Event Management Plan that demonstrates how the number of medical and first aid services provided at the event has been determined, where they will be located within the Event Venue and how they are to be contactable throughout the duration of the event.

The medical services and first aid requirements for an event may depend on factors such as:

- the duration of the event;
- the expected number of attendees at the event and the maximum number of attendees at any one time;
- crowd demographics and activities conducted – ie. youth at a concert that may involve crowd surfing;
- weather and impacts on the event location – ie. outdoor events in summer heat;
- any assessable risks associated with the event; and
- the potential extent of alcohol use at the event – ie. alcohol consumption during an 8-hour long concert

### Guideline 3: Security and crowd control

The responsibility to ensure the safety of an event's attendees rests with the event organiser. The aim of crowd control is to prevent, as far as practicable, personal injury due to crushing, overcrowding and disorderly behaviour. Crowd control prevents the overloading of structures used by spectators such as grandstands and overcrowding of specific areas within an Event Venue.

An understanding of the anticipated crowd for an event will assist to compile an appropriate plan that considers the movement of people through an Event Venue to inform the security and crowd control requirements for an event. For example, an event with large numbers of attendees who are likely to consume alcohol over longer periods of time are likely to require increased levels of security and crowd control.

An effective plan can ensure that security and crowd controllers can proactively prevent problems with a crowd rather than being reactive to them. Considerations when compiling a plan for security and crowd control:

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- What are the anticipated demographics of the crowd for the event? (ie. age range);
- Are there any probable areas of concerns within the Event Venue? If so, what is the planned response to prevent problems in those areas;
- What is the appropriate number of crowd controllers and security officers to be used in the event?;
- Where will the crowd controllers and security officers be stationed throughout the event?;
- What are the start and finish times?;
- Does the roster for the event require relief of crowd control and security for breaks?;
- Is the event considered to be high risk or are there components of the event that require higher levels of crowd control and security? If so, consideration should be given to a higher ratio of crowd control and security at higher risk events such as concerts;
- How will security and other staff be able to communicate with each other throughout the event (ie. portable radios);
- Are there practises that can be put in place to assist with security and crowd control? (ie. Design of the event, closing off any probable areas of concern to attendees such as unlit areas away from the main attraction where possible unsocial behaviour might occur);
- What is the capacity of potentially busy areas within the Event Venue and how will security and crowd controllers ensure that the capacity limits are adhered to throughout the event?;
- What are the locations within the Event Venue that might require additional considerations such as:
  - Entrances;
  - Exits;
  - Service of alcohol areas;
  - Stages;
  - No access areas;
- How will the event organisers inform security officers and crowd controllers of the procedures for the event and other important information such as locations of first aid stations or evacuation procedures?;
- Will there be a way that security and crowd controllers can be easily identifiable? (ie. Brightly coloured uniforms); and
- If the event involves the service of alcohol, consider whether crowd controllers and security should have adequate training to enable them to identify at-risk patrons to provide support and refer to medical services.

#### Guideline 4: Noise management

The management of noise at an event is necessary to protect the safety of attendees and the amenity of the surrounding area.

Council will generally place noise restrictions on an event permit and officers may conduct noise monitoring at the Event Venue, event boundaries or neighbouring properties to assess the noise impacts from the event. Noise monitoring may be conducted in response to a complaint or as part of random checks to ensure compliance with permit conditions.

When undertaking readings, the officer may communicate with the nominated contact person for the event about the noise levels and may request adjustments to be made to achieve compliance with the permit conditions and/or legislation such as the *Environmental Protection Act 1994*. Should an event organiser fail to reduce the volume of noise in accordance with an authorised persons request, Council may proceed with enforcement action which can include issuing a fine or immediate cancellation of the temporary entertainment event permit.

In some cases, a permit may authorise noise levels in excess of the noise standards prescribed under state legislation or local laws. Where noise emanates from a Liquor Licensed area, the Office of Liquor and Gaming Regulation will place noise conditions on the licence/permit and undertake any enforcement action in relation to noise.

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Council may request that an Event Management Plan includes noise management provisions if it considers that noise is likely to be a risk at the event. This may be the case for events such as:

- concerts, festivals or events which involve outdoor musical performances;
- events which propose to include amplified music within close proximity to residential areas;
- events which propose to include amplified music and operate between the hours of 10pm to 7am;
- events which involve motorsport activities;
- events which involve firearm activities.

A noise management plan should include the following:

- The location, height and direction of any stages;
- The location, height and direction of any speakers;
- The proposed hours of operation including whether the event proposes to have amplified music or noise between the hours of 10pm and 7am;
- Details of the sound system;
- Noise monitoring and measurement procedures;
- Noise mitigation measures to reduce the impacts of noise including stage and/or Event Venue design or layout; and
- Community notification – consultation with neighbouring residents and businesses, advertising (ie letter drop, signage, print, radio, social media).
- Complaint management

## **Section D – Guidelines and requirements for an event**

Council has compiled the below guidelines to assist event organisers when preparing for an event including the application process. The below guidelines can be used by event organisers in developing an Event Management Plan where Council requests the event organiser to submit one.

### **Waste and recycling requirements**

Event organisers are responsible for providing an appropriate number and type of waste and recycling bins for an event. The number and type of bins required for an event depends on factors such as:

- The expected number of attendees;
- The duration of the event;
- The overall size of the event venue;
- Whether there is food and drinks available at the event;
- The nature of the event;
- How frequently the bins will be emptied throughout the event;
- Activities conducted before or after the event including final clean-up and disposal.

Other considerations include:

- Location of drop off and collection points for bins;
- Collection, storage and disposal of waste and recycling throughout the event?
- Additional bins for post-event clean-up;
- Requirement for additional bins for 'back of house' including vendors and event organisers;
- Waste and recycling bins should be presented as a pair to help minimise contamination of recycling;
- Locate bins near entrances and exits, walkways and high traffic areas, toilets, other utilities, eating areas, food stalls, bars and car parks;
- Waste disposal points for food vendors including liquid wastes.

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The following table provides a guide for the number of bins that may be needed at an event.

Food / Drinks / Alcohol availability at the event	Estimate of bin capacity required (L per person per meal)
None	0.16L
Food or Drinks only	0.25L
Food and Drinks	1L
Food, Drinks and Alcohol	1.5L

This generally equates to 1 x 240L general waste bin and 1 x 240L recycling bin per 100 people over a 12-hour event. Resources should be available to collect the waste from the emptied bins, therefore 1 x 3m<sup>3</sup> bin should also be provided for every 1,000 attendees at the event.

It is strongly recommended that event organisers also provide recycling bins particularly where food/drink businesses are likely to produce cardboard and other recyclable materials.

You must provide Council with information regarding the type, number and size of waste and recycling bins in your application including where you may be receiving assistance from Council to provide these facilities.

### Toilets and sanitary conveniences

Event organisers are responsible for providing an appropriate number and type of toilets and sanitary conveniences for an event. This should be determined based on a number of factors such as:

- the nature and location of the event;
- the duration of the event;
- the anticipated number of attendees;
- the availability of alcohol and other drinks;
- the weather;
- any existing permanent facilities;
- the overall size of the event venue; and
- whether separate toilets and sanitary conveniences are required to be provided for staff, performers and vendors.

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The following provides a guide to determine the number of toilet facilities and sanitary conveniences required for an event:

Number of attendees at busiest time	MALES			FEMALES	
	TOILET	URINAL	HAND BASIN	TOILET	HAND BASIN
<500	1	2	2	5	2
<1000	2	4	4	6	4
<2000	3	9	5	12	5
< 3000	4	13	7	18	7
< 4000	6	18	9	24	9
< 5000	7	22	12	29	12
< 6000	9	26	14	35	14
<7000	10	31	16	41	16
<8000	12	35	19	47	19
<9000	13	40	21	53	21
<10000	15	44	24	59	24

The number of toilets and sanitary conveniences may be reduced from the numbers above for shorter events or events that don't involve alcohol. Please see the below table as a guide to adjust the number required based on the duration of the event and events not involving alcohol.

DURATION OF EVENT	QUANTITY REQUIRED
> 8 hours	100%
6 to 8 hours	80%
4 to 6 hours	75%
< 4 hours or events not involving alcohol	70%

Event organisers should also provide a minimum of one (1) unisex disability access toilet compliant with Australian Standards (AS1428). Ideally, ambulant and accessible facilities should be made available at each group of standard facilities or adjacent to first aid and chill out areas so that assistance is available if required.

Event organisers should consider what processes will be in place during the event to ensure that toilets will be maintained in a clean and workable condition and fully stocked with toilet paper, soap and paper towels throughout the duration of the event. Additionally, event organisers should consider how wastewater will be appropriately disposed to sewer when necessary.

#### Community notification

It is a standard condition for large events that the Permit Holder conducts a letter drop to residents and businesses within a certain radius of the Event Venue and within a certain timeframe prior to the commencement of the event (ie. typically 1 week prior to the event).

This condition is imposed on permits to ensure that the surrounding properties are given adequate notice of the upcoming event. Information that should be contained in the letter drop includes:

- a description of the event – this should include any potential impacts to surrounding properties such as noise, temporary road closures, fireworks, etc
- the Event Venue location;
- the event date/s and hours of operation; and
- the contact details of the nominated contact person for the event.

Council will typically require that the letter drop is conducted within a 500 metre radius from the Event Venue however may increase this distance from the Event Venue if deemed necessary. It should also be noted that the nominated contact person on the letter drop must be contactable for the duration of the event including during bump in and bump out times.

An example of a letter drop can be found [here](#).

#### Food business licences

Food businesses are regulated by Local Governments in Queensland. A food business licence may be required for any business at an event that involves the preparation and/or sale of food and drinks. Food businesses may be carried on from fixed premises, mobile food premises (food vehicles), or temporary food premises. Licensable food businesses can include both commercial and non-profit organisations. A list of food businesses including contact details, premises type and licence number (if applicable) will need to be provided as part of the Temporary Entertainment Event application.

For more information on the food licensing requirements please check the Food Safety and Licensing page on [Council's website](#).

Note: A list of licensed mobile food vehicles can be found on the [Queensland Health website](#).

#### Event signage

Council regulates temporary event signs on private property, Council roadside and State Controlled Roads (with a speed limit of less than 80km/hr).

A **temporary event sign**:

- is an advertising device for an event;
- is only displayed on a temporary basis;
- provides information about the event;
- must comply with the requirements of *Local Law No. 4 (Advertising Devices) 2019*.

If temporary event sign/s comply with certain requirements under *Local Law No. 4 (Advertising Devices) 2019*, then a permit will not be required.

Council has a factsheet which outlines what is required to display a temporary event sign without a permit. See [Council's Temporary Event Signage factsheet](#) for further information regarding temporary event signage.



#### Temporary Structures

Under the *Building Act 1975*, certain temporary structures require a Building Permit before they can be erected, depending on the type of structure and other criteria such as size.

If a temporary structure proposed to be erected for an event requires a Building Permit prior to the structure being erected on site, then the applicant must contact a private building certifier for further information regarding application requirements. Please be aware that sufficient time should be allowed to ensure that a Building Permit can be obtained prior to the commencement of an event. Some temporary structures also require an engineering certification to be obtained.

Below is a list of different structure types that are commonly used for events which outlines the criteria for those structure types to provide guidance regarding when a Building Permit is required.

Type of structure	Criteria	Is a Building Permit required?
Toilet block, sheds, huts and similar structures	<ul style="list-style-type: none"> <li>structure has a plan area of more than 10m<sup>2</sup>;</li> <li>structure is more than 2.4m above the ground level;</li> <li>structure has an average height of more than 2.1m above the ground level; or</li> <li>structure has a side that is longer than 5m.</li> </ul>	Yes
Stages	Where the stage is attached to the ground or required to be attached to the ground	Yes
Grandstands	Where the stage is attached to the ground or required to be attached to the ground	Yes
Mobile stages (stage on a trailer or truck)	Not attached to the ground or required to be attached to the ground for structural purposes	No – however does require a Design Certificate (Form 15) to be completed by a Registered Professional Engineer of Queensland (RPEQ). A Form 16 is also required once the stage is installed.
Tents	If the floor area of the tent is greater than 500m <sup>2</sup>	Yes
Tents	If the floor area of the tent is more than 100m <sup>2</sup> and less than 500m <sup>2</sup>	No – but must comply with the requirements of the <a href="#">Queensland Development Code MP3.2 - Tents</a>
Tents	If the floor area is less than 100m <sup>2</sup>	No
Lighting towers, viewing platforms and other scaffolding	More than 3m above the ground surface	Yes

### Amusement rides

Some amusement rides and inflatable devices used at events require a certificate of registerable plant from [Workplace Health and Safety Queensland](#). The owner of the amusement ride or inflatable device should be able to provide an event organiser with the certificate. Event organisers should ensure that amusement ride and inflatable device owners have a public liability insurance policy for an appropriate value.

The Queensland Government has developed a [safety checklist for amusement rides](#) which provides a summary of the safety factors and requirements to address with ride operators.

### Vehicle and pedestrian access

Traffic and pedestrian access at events must be managed to reduce impacts to surrounding properties and the broader community and to ensure the safety of event attendees when arriving and leaving an event. Some factors to consider include:

- Whether there is adequate off street parking capacity so that neighbouring properties are not disturbed by vehicles parking in the streets;
- Whether there is adequate parking and traffic control measures in place for the bump in and bump out of the event;
- Whether there is adequate space for a drop off and pickup location for rideshare, buses and taxis;
- If there is public transport available for event attendees, whether the event operating hours coincide with public transport operating hours;
- The event manager should consider how attendees will arrive to and from the event venue to reduce impacts and delays and to ensure appropriate measures are in place to assist attendees.

### Animals

Events which involve the use of domestic animals must ensure that animals remain under the effective control of a person or are contained within an appropriate enclosure as per the requirements within the *Animal Management (Cats and Dogs) Act 2008*. Council's local laws prohibit certain animals to be taken into certain public places so if your event involves animals in a public place, please contact Council's Animal Management team about whether the animals are permitted before submitting your application.

If an event involves keeping animals in temporary exhibits, such as to educate members of the public about the species, the event organiser may require an approval to be obtained prior to the event from the [Queensland Government](#).

To ensure public safety and hygiene is maintained, events which involve contact with animals such as petting zoos and animal nurseries, will also need to ensure they follow the [Queensland Government's Infection Control Guidelines for Animal Contact](#) (ie. provision of hand washing facilities).

### Liquor licence

If an event organiser intends to sell or supply alcohol at the event, a liquor licence must be obtained from the [Office of Liquor and Gaming Regulation](#) (OLGR) prior to the event commencing. The OLGR are the responsible agency for the regulation of liquor so please contact the OLGR to discuss liquor licensing requirements.

An event organiser will need to provide Council with a copy of the liquor licence prior to the commencement of the event and any liquor licenced area must be outlined on the site plan provided to Council.

#### Firework displays

Fireworks are regulated by the Queensland Government Explosives Inspectorate under the *Explosives Act 1999*. Event organisers must engage an authorised fireworks operator licenced by the Explosives Inspectorate to undertake any fireworks display and comply with the relevant notification requirements. Event organisers must ensure that the risks associated with fireworks displays are managed and included in an event management plan where required.

If it is proposed that fireworks displays are to be located on Council controlled areas or roads, then a separate Council approval is required. Information about how to apply for an approval can be found [here](#).

#### Filming and photography on Council land

Council regulates filming and photography on Council land to ensure that these activities are carried out without disruption to the community. A permit may be required to be obtained for the filming and/or photography activity and an application can be made on [Council's website](#).

Please be aware that depending on the type of filming and/or photography permit required to be obtained, Council requires that an application is submitted at least 14 working days before commencement of filming and/or photography for some permit types.

#### Accessible events

When planning an event, organisers should consider the needs of all customers, including people with disability, expecting parents, families with children and prams, elderly adults, culturally and linguistically diverse communities and those who simply prefer a less stimulating experience. Most barriers can be prevented, eliminated or significantly minimised and this benefits both customers and organisers. Consideration should be given to the following when planning an event:

- The accessibility of the venue which includes but is not limited to:
  - safe and compliant ramp access
  - adequate spacing between tables, chairs and market stalls
  - accessible and well-signed parking facilities;
  - sufficient accessible toilet facilities;
  - facilities for assistance animals;
  - proximity to accessible transport;
  - videos and images should include captions
  - raised viewing platforms or quiet/safe moshing zones at concert like events;
- Consideration should be given within an emergency management plan to meet the needs of attendees with disability - for example, evacuation plans must consider the needs of attendees with disability to ensure the safe and timely evacuation of those attendees.
- Council's Accessible Events Checklist is a great starting point for event organisers to begin improving their event's accessibility and inclusion. Please see the checklist at the following link – [accessible events checklist](#)
- For more information about how to plan an inclusive and accessible event, see the information on the Australian Human Rights Commission's [website](#).

### Sustainable events

Council has developed guidelines and information packages to help event organisers incorporate sustainable principles into their events. Every event is different, but each event presents an opportunity to improve sustainability practices in our community.

Council does not permit balloons or other plastic product releases such as confetti or glitter at events held on Council land and encourages all event venues and event organisers to do the same. Additionally, Council encourages all event organisers to reconsider the use of single use plastics in events.

Event organisers can take advantage of Council's free to hire tools to improve sustainability at their next event, see the online hire form at the [link](#).

Cairns Regional Council – sustainable event resources		
Waste wise events factsheet	A guide to help vendors be plastic free and to assist event organisers to facilitate sustainable waste wise practises in events to reduce the amount of waste generated at the event.	<a href="#">Waste Wise Events - Stallholders Guide</a>
Waste and recycling event signage set	Bin station signage to assist event attendees to separate waste and recycling correctly.	<a href="#">Event Signage Waste and Recycling</a> <a href="#">Bin sticker options</a>
Wash against waste guide	This step-by-step guide has been developed to assist event organisers in the delivery of a Wash Against Waste system that meets food safety standards, is practical for vendors and supported by event attendees.	<a href="#">Wash Against Waste</a>
Sample of waste wise event food vendor application form	A sample application form to use to encourage waste wise food vendor practises at events.	<a href="#">Sample waste wise event food vendor application form</a>

### Section E – Application checklist

Mandatory for all event applications		
Application form	Must be submitted to Council with sufficient time before the commencement date of the event.	<input type="checkbox"/>
Application fee	Paid in accordance with the information provided by Council.	<input type="checkbox"/>
Site plan	See requirements outlined in this guideline.	<input type="checkbox"/>
Certificate of currency for public liability insurance	Must: <ul style="list-style-type: none"> <li>• be for an amount of at least \$20 million;</li> <li>• cover the entire duration of the event including any bump-in and bump-out activities;</li> <li>• be in the name of the applicant;</li> <li>• be for the location/s of the event as outlined in the application; and</li> <li>• note the Cairns Regional Council as an interested party if an event is proposed to be held on Council land and/or road.</li> </ul>	<input type="checkbox"/>

Landowner's consent	<p>If an event is proposed to be held on private property and the applicant is not the owner of that land, you must submit the written consent of the landowner which must include:</p> <ul style="list-style-type: none"> <li>• the name of the landowner;</li> <li>• the postal address of the landowner; and</li> <li>• the contact details of the landowner.</li> </ul>	<input type="checkbox"/>
List of all food and beverage providers to be involved in the event	The list must include the names, the premises types and a copy of each food licence that is applicable.	<input type="checkbox"/>
<b>Mandatory documentation to be provided for large event applications</b>		
Runsheets	A document that identifies the timeline of all activities to be conducted as part of the event including bump in and bump out dates and times.	<input type="checkbox"/>
Event Management Plan	<p>An Event Management Plan is a document that provides information relating to the operation of the event and management of risks including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• event activities detail</li> <li>• risk assessment</li> <li>• traffic, transport, parking and pedestrian management</li> <li>• emergency response and evacuation;</li> <li>• medical services and first aid;</li> <li>• security, patron safety and crowd control;</li> <li>• alcohol;</li> <li>• noise;</li> <li>• toilets and sanitary conveniences;</li> <li>• waste and litter;</li> <li>• environmental management; and</li> <li>• stakeholder notification</li> </ul>	<input type="checkbox"/>
Traffic and pedestrian management plan (if applicable)	<p>Where an event will have significant impacts on the ordinary traffic flow for road users or there is a need to direct traffic that contradicts road signage or road rules then Council may require a Traffic Management Plan to be prepared and submitted with an application. A Traffic Management Plan is a document that is required to be prepared by an accredited traffic control provider that demonstrates how traffic will be managed.</p> <p>Where an event requires a temporary road closure, then a Traffic Management Plan or Traffic Guidance Scheme will need to accompany an <a href="#">Application for Temporary Road Closure – Form RC1</a>.</p> <p>If supported, the Council will issue a letter of no objection which must be submitted to Queensland Police Service who can authorise the temporary closure of the road.</p> <p>Some events will also require the approval and involvement of other agencies, e.g., Queensland Police, Department of Transport and Main Roads and Queensland Fire &amp; Emergency Services.</p>	<input type="checkbox"/>
<b><u>Other permits or approvals</u></b>		
Evidence of any other permits or approvals for the event which may need to be obtained from Council, State government or Commonwealth departments which is separate to a Temporary Entertainment Event permit.		
Temporary road closure approval	<a href="#">Application for Temporary Road Closure – Form RC1</a>	<input type="checkbox"/>
Fireworks	Fireworks displays can only be conducted by fireworks operators licensed by the Explosives Directorate. A separate approval is required for fireworks displays to be set off from Council land.	<input type="checkbox"/>

## Applicant Guideline

### **Local Law No. 9 (Temporary Entertainment Events) 2016**

Liquor licence	The supply and sale of alcohol is regulated by the Office of Liquor and Gaming Regulation.	<input type="checkbox"/>
Booking a public space	Some Council parks and public spaces which may be suitable for an event can be booked through the Council's website.  See <a href="#">Book a public space   Cairns Regional Council</a>	<input type="checkbox"/>
Building approval for temporary structures	See the information contained under the heading Temporary Structures in this guide. Please contact a private building certifier.	<input type="checkbox"/>
Engineer's certificate for temporary structures	See the information contained under the heading Temporary Structures in this guide.	<input type="checkbox"/>
Certificate of registerable plant	Some amusement rides and inflatable devices of certain sizes used at events require a certificate of registerable plant from <a href="#">Workplace Health and Safety Queensland</a> which should be provided from the amusement device operator	<input type="checkbox"/>
Advertising device permit	<a href="#">Advertising devices   Cairns Regional Council</a>  <a href="#">Temporary event sign fact sheet</a>	<input type="checkbox"/>
Filming and/or photography on Council land permit	<a href="#">Filming &amp; photography   Cairns Regional Council</a>	<input type="checkbox"/>
Permit to operate a drone from Council land	A local law permit is required to operate a drone from Council land.	<input type="checkbox"/>