

EVENTS & GATHERINGS USING COUNCIL PARKS, BEACHES, FACILITIES & VENUES

(updated 25.03.21)



Below is a guide to assist you in understanding the process of organising an event or gathering on Council land, park, beach or facility in this time of COVID restrictions.

You may need to book a venue and obtain a permit (**14 days min. required**) as follows:

- **Venue Booking:** Check venue (facility, park, beach) availability & booking - [LINK](#)
- **Approval & Permit:** Complete CCRC Permit Application for Prescribed Activity - [LINK](#)
- **Alcohol Consumption:** Complete CCRC Liquor Licence Risk Assessment form - [LINK](#)
- **COVID – 19 Restrictions:** Check if your event has Qld Government limitations on gatherings - [LINK](#)

VENUE BOOKING

If you are wanting to use a public space such as a beach or park for your event or gathering phone 1300 763 903 to check site availability, pay the hire fees if applicable & make a booking. Weddings incur a \$100 permit booking fee per site. **Venue bookings must be made a min. 14 days before the event.**

Please be aware with public spaces that the general public will still have access to your booked area.

LOCAL LAWS - PRESCRIBED ACTIVITY PERMIT

A minimum of 14 days before event date is required for permits to be assessed and issued. Permit applications will not be accepted unless there are 14 days to process. Council's local laws require a permit from Council before you undertake a prescribed activity on Council controlled land or facility. Assessing a permit requires referrals to other departments of Council therefore 14 days is required for processing. Commercial activities will generally be charged a permit fee but Community or not for profit groups are in general, free of charge.

The activities that require a local law permit if being held on land under the control of CCRC include:-

- **Social (eg: a birthday party) or Community Events (eg: paws walk) for more than 50 people (or more than 100 if in a Park):**
Up to this number of persons does **not** require a Permit, but will still be required to comply with COVID restrictions & liquor consumption requirements
- **Formal or Organised Sporting or Recreational Activities: (eg: lifesaving competition, sky diving, weddings, funerals, public meetings, commercial filming)**
These activities require a Permit and are required to comply with COVID restrictions & liquor consumption requirements

Depending on the size and type of event or gathering the application may need to be accompanied with a site plan & risk management plan – the respective permit application form will explain the requirements in more detail.

ALCOHOL CONSUMPTION

Alcohol is not permitted to be consumed on Council land unless approved by Council – [Click here](#) to obtain an application form (*Liquor Licence Risk Assessment*) to request approval. In some cases a Liquor License is also required from the *Office of Liquor and Gaming Regulation*. You can check this out at the following [LINK](#).

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COVID-19 RESTRICTIONS

The following **Queensland Government Directions** are applicable to events, gatherings & activities:-

- *Movement & Gathering Direction (No.8 – 13 March 2021)*
- *Restrictions on Businesses, Activities & Undertakings Direction (No. 16 – 13 March 2021)*

BELOW IS A SUMMARY OF COVID-19 DIRECTIONS

- **These Directions are amended from time to time. For full details click the following [LINK](#)**
- **OUTDOOR GATHERINGS** (eg: a park) are restricted to a maximum of 500 people. Social distancing and hand sanitiser is required to be maintained.
- **INDOOR GATHERING at a residence** is restricted to a maximum of 100 people.
- **INDOOR GATHERING in non-residences** is restricted to a maximum of 100 people unless operated under an Approved COVID Safe Industry Plan and the event /gathering is operated by a legitimate business operating in that area of expertise.

ADDITIONAL RESTRICTIONS INCLUDE:

- **Wedding or Funeral is a maximum of 200 people or 2m2 per person (whichever is the greater).** Also required to collect contact information, provide hand sanitiser stations, signage, ensure physical distancing, no food self-service permitted. *If reception is operated by a business the size of venue and approved COVID Safe Industry Plan will determine number of people.*
- **Indoor Events** (eg: marathons, cultural festivals, fetes, expos)
 - **less than 500 people per day** COVID Safe [Event Checklist](#) required to be completed & displayed
 - **between 500 – 10,000 people per day** must be organised by a legitimate business under a COVID Safe [Event Plan](#) approved by the Tropical Public Health Unit of Queensland Health in Cairns
 - **over 10,000 people per day** must be organised by a legitimate business under a COVID Safe Event Plan approved by Chief Health Officer
- **Outdoor Events** (eg: marathons, cultural festivals, fetes, expos)
 - **Under 500 people per day** – no restrictions
 - **500 - 1, 500 people per day** COVID Safe Event Checklist required to be completed & displayed
 - **1,500 – 10,000 people per day** must be organised by a legitimate business under a COVID Safe Event Plan approved by the Tropical Public Health Unit of Queensland Health in Cairns
 - **over 10,000 people per day** must be organised by a legitimate business under a COVID Safe Event Plan approved by Chief Health Officer.

List of Hyperlinks Referenced in this Document:

- Venue Booking: <http://www.cassowarycoast.qld.gov.au/community-halls-and-building-forms>
- Permit Forms: <http://www.cassowarycoast.qld.gov.au/permit-application-forms>
- Liquor Licence Risk Assessment form: <http://www.cassowarycoast.qld.gov.au/permit-application-forms>
- Office of Liquor and Gaming Regulation (Liquor Licencing):
<https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/applications/permits>
- Qld Health COVID-19 Direction on Movements & Gatherings:
<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/movement-gathering-direction>
- Qld Health COVID-19 Direction on Restrictions on Business, Activities and Undertakings:
<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/business-activity-undertaking-direction>

CASSOWARY COAST REGIONAL COUNCIL

Address all correspondence to the Chief Executive Officer.

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OFFICE LOCATIONS:

Innisfail: 70 Rankin Street

Tully: Civic Centre, 38-40 Bryant Street