

Please read the Temporary Entertainment Events Applicant Guideline before submitting an application form to ensure that you understand what is required to be addressed and what documentation is to accompany an application.

All relevant sections in this application form must be completed and any required documentation must be submitted with an application for it to be a properly made application. Council must receive a properly made application at least 30 days prior to the proposed date of the event. Applications which are incomplete will not be accepted.

1. Who is applying for the permit?

Individual(s) - Complete question 2	<input type="checkbox"/>
Corporation or organisation – Complete question 3	<input type="checkbox"/>

2. Individual(s)

Individual 1

	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full name:				
Phone number:				
Email address:				

Individual 2

	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full name:				
Phone number:				
Email address:				

3. Corporation or organisation

Name: <i>E.g., ABC Company Pty Ltd or ABC Inc</i>	
ACN:	
Postal address:	
Registered address of corporation or organisation:	
Phone number:	
Email address:	

Nominated contact person:

If the applicant is a corporation or organisation, a contact person must be nominated for the permit and must be duly authorised to act on behalf of the corporation.

Full name of contact person:	
Position held within corporation or organisation:	
Phone number of contact person:	
Email address of contact person:	

4. Business trading name

If the trading name is different to that which is provided at either question 2 or question 3, please provide the following information:

Business trading name:	
ABN:	

5. Event details

Please provide a detailed statement of the nature of the event including the types of activities proposed to occur. Please provide as much information as possible or **attach** a separate statement.

What is the name of the proposed event?	
What is the proposed date/s of the event? <i>Council must receive a complete application at least 30 days before the event.</i>	
What are the hours that the event is proposed to be open to the public? <i>This excludes bump in and bump out times.</i>	
What are the dates and times that bump in and bump out for the event will occur? <i>Bump in and bump out times are the dates and times required before and after an event to set up and pack down the event.</i>	

<p>What is the expected number of people anticipated to attend the event?</p> <p><i>Note: the number of attendees includes all staff, volunteers and any other person involved in the event who will be in attendance.</i></p>	<p>For the total duration of the event:</p>	
	<p>Per day of the event:</p> <p><i>Note: please provide this information separately if the event exceeds 5 days.</i></p>	<p>Day 1:</p> <p>Day 2:</p> <p>Day 3:</p> <p>Day 4:</p> <p>Day 5:</p>
	<p>At any one time over the course of the event:</p> <p><i>Note: this is the maximum number of people expected at the peak period of the event.</i></p>	
<p>Is the event likely to require a temporary road closure or impact the traffic flow of either pedestrians or vehicles or?</p> <p><i>Note: this includes during bump in and bump out times for the event.</i></p>	<p>Yes <input type="checkbox"/></p> <p><i>If answering yes to this question, you may need to make an application for a temporary road closure and/or arrange to have a traffic and pedestrian management plan prepared and endorsed by an appropriately qualified person that is able to demonstrate the pedestrian and vehicular traffic movement that will occur during the event. Please enquire with Council to determine what is required to be included with an application.</i></p>	
	<p>No <input type="checkbox"/></p>	
<p>Are there fireworks proposed as part of the event?</p>	<p>Yes <input type="checkbox"/></p> <p><i>If answering yes to this question, you will need to engage an authorised fireworks operator who holds an appropriate licence by the Explosives Inspectorate to undertake the fireworks display once the relevant notification requirements are carried out. If the fireworks are proposed to be set off from a Council controlled area, a separate approval is required from Council to authorise that.</i></p>	
	<p>No <input type="checkbox"/></p>	
<p>Are there any temporary structures proposed to be used during the event that requires building approval or engineering certification?</p>	<p>Yes <input type="checkbox"/></p> <p><i>If answering yes to this question, you will need to engage a building certifier and/or engineer to obtain the relevant approvals for the structure/s. Please be aware that sufficient time should be allowed to ensure that approvals can be obtained prior to the commencement of the event.</i></p>	
	<p>No <input type="checkbox"/></p>	
<p>Does the event involve the sale or consumption of alcohol?</p>	<p>Yes <input type="checkbox"/></p> <p><i>If answering yes to this question, a liquor licence must be obtained from the Office of Liquor and Gaming Regulation prior to the event commencing. Please provide a copy of the liquor licence with this application if one is already obtained.</i></p>	
	<p>No <input type="checkbox"/></p>	
<p>Does the event involve the sale or preparation of food or beverages?</p>	<p>Yes <input type="checkbox"/></p> <p><i>If answering yes to this question, please provide a list with details of all food and beverage providers including premises types and provide copies of food licences where applicable.</i></p>	
	<p>No <input type="checkbox"/></p>	

Does the event involve one or more of the following assessable risks?

Please tick the assessable risk that is applicable for the event:

The event involves 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. This excludes car shows, exhibitions or displays of cars where noise will not be associated with the exhibition or display.	<input type="checkbox"/>
The event involves the use of firearms. This excludes gel blasters, replica firearms, antique firearms and any firearm lawfully required by police or military personnel.	<input type="checkbox"/>
The event involves a rodeo, bull riding, circus or stunt show.	<input type="checkbox"/>
The event, or part of the event, will occur between the hours of 10pm and 7am on any day. This excludes bump in and bump out times.	<input type="checkbox"/>
The event occurs over more than one day (a multiple day event). This excludes bump in and bump out times.	<input type="checkbox"/>
The event involves camping.	<input type="checkbox"/>
The event involves the use of temporary structures which are required to be assessed or installed by a qualified person. Examples of this include circus tents, amusement rides or the erection of a stage that requires a building approval or engineer's certification.	<input type="checkbox"/>

6. Location

What is the proposed location/s of the event? <i>If the event is proposed to be held at multiple locations, please provide the details of all locations. Please also include the Venue Name if applicable.</i>	
Are you proposing to hold the event on a Council controlled area? <i>For example: a Council owned park, road or other Council owned area.</i>	Yes <input type="checkbox"/> Complete question 7 <i>Please note that there may be a separate approval process required if the event requires a park booking, road closure or booking of another Council area and will involve separate fees and charges for the booking.</i>
	No <input type="checkbox"/> Complete remainder of question 6
Is the applicant the owner of the land that the event is proposed to be held at?	Yes <input type="checkbox"/>
	No <input type="checkbox"/> <i>If the applicant is not the owner of the land where the event is proposed to be held at, then a copy of written consent of the landowner will need to be provided with this application.</i>

7. Event proposed to be held on Council land

Are you proposing to undertake filming and/or photography activities on Council land?	Yes <input type="checkbox"/> <i>If answering yes to this question, you will need to make a separate application for a filming and photography permit from Council.</i>
	No <input type="checkbox"/>

Are you proposing to fly a drone or remote-controlled aircraft from Council land?	Yes <input type="checkbox"/>	If answering yes to this question, you will need to make a separate application for an approval to undertake this activity from Council.
	No <input type="checkbox"/>	

8. Toilet facilities

It is the responsibility of an event organiser to ensure there is an appropriate number and type of toilets and sanitary conveniences which differs depending on factors such as the number of event attendees, the nature of the event, duration of the event etc. Please see further information on pages 19-20 of the Applicant Guideline.

	Males	Females
Toilet (number for each)		
Urinals (number for males only)		N/A
Disabled access toilet (number)		
Hand wash basins (number)		
Please advise what the cleaning schedule is for the toilet facilities during the event		

9. Waste and recycling facilities

It is the responsibility of an event organiser to ensure there is an appropriate number and type of waste and recycling bins provided at an event. The number and type of bins will differ depending on factors such as the number of event attendees, the duration of the event, whether food and drink is available etc. Please see further information on pages 18-19 of the Applicant Guideline.

Waste bins – number and size of bins	
Recycling bins – number and size of bins	
Please advise how frequently the bins will be emptied during the event	

10. Responsible person for the event – small events only

A responsible person is required to be nominated for temporary entertainment events that are categorised as small events who are to be the responsible person during the event and be the contact person for Council officers should an inspection be required, or directions need to be issued during the event by Council.

Name of responsible person:	
Phone number of responsible person:	
Email address of responsible person:	

11. Compliance and Complaint Management Plan – large events only

<p>Please nominate a contact person to be responsible throughout the event for:</p> <ul style="list-style-type: none"> ensuring compliance with permit conditions; to handle complaints received by the public; and to liaise with Council. 	
<p>Please provide the contact details of the nominated contact person.</p> <p><i>Note: please provide both an email address and phone number.</i></p>	
<p>Please outline the procedure to handle any complaints received relating to the event and to monitor compliance with permit conditions.</p>	

12. Supporting Documentation

Please provide copies of each of the following documentation with your application. Please be advised that if any of the following are not included with your application, your application will be considered incomplete and Council will not be able to commence assessing your application.

ALL EVENTS	
Site Plan	<input type="checkbox"/>
A certificate of currency for Public Liability Insurance for the event held by the event organiser or responsible person for the event in the amount of \$20 million with Cairns Regional Council noted as an interested party.	<input type="checkbox"/>
Evidence of any other approvals that may be required in relation to the event	<input type="checkbox"/>
Landowner's consent – If applicable	<input type="checkbox"/>
List of all food and beverage providers to be involved in the event including premises types and provide copies of food licences where applicable.	<input type="checkbox"/>
LARGE EVENTS ONLY	
Event Management Plan <i>Note: for information on how to compile an Event Management Plan, please see Council's Applicant Guideline.</i>	<input type="checkbox"/>
Runsheets	<input type="checkbox"/>
Traffic and pedestrian management plan – if applicable	<input type="checkbox"/>

13. Applicant Declaration

If the application is made by a corporation, 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.

I declare that the information provided in this application form and any other documentation submitted in connection with this application is true and correct and consent to the Cairns Regional Council making enquiries and exchanging information with authorities of any Local, State/Territory or Commonwealth department regarding any matters relevant to this application.

I indemnify the Cairns Regional Council, including its employees, representatives or agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Cairns Regional Council in connection with or related to the assessment of this application.

I agree that if a permit is issued following assessment of this application form that I will:

- (a) keep in effect during the term of any permit issued, a certificate of currency for public liability insurance which notes the Cairns Regional Council as an interested party and which is for a value of not less than \$20 million and held in the name of the permit holder; and
- (b) indemnify the Cairns Regional Council, including its employees, representatives and agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Cairns Regional Council in connection with or related to the activity and/or the use of Council controlled area or road in any way.

I have read and understood the above declaration and confirm that the information provided in this application and any supporting documents are true and correct.

Name of applicant
Either individual or corporation

Name of signatory
If applicant is a corporation

Position of signatory
*If applicant is a corporation. E.g.,
Director, Secretary.*

Signature

Date

Fees

Once Council receives a complete application form, information will be sent to you outlining payment options of the below application fee. Please be advised that Council can consider applications from eligible not for profit organisations for financial assistance in either full or part waiver of certain fees and charges. Please note that assessment of your application form will not commence until the application fee is paid.

Application fee – temporary entertainment event – small events

\$425.00

Application fee – temporary entertainment event – large events

\$670.00

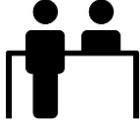
How to submit your application

Submit your completed application form and supporting documentation by one of the following methods:



By mailing

You can mail your completed application to the following address:
Cairns Regional Council
PO Box 359
CAIRNS QLD 4870



In person

You can submit your completed application in person at Council's Spence Street Customer Service centre.



By email

You can submit your completed application by emailing it to regadmin@cairns.qld.gov.au

OFFICE USE ONLY Receipt Type T 727			
Fee:	Receipt #	Date:	Officer Name:

Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your application. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.