



# Cassowary Coast Regional Council Event Information Kit

General information about holding events in the Cassowary Coast

June 2018

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The information provided in this Event Information Kit (the document) has been compiled for your convenience. Cassowary Coast Regional Council (Council) makes no warranties about the accuracy or completeness of any information contained in the document. The document is not a substitute for independent professional advice and Council strongly recommends that event organizer's obtain any appropriate professional advice relevant to their particular circumstances. Council will not accept any liability for any loss, damage or other injury resulting from its use and reserves the right to make changes, modifications, additions, deletions and corrections to the document at any time and without notice.

## Introduction

Cassowary Coast Regional Council supports inclusive, vibrant and sustainable events that showcase the Coast and support stronger community engagement.

We welcome you to host your event in the Coast and encourage you to review the Event Information Kit. This kit has been designed to provide event organisers with an overview of what permits or bookings an event may require from Council.

Events include but are not limited to: concerts, festivals, markets, community events and organised one-off sporting events. There are many important considerations when planning an event. Please note some event planning considerations that may be required by State Government legislation are not addressed in this Event Information Kit and it is recommended you contact the Queensland Government.

To ensure Council has adequate time to review your submission, request further information if required and process any permits or licences, **applications for events with less than 3000 people attending must be submitted at least six weeks prior to the event. Applications for events with more than 3000 people attending are to be submitted at least three months prior to the event.**

Fees may apply to the permits or licences discussed in this kit.

For a full list of Council's fees refer to [www.cassowarycoast.qld.gov.au](http://www.cassowarycoast.qld.gov.au).

For further information contact Council's Environmental Health team via email to [enquiries@ccrc.qld.gov.au](mailto:enquiries@ccrc.qld.gov.au) or by telephone on 1300 763 903.

### What's On! in the Redlands

When planning an event it is important to consider what other events are planned for that date and location in the Cassowary Coast.

Jump onto the Council's website [www.cassowarycoast.qld.gov.au](http://www.cassowarycoast.qld.gov.au) and check if there are any conflicting events.

## Temporary Entertainment Event Approval

Council regulates Temporary Entertainment Events on Council land, private land or roads to ensure that they are carried out in a safe manner for patrons, whilst preventing nuisances to the surrounding environment. Event organisers are required to apply for approval by submitting a Temporary Entertainment Event Form (Attachment A). You will also need to provide a detailed Event Management Plan, Emergency Management Plan and Site Plan with your application.

### Event Management Plan

An Event Management Plan is a document that comprehensively describes all the issues that have been addressed in planning the event. Event Management Plans need to address: public liability, risk management, traffic management, community safety and security, first aid, electrical safety, gas safety, environmental management, amenities, temporary structures, service of food or liquor, amusement operator requirements and signage/advertising. For further information on how to write an Event Management Plan phone the Office of Liquor and Gaming Regulation on 137 468 for a copy of their *A Planning Guide for Event Managers* or visit [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au).

### Emergency Management Plan

An Emergency Management Plan is a document that outlines how emergencies will be handled during the event. Emergency Management Plans need to:

- identify who is responsible for responding to incidents;
- procedures to be followed for a number of situations such as medical emergency or fire;
- include a contact list for event stakeholders and emergency services;
- detail evacuation procedures and identify emergency exits/ assembly points on site maps. Ensure access to fire safety installations and emergency exits are maintained.

Provide copies of the Emergency Management Plan to all event stakeholders: staff/volunteers, all stall holders/suppliers, emergency services and local/State Government agencies.

### Site Plan

A Site Plan is an aerial drawing of the event location that details the layout of all the activities, buildings and facilities at your event. Your Site Plan should be drawn to scale and must include the location of roads, car parking, emergency vehicle access, fire fighting equipment, emergency exits, emergency assembly areas, pedestrian walkways, first aid, areas for lost children/ property, each stall and its name, each amusement operator and their name, amenities, bins and audio equipment (e.g. speakers).



## Public spaces

Council has many beautiful parks, beaches and facilities you can access for your event. If you would like to use a Council venue you need to identify the name and address of the Council venue that is suitable for the size and scale of your event. Please note: bookings do not guarantee exclusive use of the venue. Use of Council parks and open spaces is subject to the terms and conditions of hire in addition to any conditions as part of the Temporary Entertainment Event Approval. In some instances fees and charges and/or a bond may apply. Please contact Council's Customer Service Team on 1300 763 903 to arrange your park booking or for clarification on installation of equipment or temporary requirements to conduct your event (e.g. set up of marquees, disturbance of the soil including installation of tent pegs, digging and trenching on Council Land, vehicle access, and location of bins/toilets).

## Public liability insurance

It is important to note that only events managed and controlled by Council are covered under its public liability insurance policy and the policy indemnifies Council and no other party. All other event organisers are required to provide a certificate of currency for \$20 million that covers the duration and scope of the event and notes Cassowary Coast Regional Council as an interested party. You should also ensure that any other party or provider associated with your event has public liability cover and that evidence of this cover is provided to you prior to the event.

## Risk management

Council is committed to event safety and takes risk management seriously. Risk management is an important component of your planning and it is your responsibility to complete a Risk Assessment prior to the scheduled event. The Risk Assessment should identify, assess and control risks relevant to the event. Council has provided a number of tools to assist you with this. Please refer to the Risk Calculator (Attachment B) to assess identified risks and complete the Risk Assessment Template (Attachment C). A sample of a completed Risk Assessment is provided for your assistance (Attachment D).

**Disclaimer:** The risk management material contained in this kit is only general information and is not intended to be an exhaustive process for identifying and managing risk. The material provided by Council does not constitute formal advice of any kind in respect to your specific event, nor is it an endorsement of any event planner's application. Council strongly advises you to seek independent advice for your own risk assessment. While the information included here is provided in good faith, no representation is made as to its accuracy, completeness or suitability for your specific event.





# Traffic management

Planned traffic management is essential for maintaining public safety at events.

Where it is identified that an event may interact with traffic or a road related area, additional information may be required.

## Traffic Control Permits

A Road Reserve Works Permit from Council is needed to:

- close a road,
- alter traffic conditions on a road,
- temporarily close car parks or
- Conduct cycle events in live traffic.

You are also required to:

- Apply to the Queensland Police Service – [www.police.qld.gov.au](http://www.police.qld.gov.au);
- Apply to the Department of Transport and Main Roads if the event is on a State controlled road [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au);
- Erect road closure notification signage not less than seven days prior to the event;
- Provide written advice to Queensland Ambulance Service and Queensland Fire and Rescue Service at least one month prior to the event date;
- Publish a public notice advising of the full road closure at least one week prior to the event. Prior to publication confirmation, provide to Council a copy of the public notice advertisement;
- Advise any affected public transport providers at least one month prior to the event date;
- Provide evidence of actions taken to consult with residents and businesses affected by the road closure (e.g. letterbox drops, public meetings, personal visits) and make available to Council details of any and all objections as known to you;

All Traffic Control Permit Applications require a Traffic Management Plan and should be lodged at least six weeks prior to your event.

To ensure safe and proper traffic flow on the day, it is recommended that you conduct a pre-event meeting with all persons involved in the directing of vehicle movements. For all cycle events that are in live traffic, it is also a requirement that you have Department of Transport and Main Roads event signage.

To apply for a Traffic Control Permit or for further information on the above requirements, please contact Council's Asset Engineering Section on 1300 763 903.

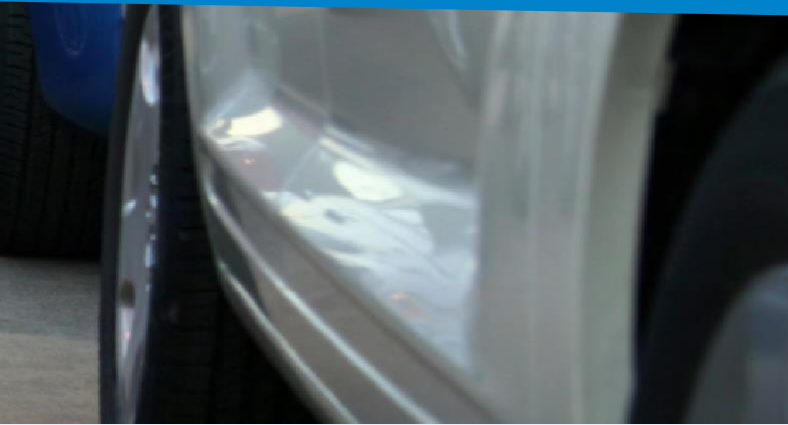
## Traffic Management Plan

All Road Reserve Works Permit Applications require a Traffic Management Plan. A Traffic Management Plan is required in any situation where significant numbers of vehicles will be entering or exiting off-road parking facilities or when any control is necessary to direct traffic in a way that is different to that dictated by road rules or existing signage. This will include speed reductions which may be necessary to deal with venues where there is the potential for interaction of vehicle and pedestrian traffic.

Traffic Management Plans must be prepared by an accredited Traffic Control Provider in accordance with *Transport Operations (Road Use Management) Act 1995* and the Manual of Uniform Traffic Control Devices and include:

- Legible Traffic Guidance Schemes showing the affected roadways of the event and/or sites, appropriate signage and barricading and traffic control to be installed.
- Diagrammatic details of what type of traffic management devices will be used and in what positions.
- Confirmation that all persons involved in directing vehicle movements are adequately qualified. This must be a Police Officer or an accredited Traffic Control Officer (please note that the Department of Transport and Main Roads have introduced the Event Traffic Marshal Scheme for local community and sporting groups).
- Complete and accurate details of what road closures are being sought and for what periods those roads will be closed.
- Details of a least one effective diversionary route for traffic affected by each road closure
- Distinctly identified emergency vehicle accesses.

If you are unsure if a Traffic Management Plan and/or Parking and Pedestrian Management Plan is required or what should be included please contact Council's Asset Engineering Section on 1300 763 903.



the Department of Transport and Main Roads website <https://www.tmr.qld.gov.au/Community-and-environment/Planning-and-development/Other-matters-requiring-approval/Traffic-management-at-special-events/Event-Traffic-Marshals>

## Car parking

As the event organiser, you must ensure that there is adequate parking for attendees (including disabled parking), that does not interfere with the usual parking provisions for residents and or businesses. Please be aware that parking on nature strips, areas of open space and parkland is not permitted without a permit from Council. If you believe illegal parking may be an issue at the event, Council recommends that you put marshals in place to ensure parking infringements do not occur.

## Parking and Pedestrian Management Plan

Separate Parking and Pedestrian Management Plans may need to be submitted if your event impacts on surrounding traffic or there is an interface between pedestrians and traffic. The management plans should identify on a site map and in supporting documentation:

- The entry and exit points for off-street parking along with the route pedestrians are expected to follow
- Show the places where marshals are required for the safe and efficient use of parking and the direction of pedestrians
- Placement of temporary fencing that may be needed to either delineate traffic movement or separate vehicles and pedestrians
- Notification to surrounding road users and residents of potential interruptions to traffic
- Details of escort vehicles
- Approvals from relevant agencies to run the event.

## Community awareness

The level of impact an event has on the surrounding community can vary. Consider if your event will affect the amenity of the surrounding neighborhood e.g. loud noise from audio systems or fireworks, or increased car parking on residential streets. Council recommends you notify the community in advance and provide them with a person to contact if they have any queries. This might be in the form of advertising or a letterbox drop. If you require further information please contact Council's Regulatory Services Team via email to [enquiries@ccrc.qld.gov.au](mailto:enquiries@ccrc.qld.gov.au) or by telephone on 1300 763 903.

## Community safety and security

Community safety and security at events is essential. Different types, scale and scope of events require different levels of security and should be determined as part of the risk assessment for example crowd control, cash and equipment protection.

An area for lost children and lost property should be clearly signed and staffed accordingly.

If event infrastructure remains at the event site overnight, you must engage appropriate security.

It is vital that all areas of your site, especially access paths and emergency exits are clearly illuminated. This may require you to provide additional lighting at your own expense.

Consultation with the Queensland Police Services, Fire and Emergency Services and Ambulance Services is strongly recommended depending on the type, scale and scope of the event. Council and/ or the Queensland Police Service may require you to engage police officers on special duties, security guards and/or crowd control, at your expense. Please contact Queensland Police Service on 131 444 to determine their requirements or visit [www.police.qld.gov.au](http://www.police.qld.gov.au).

Crowded places, particularly for major events, may require additional safety and security precautions. Suspicious activity including terrorist threats should be considered as part of the event planning process. For further information refer to the Australian National Security website <https://www.nationalsecurity.gov.au/Media-and-publications/Publications/Pages/default.aspx>.

## First aid

First aid services are critical to any event. Council requires that the minimum qualification level is "Apply First Aid". First aid posts should be properly staffed, equipped and clearly identified so they can be easily located by those

ATTENDEES	FIRST AID PERSONNEL	FIRST AID POSTS	Send
500	2	1	or
1,000	4	1	m
2,000	6	1	
5,000	8	2	



# Electrical safety

You must comply with the provisions of the *Electrical Safety Act 2002* and *Electrical Safety Regulation 2013* which apply to electrical equipment.

This includes but is not restricted to:

- All electrical equipment, including extension leads, to be tested and tagged in accordance with AS/NZS3760:2010 In-service safety inspection and testing of electrical equipment;
- Extension leads are to be tagged with the owner's name;
- Portable electrical equipment is to be double insulated or earth-leakage protected;
- All flexible and extension leads must be placed in an area where they will avoid being damaged, or where they will be protected from any damage including by liquid. In areas subject to foot traffic, extension and flexible leads are to be laid out so they do not pose a trip hazard or obstruct safe access to the area. To remove potential trip hazards, leads on the ground are to be kept clear of moisture wherever possible and are to be covered with adhesive duct tape or ground mats.
- No piggy back plugs or double adaptors are permitted. Power boards are to be used where there is more than one electrical device in use.

It is recommended that portable residual current devices i.e. portable safety switches be connected into

the main power supply as a safety precaution in addition to the residual current devices installed at the main power outlet.

For further information on electrical testing and tagging please visit the Electrical Safety Office website at: [www.justice.qld.gov.au](http://www.justice.qld.gov.au).

## Use of Council controlled electrical facilities

Some of Council's parks and facilities have power for event use. If you would like to access power supplies on Council land you will be required to apply to Council.

For more information on whether a venue has access to power please contact Council on 1300 763 903.

## Power lines

If your event location is in close proximity to overhead power lines please be aware that additional safety measures, such as exclusion zones are required. For further information on working near power lines please see the Ergon Energy.

If the existing Council controlled electrical facilities are not sufficient for the event, you may need to use generators. Always follow the manufacturer's instruction in the operator's manual. The hazards of incorrect generator use are poisoning from toxic engine exhaust, electric shock, electrocution, fire, and contact with hot surfaces.

Please consider the following and address them in your Risk Assessment:

- Location of generators – always use outdoors, only in dry weather, minimum of one meter spacing on all sides and prevent access by the general public e.g. barriers;
- Storage of fuel- store fuel in labelled containers away from any fuel burning appliance;
- Hot generator refueling- never add fuel while generator is running, wait for the motor to cool;
- Electrical hazards- ensure hands are dry before touching the generator and do not allow it to get wet;
- Fire hazards- ensure suitable fire extinguishers are immediately accessible;
- Potential noise nuisance.

## Gas safety

The Queensland Petroleum and Gas Inspectorate advise that mobile food vendors (caravans, mobile food vans etc.) attending events in the Cassowary Coast are required to have a current Gas System Compliance Certificate (AS/ NZS 5601:2:2010 Gas Installations). This certificate is a requirement under the *Petroleum and Gas (Production and Safety) Regulation 2004* s105E which states:

*The owner of a commercial vehicle or vessel must ensure the gas system in the vehicle or vessel is inspected, and has a gas compliance certificate or an interstate gas compliance certificate issued in relation to it, at least once in every 1 year period.*

You will need to have a copy of your Gas System Compliance Certificate available for viewing by Council Officers during the event.

Gas appliances should be checked regularly by a qualified person. This ensures that they continue to operate safely and efficiently. Always use a licensed gasfitter to install, repair, and service or remove gas appliances.

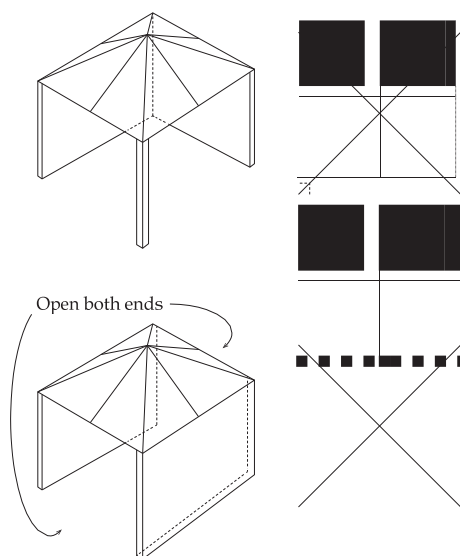
Portable recreation LPG cylinders (barbecue, camping) need particular care. These cylinders usually contain nine kilograms of LPG and can be refilled or exchanged at most service stations. All cylinders must have a valid 10-year stamp to be refilled. Gas refilling stations are obliged to check the date of every cylinder to be refilled. If the cylinder is not "in test" then it should not be filled.

Keep LPG cylinders secure during transport and don't carry them in the passenger compartment. Nine kilogram LPG cylinders can only be transported in enclosed vehicles for the purpose of getting the cylinder refilled (or exchanged). In addition, no more than two LPG cylinders may be transported at the one time.

### Examples of ventilation

Examples of the minimum ventilation needed when using gas appliances in a quasi-outdoor situation.

Outdoor areas must be well ventilated when using gas. These images show that having two sides of the tent/shelter open ensures good cross breeze and ventilation in a quasi-outdoor situation.



When you do have to transport a LPG cylinder make sure it is stored securely in an upright position (so it cannot fall over or become a projectile), is placed in a boot/tray rather than a cabin, and in a way that avoids excess exposure to sunlight or heat. Also check that:

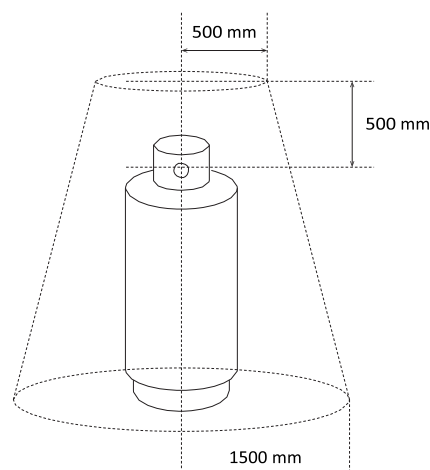
- The service valve is turned off;
- The safety relief valve is positioned so that any gas release will not impinge on another LPG cylinder;
- The LPG cylinder has a current test date (no more than 10 years);
- There is a screw plug in the cylinder outlet when not in use.

For more information on the safe transportation of LPG cylinders visit the Petroleum and Gas Inspectorate's website at [www.mines.industry.qld.gov.au/assets/petroleum-pdf/info\\_cylindertransport.pdf](http://www.mines.industry.qld.gov.au/assets/petroleum-pdf/info_cylindertransport.pdf).

Use and store your LPG cylinder in a well-ventilated area and store away from excess heat and possible sources of ignition. No ignition sources should be used within 500mm of the relief valves of a LPG cylinder, and extending 1500 mm from the tank as shown in the Checklist for Outdoor Events, available on the Petroleum and Gas Inspectorate's website at [www.mines.industry.qld.gov.au/assets/petroleum-pdf/lpg\\_safety\\_checklist.pdf](http://www.mines.industry.qld.gov.au/assets/petroleum-pdf/lpg_safety_checklist.pdf).

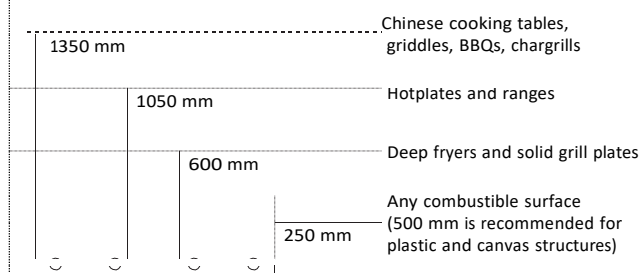
### Hazardous area

No ignition sources are to be used within these hazardous areas of an exchange cylinder. Do not use an ignition source within these distances around an exchange cylinder.



### Clearances from burners

Burners (such as hotplates and deep fryers) should not be placed near combustible surfaces. Use these clearances as a guide to how far away to keep combustible materials.





# Fireworks

Carefully consider the appropriateness of the event site for a fireworks display, taking into account any potential environmental and social impacts. Some sites are unsuitable for fireworks displays.

If you include a fireworks display in the event, you must engage a licensed pyrotechnician to carry out the display in accordance with the *Queensland Code of Practice – Control of Outdoor Fireworks Displays*.

Please supply a copy of the following to Council:

- Fireworks display notification form (submitted to the Department of Natural Resources and Mines visit [www.dnrm.qld.gov.au](http://www.dnrm.qld.gov.au) or phone 137 468).
- Fireworks insurance policy;
- Fireworks contractor licence; and
- Fireworks operator's licence (conducting the show).

Ensure you notify the local fire station about the fireworks at least seven days in advance.

In accordance with the *Explosives Regulation 2003*, licensed fireworks operators must have a safety management system. Event organisers should obtain a copy of their site specific safety management plan. The plan will include the details of the exclusion zone for safety purposes. Event organisers are responsible for the security of the exclusion zone around the fireworks during the display. The use of metal equipment is prohibited (mortars, tubes, frames, pickets and stands).

## Food

If food and refreshments are served or sold it may be necessary for food vendor operators to obtain a Temporary Food Business Licence. Generally food businesses that involve the preparation of food do require a licence. Some exemptions apply to not for profit organisations, the sale of packaged foods and the sale of whole fruit and vegetables. If you are unsure about whether you require a food licence please contact Council's Environmental Health Team via email to [enquiries@ccrc.qld.gov.au](mailto:enquiries@ccrc.qld.gov.au) or by telephone on 1300 763 903.

Mobile food businesses (e.g. ice cream or kebab vans) must hold a licence in Queensland. It is the responsibility of the event organiser to ensure all food vendors are licensed. Food businesses can apply for a licence by completing the Temporary Food Business Licence form (Attachment E) and submitting it to Council at least four weeks prior to the event.



## Liquor

If alcohol is to be sold or served at the event, an application may need to be made to the Office of Liquor and Gaming Regulation for a permit. Please note that if the event is to be held at a Council venue some liquor permits will require Council's non-objection endorsement on the original application prior to its submission. For application forms and assistance, please phone the Office of Liquor and Gaming Regulation on 137 468 or visit [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au).

# Temporary buildings and structures

In accordance with the *Building Act 1975* certain buildings and structures require a Development Permit for Building Work (building approval), before they are erected on the site.

Type of Structure	Criteria	Building Permit Required
Toilet blocks, sheds, huts or the like (attached to or required to be attached to the ground)	The structure has a plan Area more than 10m <sup>2</sup> ; More than 2.4m above the ground level; Has an average height of more than 2.1m above the ground level; or Has any side longer than 5m	Yes
Signs	Detached from a building; and Higher than 2m; and Wider than 1.2m	Yes
Stages or grandstand	Attached to the ground or required to be attached to the ground	Yes
Mobile Stages (stage on trailer or truck) Excluding grandstands on a trailer or truck/mobile stage	Not attached to the ground or required to be attached for structural purposes	No – however a Design Certificate: form 15 will need to be completed by a Registered Professional Engineer of Queensland (RPEQ). A form 16 will also be required after the stage has been installed and provided to the Environmental Health Team
Art work structures, sculpture	If the height of the structure is greater than 3m above the ground surface	Yes
Tents	If the floor area of the tent is greater than 500m <sup>2</sup>	Yes
Tents	If the plan area of the tent is more than 100m <sup>2</sup> and less than 500m <sup>2</sup>	No – however must comply with the requirements of Queensland Development Code MP3.2 - Tents
Tents	With a floor area less than 100m <sup>2</sup>	No
Fences	Not higher than 2m above the ground level; and Not used for swimming pool fences	No
Scaffolding (light towers, viewing platforms)	More than 3m above the ground surface	Yes
Light poles	More than 3m above the ground surface	Yes
Caravans		No

## Important information:

Temporary buildings and structures that don't need a Development Permit for Building Work are still required to comply with relevant provisions of the building Code of Australia, Australian Standards, manufacturer's requirements, Industry standards and the like.

If you require a Development Permit for Building Work please contact a Private Building Certifier for further information on application requirements.

Please note that you will need to allow sufficient time for the Development Permit for Building Work to be assessed prior to your event.

## Environmental management

In conducting the event, you must take all reasonable and practical measures to minimise environmental impacts. These include:

- Preventing the release of any material that may cause environmental harm to land, water or waterways via the storm water system;
- Ensuring that liquid spills are cleaned up immediately using sawdust and other absorbent materials and bagged and disposed of accordingly;
- Preventing the release of materials into the air such as dust, fumes and smoke.

### Noise

You must take all reasonable and practical measures to minimise noise nuisance. Give consideration to the placement of your stage area to assist with this (including directing speakers away from residents and businesses). We recommend you use sound level monitoring equipment throughout the duration of the event. You must comply with the *Environmental Protection Act 1994*. (See attachment Noise Requirements) Penalties may apply if noise levels are exceeded. Please note that if the event holds a liquor permit alternate noise criteria will apply.

### Waste

As the event organiser, you are responsible for supplying additional bins and arrange daily collection specifically for rubbish generated at the event site and surrounding areas. Council recommends the minimum number of **240L general waste bins** for attendee use, as follows:

- 2 x 240L bins per 100 attendees – if no food or drinks served or sold
- 4 x 240L bins per 100 attendees – if food or drinks served or sold

### Waste management

A sustainable event takes measures to minimise its environmental impact by adopting best management practice in recycling and waste, purchasing and packaging options and clean-up regime. This can be achieved by:

- Providing a bin infrastructure system that is clearly signed and strategically placed to make it easy for people to do the right thing;
- Providing a bin servicing and litter collection regime that encourages everyone to keep the site clean;
- Allocating designated smoking only areas with 'butt out' facilities and infrastructure to assist smokers to butt it, then bin it;
- Working with stallholders and food vendors to achieve recyclable and biodegradable packaging.

For more information on how to hold a sustainable event, go to CCRC website [www.cassowarycoast.qld.gov.au](http://www.cassowarycoast.qld.gov.au) to view the comprehensive waste planning documents titled *Queensland Sustainable Events Guide*.

## Love Your Reusable Bottle

Reduce waste at your event by encouraging people to carry a reusable water bottle rather than single-use plastic water bottles. Healthy Waterways has launched a 'Love Your Reusable Bottle' campaign which encourages people to fill their reusable water bottles with free tap water. For more information visit <http://healthywaterways.org/initiatives/cem/reusablebottle>



## Animal management

If the event includes domestic animals, *Local Law No. 2 (Animal Management) 2011* requires that all animals be under effective control or contained within an appropriate enclosure at all times. As the event organiser is in charge of the animals please ensure you clean up after them. Protecting the community against risk of injury and damage is paramount while ensuring the animals do not create a nuisance. For more information please contact Council's Animal Management Team on 1300 763 903.



# Amenities

As the event organiser, you may be required to supply additional toilet facilities specifically for attendees of the event.

It is important that toilet facilities are:

- Accessible for people with disabilities;
- Cleaned and re-stocked regularly (at your expense);
- Located away from food service or food storage areas;
- Weather protected;
- Fitted with a sharps disposal unit;
- Well lit so as not to become a security or safety risk.

If the event is likely to attract families, consideration should also be given to providing baby change facilities. To ensure that there is a suitable number of toilets at an event the following is a guide:

## A) Toilet facilities for events where alcohol is NOT available

ATTENDEES	MALES	FEMALES
<500	1 Toilet, 2 Urinals, 1HB	3 Toilets, 1HB
<1000	2 Toilets , 3 Urinals, 1HB	5 Toilets, 1HB
<2000	2 Toilets , 5 Urinals, 2HB	8 Toilets, 2HB
<3000	3 Toilets , 6 Urinals, 2HB	10 Toilets, 2HB
<5000	4 Toilets , 9 Urinals, 3HB	15 Toilets, 3HB
At least one (1) unisex disability access toilet is required. (HB = hand basins)		

## B) Toilet facilities for events where alcohol IS being consumed

ATTENDEES	MALES	FEMALES
<500	2 Toilets, 3 Urinals, 1HB	5 Toilets, 1HB
<1000	3 Toilets, 6 Urinals, 2HB	10 Toilets, 2HB
<2000	4 Toilets, 9 Urinals, 3HB	15 Toilets, 3HB
<3000	5 Toilets, 12 Urinals, 4HB	20 Toilets, 4HB
<5000	7 Toilets, 18 Urinals, 5HB	30 Toilets, 6HB
At least one (1) unisex disabled toilet is required.		(HB = hand basin)



For events less than four hours duration, the number of toilet facilities may be reduced by 30%. Toilets must be regularly serviced throughout the event to ensure that they are clean and that a continuous supply of water, soap, paper hand towel and toilet paper is provided. Where portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be located so that they can be pumped out during the event.

## Signage/advertising

Event signs located on public land and reserves will be subject to Council requirements with design, size and location approved by the LGA before display. The content of the sign shall be limited to advertising an activity or event and providing direction to its location and only placed for the duration of the activity or event to which the sign relates. Signs should not be placed in any other location where the sign is likely to obstruct sight lines along a thoroughfare or cause danger to any person using the thoroughfare.

Signage placed along a State controlled road must be approved by the Department of Transport and Main Roads. Visit [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) for further information. Please note signs cannot be erected on electrical poles.

## Amusement operators

Most amusement devices require registration with Worksafe QLD. Refer to [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)

Inflatable amusement devices that are continuously blown and have a platform height of 3 metres or more also need to be registered with Worksafe.



## Music at events

### (Including movie nights)

Sound recordings and the composition of musical works are protected under copyright and require approval from the owners to play in public. To find out if you need a license for your particular use of music more information is available from the Australasian Performing Rights Association Limited/ Australasian Mechanical Copyright Owners Society Limited website [www.apraamcos.com.au](http://www.apraamcos.com.au) or the Phonographic Performance Company of Australia Limited website [www.pcca.com.au](http://www.pcca.com.au).

## Screening movies or TV shows

You may need to pay a separate license fee to screen a movie or TV show in public. For more information contact the distributor of the film or TV show.



# Sponsorship

Cassowary Coast Regional Council provides financial assistance and in-kind support in the forms of grants and sponsorship to help local community organisations and individuals with projects and events that will benefit the community.

Grants and sponsorship are offered across economic development, the arts, cultural heritage, environment, community development and sport and recreation.

For more information about eligibility criteria and submitting an online application for the Community Grants and Sponsorship Program, contact Council's Event team 1300 763 903 or [enquiries@ccrc.qld.gov.au](mailto:enquiries@ccrc.qld.gov.au). Provision of sponsorship or grant funding for events will be dependent on approval of a Temporary Entertainment Event Approval.



## Checklist

Use the checklist below to help you keep track of what requirements are relevant to your event. For more information telephone the contact provided below.

Review the items below and determine if they are relevant to your event. If yes, go to next column.	No	Yes	What action is required?	For more information contact
<b>1. What's On Calendar</b>			Register your event at <a href="http://www.cassowarycoast.qld.gov.au">www.cassowarycoast.qld.gov.au</a> .	Council's Event Advisor by telephone on 1300 763 903.
<b>2. Temporary Entertainment Event Approval</b>			Complete Temporary Entertainment Event Form (Attachment A) and submit to Council.	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>3. Event Management Plan</b>			Provide Council with a copy of your Event Management Plan.	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>4. Emergency Management Plan</b>			Provide Council with a copy of your Emergency Management Plan.	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>5. Site Plan</b>			Provide Council with a copy of the Site Plan.	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>6. Public spaces</b>			If your event is on Council land, a park booking will be required.	Council's Regional & Community Development section on 1300 763 903.
<b>7. Public liability insurance</b>			Submit a copy of your Public Liability Insurance (\$20million) to Council.	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>8. Risk management</b>			Conduct a Risk Assessment of your Event. Refer to Risk Calculator (Attachment B) to assess identified risks and complete the Risk Assessment Template (Attachment C). A sample Risk Assessment is provided (Attachment D).	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>9. Traffic management</b>			Provide Council with a Traffic Management Plan and/or Parking and Pedestrian Management Plan developed by an accredited Traffic Control Provider. If the event requires a road to be closed follow the requirements discussed earlier in this kit.	Council's Asset Engineering section via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>10. Community awareness</b>			If your event will affect the amenity of the surrounding neighbourhood notify the community of the event in advance.	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>11. Community safety and security</b>			Consider this as part of your Risk Assessment and address community safety and security measures in the Event Management Plan you submit to Council.	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>12. First aid</b>			Refer to the table listed earlier in the kit to determine the level of first aid services you will need to provide and include this in the Event Management Plan you submit to Council.	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903..

Review the items below and determine if they are relevant to your event. If yes, go to next column.	No	Yes	What action is required?	For more information contact
<b>13. Electrical safety</b>			Address electrical safety including the use of generators in your Risk Assessment. Complete Attachment F.	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>14. Gas safety</b>			Mobile food vendors are required to have a copy of their Gas System Compliance Certificate available for inspection by Council officers at the event. Address gas safety in your Risk Assessment.	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>15. Food</b>			Each food business seeking a licence should complete a Temporary Food Business Licence form (attachment E) and submit it to Council.	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>16. Liquor</b>			Provide a copy of your liquor permit to Council as part of your Event Management Plan.	Office of Liquor and Gaming Regulation on 137 468 or visit <a href="http://www.olgr.qld.gov.au">www.olgr.qld.gov.au</a> .
<b>17. Fireworks</b>			Provide a copy of the following documents to Council: <ul style="list-style-type: none"> <li>• Fireworks display notification form</li> <li>• Fireworks insurance policy</li> <li>• Fireworks contractor licence</li> <li>• Fireworks operator licence.</li> </ul>	Department of Natural Resources and Mines on 137 468 or visit <a href="http://www.dnrm.qld.gov.au">www.dnrm.qld.gov.au</a>
<b>18. Amusement operators</b>			Provide Council with copies of certificates of registrable plant for all amusement rides.	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>19. Temporary buildings and structures EG: marquee, stage, towers, obstacles</b>			Building Approval required in certain circumstances.	Application requirements contact a private building certifier.
<b>20. Environmental management e.g.: waste, noise, dust</b>			Consider and manage potential environmental impacts in your Risk Assessment e.g. spills, dust, noise. You are required to address waste management and consider sustainable waste management options.	Council's Regulatory Services Teams via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903. Refer Noise Guidelines attached
<b>21. Reusable bottles</b>			Consider to reduce waste at your event.	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>22. Animal management</b>			Consider effective control of animals in your Risk Assessment.	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>23. Amenities</b>			Provide amenities in accordance with the tables listed earlier in this kit.	Council's Regulatory Services Team via email to <a href="mailto:enquiries@ccrc.qld.gov.au">enquiries@ccrc.qld.gov.au</a> or by telephone on 1300 763 903.
<b>24. Signage/advertising</b>			Consider if you need signage approval from Council.	Council's Development Control Unit on 1300 763 903.
<b>25. Sponsorship</b>			Complete an online application for the Community Grants and Sponsorship Program.	Council's Community Grants Team on 1300 763 903..

## ATTACHMENT A

### Risk Management TEMPLATE

A risk is something that could occur and impact the achievement of the goal/objectives. Consider risks to activity and list accordingly

Risk (examples)	Cause (examples)	Likelihood	Consequence	Rating	Controls (examples)
Extreme bad weather having a negative effect on all success factors	Mother nature - wind and rain	Possible	Minor	Moderate	Site most of seating under cover where possible; Provide extra shade/cover Monitor weather forecast # Rating may change closer to event
Personal Injury	Vehicles <ul style="list-style-type: none"> <li>• Veering into designated area</li> <li>• During set up and pack up</li> </ul>	Unlikely	Minor	Low	Define area especially approaches so they are visible and separate traffic from patrons Nominate supervision of set up - allocated central car space to facilitate safe access
	Sun/heat	Unlikely	Insignificant	Low	Shade provided Water available
	Trips/ Falls	Possible	Minor	Moderate	Place obstacles in areas that present a fall risk (eg plant). Insure that all trip hazards are eliminated or obvious
	Unrestrained materials eg umbrella, tarp, shade	Unlikely	Minor	Low	Regular inspection of site including umbrellas, shade covers etc
	Food poisoning	Unlikely	Minor	Low	Use only providers with appropriate licencing - confirm licences
Fire	Faulty fireworks	Possible	Major	High	QFS aware of event - attending as support organisation
Alcohol	Participants overindulging in alcoholic beverages becoming public nuisances	Possible	Minor	Moderate	'RSA' certified staff serving alcohol to monitor consumption of alcohol Engage appropriate Security staff to oversee wet area
	Unruly behaviour	Possible	Minor	Moderate	Provide plenty of food Parents to monitor children

**Consider each risk identified against the risk matrix to determine the consequence and subsequent control**

Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

**Risk Matrix**

		Consequence				
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

## The Risk Calculator

The risk calculator is designed to assist you to undertake the risk assessment process. To complete a risk assessment, we suggest you take the following steps:

1. **IDENTIFY** any risks or hazards relevant to the event. Some examples have been provided in Attachment D which may be of assistance, however it is advisable to consider what other types of risks or hazards might be unique to your particular event.
2. **ASSESS** the risks or hazards using the risk calculator's likelihood and consequences table below.
3. **CONTROL** the risks or hazards. Using the Risk Assessment Template (Attachment C), identify and document any control measures to minimise or prevent the risk or hazards from occurring.

Risk Levels			CONSEQUENCES				
			Insignificant	Low	Medium	Major	Severe
			Little or no impact, injury, disruption or inconvenience	Minor impact, injury, disruption or inconvenience requiring minimal effort to manage	Moderate impact, injury, disruption or inconvenience that can be managed under normal procedures	Major impact, injury, disruption and inconvenience requiring considerable management effort	Extensive impact, injury, disruption or inconvenience requiring massive effort to manage
LIKELIHOOD	5	<b>Almost certain</b> Is expected to occur	M-10	H-20	H-30	E-40	E-50
	4	<b>Likely</b> Will occur at most times	M-8	M-16	H-24	E-32	E-40
	3	<b>Possible</b> Might occur at some time	L-6	M-12	M-18	H-24	E-30
	2	<b>Unlikely</b> Could occur at some time	L-4	L-8	M-12	M-16	H-20
	1	<b>Rare</b> May occur in rare circumstances	L-2	L-4	L-6	M-8	M-10

Attachment C

Extreme Risk	Unacceptable risk. Immediate action required
High Risk	Action required. Prioritise in order of severity
Medium Risk	Can be managed within current risk treatments
Low Risk	Acceptable risk. No further treatment required. Monitor periodically

## Risk Assessment Template

<b>Event name:</b>	
<b>Prepared by:</b>	<b>Date:</b>

The risk – what can happen and how?	Likelihood	Consequences	Risk Rating	Risk Treatments	The risk rating after treatments	Who is responsible for implementing the risk treatments?

The risk – what can happen and how?	Likelihood	Consequences	Risk Rating	Risk Treatments	The risk rating after treatments	Who is responsible for implementing the risk treatments?
Common law action will be taken against event organiser	Unlikely	Major	M-16	Ensure event organiser has appropriate current public liability insurance cover. Ensure that all contractors and sub-contractors also hold appropriate current public liability insurance cover.	M-16	Event organiser
Food poisoning	Possible	Major	H-24	Ensure all fixed and mobile food businesses hold a current Qld licence. All food and beverage stalls to operate in accordance with National Food Safety Standards.	M-8	Event organiser and food staff operators
Anti-social behavior during and after the event	Possible	Major	H-24	If appropriate, or as required, engage security and/or Queensland Police Service during and after the event.	M-18	Event organiser
Inadequate amenities (toilet facilities)	Possible	Low	M-12	Comply with Council guidelines in relation to amenities. Allocate cleaning tasks and cleaning provisions.	L-4	Event organiser
Litter generated at the event site and surrounding areas	Likely	Low	M-16	Bins available per application and in line with Council guidelines. Event staff assigned for regular litter patrol. Final litter check following clean up.	M-8	Event organiser
Damage to underground services from tent pegs, stakes or other ground piercing devices	Possible	Major	H-24	Follow Council instructions regarding placement of structures. Secure structures with sand bags or similar non ground piercing devices.	M-8	Event organiser and contractor/s
Temporary structures collapsing and/or blowing away	Possible	Major	H-24	All temporary structures to be appropriately secured. Structures to be removed in high winds.	M-8	Event organiser and contractor/s
Electrocution from live wires and electrical outlets/electrical leads and generators	Possible	Severe	E-30	All electrical work must comply with State and Federal legislation and be undertaken by a qualified electrical contractor.	M-10	Electrical contractor and event organiser
Use of generators: Location	Possible	Major	H-24	Generators placed in most appropriate place; generators/leads not accessible to the general public.	M-8 M-8	Event organiser
Storage of fuel	Possible	Major	H-24	Fuel stored in approved containers which are not accessible to the general public.		
Potential noise nuisance	Possible	Low	M-12	Adhere to Environmental Protection Regulation (per Council guidelines).	L-6	
Fire e.g. equipment catching on fire	Possible	Severe	E-30	Safety Regulations adhered to e.g. supply and access to fire extinguishers.	M-18	Event organiser
Noise nuisance as a result of the event	Possible	Low	M-12	Adhere to Environmental Protection Regulation (per Council guidelines). Face speakers away from any	L-6	Event organiser

## Sample Risk Assessment

The risk – what can happen and how?	Likelihood	Consequences	Risk Rating	Risk Treatments	The risk rating after treatments	Who is responsible for implementing the risk treatments?
				residents/businesses. Consult with any potentially affected residents/businesses.		
Impact on traffic flow in the vicinity of the event	Possible	Medium	M-18	Develop traffic management plan and parking strategy. Advice to commuter transport providers. Consult with any potentially affected residents/businesses.	M-12	Event organiser
Drowning	Possible	Severe	E-30	Develop water safety management plan. Qualified first aid personnel in attendance. Guardian supervision. Emergency Services readily available, if required.	M-10	Event organiser and guardian
Injury from fireworks	Possible	Major	H-24	Engage licensed fireworks contractor. Provide to Council a copy of their risk assessment specific to the event. Consult with any potentially affected residents/businesses.	M-8	Event organiser/fireworks contractor
Environmental/site damage: Dunal degradation, damage to vegetation	Possible	Medium	M-18	Site plan to be developed taking into account specific environmental elements. No interference with any natural element (including dunes, trees, shrubs, garden beds, vegetation).	M-12	Event organiser
Wheel rutting from vehicle access	Possible	Medium	M-18	If vehicle access has been approved, consult with Environmental Health Officer in the days prior to the event to ensure vehicle access is permitted.	L-6	
Damage to existing public infrastructure (e.g. shelter sheds, bollards, signs etc)	Possible	Low	M-12	Ensure no event related setup is affixed to or interferes with existing public infrastructure.	L-4	Event organiser
Personal injury e.g. strains, broken limbs, burns and sunburn etc	Possible	Medium	M-18	Safety awareness promoted. Qualified first aid personnel in attendance. Guardian supervision. Emergency Services readily available, if required. No food/beverage to be served/sold in glass containers.	M-12	Event organiser and guardian
Event does not cater for people with disabilities	Possible	Low	M-12	Develop site plan to take into consideration the needs of people with disabilities. Ensure disabled toilet facilities are available (per guidelines). Ensure adequate and suitable parking options available.	L-4	Event organiser
Lost children	Possible	Severe	E-30	An area for lost children should be clearly signed and staffed accordingly.	M-18	Event organiser
Lost property	Possible	Low	M-12	An area for lost property should be clearly signed and staffed accordingly.	L-6	Event organiser
Trip hazards/obstacles leading to personal injury	Possible	Medium	M-18	Maintain the event site as free from trip hazards/obstacles as possible.	L-6	Event organiser

The risk – what can happen and how?	Likelihood	Consequences	Risk Rating	Risk Treatments	The risk rating after treatments	Who is responsible for implementing the risk treatments?
Access by Emergency Services obstructed	Possible	Severe	E-30	Emergency access routes established on site plan. During the event, emergency access points remain clear and unobstructed. If a night time event, emergency access points clearly illuminated.	M-10	Event organiser
Natural disasters occurring during event e.g. heavy rain, flood, bush fire	Rare	Severe	M-10	Cancel event. Notify attendees and Emergency Services.	M-10	Event organiser
Lack of on-site communication between event team	Possible	Medium	M-18	Pre-event meeting of event team (including volunteers). Use of two-way radios/mobile phones.	L-6	Event organiser
Signage/banners damaging infrastructure or being inappropriately placed	Likely	Medium	H-24	Signage/banners to be erected in accordance with guidelines.	M-12	Event organiser
Injury from interaction with amusement devices and rides	Possible	Severe	E-30	Amusement rides should have crowd control fences, barriers or other physical measures to separate people from hazards such as moving parts, electrical switchboards, motors and fuels. Temporary barriers should be at least 900mm high, easily identifiable and signed "NO ACCESS". Entry and exit areas should be clearly defined during operation. Security should not limit emergency access or evacuation routes. A certificate of registration is required for all devices, including inflatable devices that are continuously blown and have a platform height of 3 metres or more.	M-10	Event organiser/ amusement operator/ security personnel

## Advice and assistance from Council

Event organisers are encouraged to contact Council for assistance with application procedures and expert advice on producing their event in the Cassowary Coast. Email: [enquiries@ccrc.qld.gov.au](mailto:enquiries@ccrc.qld.gov.au) Phone: 07 4030 2222

## Timeframes

To ensure Council has adequate time to review your submission, request further information if required and process any approvals or licenses, applications for events with less than 3000 people attending must be submitted at least **six weeks prior to the event**. Applications for events with more than 3000 people attending are to be submitted at **least three months** prior to the event.

## Fees

Fees may apply to the approvals or licenses discussed in this kit. For a full list of Council's fees refer to [www.cassowarycoast.qld.gov.au](http://www.cassowarycoast.qld.gov.au).

## Lodging your event application with Council

Please complete the relevant event application forms at the back of this kit and send them to Council via:

email: [enquiries@ccrc.qld.gov.au](mailto:enquiries@ccrc.qld.gov.au)  
post: Att: Environmental Health Team  
Cassowary Coast Regional Council  
PO Box 887  
Innisfail QLD 4860  
or in person: Cassowary Coast Regional Council  
Town Hall  
70 Rankin St Innisfail QLD 4860



# CASSOWARY COAST REGIONAL COUNCIL

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903 Fax: (07) 4061 4258

Email: [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)

## Approved Form 4.8 General Activities

### (Busking, Fundraising, Public Education and Information Displays)

#### Applicable Law:

Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022

Cassowary Coast Regional Council Local Law No. 4 (Local Government Controlled Areas and Roads) 2022

Cassowary Coast Regional Council Subordinate Local Law No. 4 (Local Government Controlled Areas and Roads) 2022

#### Your Application will not be properly made unless the Approved Form 1.7: Application to Council (What I Want) is attached

Note: the applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant

#### Council Reference:

(Permit application number)

PRA \_ \_ \_ \_

#### Property, reserve or foreshore where the activity is to take place:

#### Note:

- Please ensure you check the site is available and not already booked by contacting Customer Service on 1300 763 903.
- If the activity is on a State controlled road, contact the Department of Transport & Main Roads (132380) prior to making this application and check suitability of the site.

#### Property address:

(of the proposed activity)

If no street no. then provide nearest address opposite/adjacent or landmark

#### Property description (lot and plan):

Lot No.

Plan No.

#### Park name or beach name : (if applicable)

#### Site plans:

**A Site Plan is an aerial drawing and drawn to scale.**

**Please attach a site plan of the proposed location showing a layout of the activity including:**

- Name of the venue/park/beach or area
- Property address (street address or Lot on Plan)
- Road names adjacent to the area
- Indicate on the plan exactly where the activities will occur
- Car parking, pedestrian walkways (if applicable)
- Emergency exits, emergency vehicle access and emergency assembly areas (if applicable)
- Entry and exit points and how you will access the site
- location of any relevant toilets, bar areas, food stalls, first aid post, fire equipment, entertainment areas, stages, and any obstructions or identified hazards on the site.

Activity Details:			
Type of activity:	<input type="checkbox"/> Busking <input type="checkbox"/> Fundraising <input type="checkbox"/> Public education <input type="checkbox"/> Information display		
Type of event:	<input type="checkbox"/> Community Event (Not for Profit) <input type="checkbox"/> Commercial Event		
What is the activity, and where do you intend to carry it out?:	<i>Please provide a detailed description of the general activity, including the proposed location/s for the activity, including the local government controlled area/s or road/s it will affect. Attach photos and site plans, if necessary</i>		
Estimated maximum no. of participants at any one time:			
Start date:		Finishing date:	
Starting time:		Finishing time:	
Frequency of proposed activity:	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (provide detail below)		
Will there be any amplification equipment (e.g. speakers):	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If 'Yes' – Please provide a detailed description of the number and types of equipment, and attach photos / site plans for the structures if necessary. Attach a separate page if required.</i>		
What equipment, buildings, signs or structures will be required for the activity:	<i>Please provide a detailed description of the number and types of equipment, and attach photos / site plans for the structures if necessary. Please also explain which structure/s will be permanent, and which will be temporary (and if so, how are the temporary structures to be maintained). A Structural Engineers Certificate of Integrity is required for any temporary structures, marquees &amp; stages and will need to be attached to this application Attach a separate page if required.</i>		
Does the applicant have insurance for the activity?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
	<i>If yes, attach a copy of each policy of insurance applicable to the undertaking of the activity including, without limitation, public liability insurance to the value of at least \$20,000,000 noting Cassowary Coast Regional Council as an interested party.</i>		

Will food, refreshments, souvenirs or other retail items be sold as part of the activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, further approvals/permits may be required to be obtained from Council and other State Government agencies	

### Checklist:

Please check that you have attached copies of the relevant information to this form.

- ☐ Approved Form 1.7: Application to Council (What I Want)
- ☐ Detailed site plan
- ☐ Public liability insurance
- ☐ Noise management plan (if applicable)

### Prescribed Fees 2023-2024:

Public education information & interest displays & events - Application & Permit	No charge
Public meeting, demonstration, public address - Application & Permit	No charge
Touting – Registered charitable organisations, churches, non-profit organisations - Application & Permit	No charge
Touting – Commercial fundraising - Commercial fundraisers collecting /selling on behalf of a charity (e.g. firm/ individual collecting on behalf of a registered charity) - Application & Permit	\$ 256.00

### Please note:

- All Sections of this form must be completed and application submitted to Council at least **14 days in advance** of the activity, otherwise the application may not be processed.
- Incomplete application forms or applications lacking the required supporting documentation may result in Council issuing an 'Insufficient Information Notice' and the permit cannot be processed further until the required information is supplied within 14 days of the notice date, otherwise the application will lapse.
- Council can require you to provide further information, documents or materials in support of the application.
- If Council approves the application, mandatory conditions will be imposed on the approval.
- Non-compliance with permit conditions may incur an Infringement Notice and/or the permit being cancelled.

### Customer Acknowledgement / Declaration:

I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application

PRINT NAME..... SIGNATURE..... DATE.....

### Information Privacy Statement:

Your personal information has been collected for the purpose of assessing your Application for a Permit. 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.

### OFFICE USE ONLY:

**Application Creation: PLUS → PrescrbAct → PPPubMtg (Public Meeting/Demonstration)**

**Application Creation: PLUS → PrescrbAct → PPToutCom (Touting – Commercial Fundraisers)**

**Application Creation: PLUS → PrescrbAct → PPToutOrg (Touting – Registered Charitable Organisations)**

**Application Creation: PLUS → PrescrbAct → PPToutOrg (Busking – not for profit)**

Application Number:	PRA _ _ _ _	Date:	_/_/_
Receipt No.:		Admin Initials:	

## Criteria for assessment of application

### General Criteria under *Local Law No. 1 (Administration) 2022*

Council must assess your application against the general criteria:

1. that you currently hold any separate approval relating to the activity that is required under another law, including proof of any conditions, plans or limitations that attach to the approval;
2. that the management of the activity will protect public health, safety and amenity and prevent environmental harm;
3. identify best practice management for the proposed activity;
4. if the activity is to be conducted on trust land, say why the activity is consistent with the purpose of the trust;
5. how the activity will benefit the good rule and governance of the Cassowary Coast;
6. how the activity will not be detrimental to the good rule and governance of the Cassowary Coast;
7. whether you have been convicted of a breach of a local law within the last three years; and
8. whether an approval for the same or similar activity was given under the repealed local laws.

### Additional criteria under *Local Law No. 4 (Local Government Controlled Areas and Roads) 2022*

Council must assess your application against the additional criteria that apply to this activity specifically:

9. that the proposed activity would not adversely affect the amenity of the area (including the established amenity in the neighbourhood), road or the environment;
10. that the proposed activity would not unduly interfere with the usual use and enjoyment of the area or road;
11. that the proposed activity can be lawfully conducted on the area or road. This may include the provision of copies of any relevant permits or approvals to Council;
12. whether the proposed activity would be able to be conducted consistent with relevant environmental, health and safety standards;
13. whether the proposed activity would be able to be operated in accordance with best practice management for the activity;
14. whether the proposed activity complies with the Council's planning scheme;
15. that the proposed activity would not generate significant noise, dust or light pollution or other significantly adverse effects on the surrounding neighbourhood;
16. that the proposed activity would not adversely affect existing services located in, on or over an area or road;
17. that the proposed activity is appropriate having regard to any current permits issued, or application for permits, under this local law for the site including the number of permits, their duration and the nature of any approved activity;
18. that the proposed activity is appropriate having regard to the frequency at which the activity is proposed to be conducted on the site;
19. that the number of customers proposed to be taken to the site at any one time is appropriate for the local government area or road;
20. that the proposed activity is appropriate having regard to the total number of customers proposed to be taken to the site;
21. that the proposed activity is appropriate having regard to the impact of the activity on other users of the site;
22. that the proposed activity is appropriate having regard to the adequacy of any amenities or facilities considered by the local government to be reasonably necessary for the conduct of the activity;
23. that the proposed activity is appropriate having regard to the economic impact on commercial operators immediately adjacent to the site;
24. that the proposed activity is appropriate having regard to the situation, suitability and amenity of the site in relation to neighbouring areas;
25. plans showing any temporary structure intended to be erected as part of the activity is structurally sound;
26. that the proposed activity will not significantly detract from the capacity of a road to provide a vehicular and, where relevant, pedestrian thoroughfare;
27. that the proposed activity will not obstruct access from the footpath to kerbside parking



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## Approved Form 1.7 Application to Council (*What I Want*)

### Applicable Law:

Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022

**For most applications to Council, you must complete Approved Form 1.7: Application to Council (*What I Want*) and an approved form relevant to your application, provide the supporting documentation identified in the approved forms and make payment of the prescribed fee.**

### Type of application

<input type="checkbox"/> Prescribed Activity	<input type="checkbox"/> Amendment	<input type="checkbox"/> Renewal
<input type="checkbox"/> Non-Prescribed Activity	<input type="checkbox"/> Transfer	

### Applicant details

Note: the applicant is the person responsible for making the application. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant. The applicant may be, for example, the driver of extraordinary traffic on a local government road.

<b>Applicant's name:</b>	<b>Title</b>	<b>First name</b>	<b>Surname</b>
<b>Applicant's phone:</b>			
<b>Applicant's email:</b>			
<b>For companies:</b>			
<b>Business name</b>			
<b>ABN:</b>			
<b>Director name/s:</b>			
<b>Name of Agent / Contractor</b> (if not the applicant)			
<b>Contact number/s:</b>			
<b>Email address:</b>			
<b>Residential address:</b>			
<b>Postal address:</b>			

### New Permit - provide a brief description of the activity you want permitted

--

Property where the activity is to take place (if applicable)			
<b>Property ID Number:</b> <i>To be completed by Council if not known</i>		<i>Note: This number is important and should be used on all correspondence relating to this matter</i>	
<b>Property address:</b>			
<b>Property description: (lot and plan)</b>	<b>Lot No.</b>	<b>Plan No.</b>	
<b>Name of owner of property if not the applicant:</b> <i>(e.g. company)</i>			
<b>Street/Park Name:</b>			
<b>Is the property privately owned?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<b>If no, please provide property owner name &amp; phone:</b>		
<b>Is the property a dwelling unit or multi-residential?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Is the property in the Environmental Management and Conservation Zone?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other Approved Forms to be attached for Prescribed Activities			
<input type="checkbox"/> <b>Approved Form 1.7</b> Application for renewal	<input type="checkbox"/> <b>Approved Form 1.12</b> Transfer of permit	<input type="checkbox"/> <b>Approved Form 1.13</b> Request to amend conditions	<input type="checkbox"/> <b>Approved Form 1.23</b> Request for enforceable undertaking
<input type="checkbox"/> <b>Approved Form 2.15</b> Keeping of animals	<input type="checkbox"/> <b>Approved Form 2.17</b> Breeding of animals	<input type="checkbox"/> <b>Approved Form 2.39</b> Request to reclaim an impounded animal	<input type="checkbox"/> <b>Approved Form 2.40</b> Surrender of animal to Council
<input type="checkbox"/> <b>Approved Form 4.8</b> General activity – Busking, Fundraising, Public Education & Information Displays	<input type="checkbox"/> <b>Approved Form 4.8</b> General activity – Commercial Filming or Photography	<input type="checkbox"/> <b>Approved Form 4.8</b> General activity – Extension of Liquor Licenced Area (Resorts)	<input type="checkbox"/> <b>Approved Form 4.8</b> General activity – Footpath Dining
<input type="checkbox"/> <b>Approved Form 4.8</b> General activity – Markets	<input type="checkbox"/> <b>Approved Form 4.8</b> General activity – Mobile Road Side Vending and Stationery Vending	<input type="checkbox"/> <b>Approved Form 4.8</b> General activity – Temporary Entertainment Event	<input type="checkbox"/> <b>Approved Form 4.8</b> General activity – Weddings
<input type="checkbox"/> <b>Approved Form 4.8</b> General activity – Other general activities	<input type="checkbox"/> <b>Approved Form 4.13</b> Driving or leading animals	<input type="checkbox"/> <b>Approved Form 4.18</b> Depositing of goods and materials	<input type="checkbox"/> <b>Approved Form 4.23</b> Alteration or Improvement to Local Government Controlled Areas or Roads
<input type="checkbox"/> <b>Approved Form 4.28</b> Mooring	<input type="checkbox"/> <b>Approved Form 5.4</b> Temporary Home	<input type="checkbox"/> <b>Approved Form 6.10</b> Use of a Bathing Reserve or Foreshore	<input type="checkbox"/> <b>Approved Form 6.23</b> Exclusive Use of a Life Saving Club Area
<input type="checkbox"/> <b>Approved Form 7.4</b> Disturbance of Human Remains Outside of a Cemetery	<input type="checkbox"/> <b>Approved Form 7.10</b> Burial or Placement Outside of a Cemetery	<input type="checkbox"/> <b>Approved Form 7.15</b> Disturbance of Human Remains in a Cemetery	<input type="checkbox"/> <b>Approved Form 7.20</b> Burial or Disposal of Human Remains in a Cemetery
<input type="checkbox"/> <b>Approved Form 7.25</b> Erection of a Memorial, Vault, Columbarium or Full Grave Slab	<input type="checkbox"/> <b>Approved Form 8.5</b> Operation of a Camping Ground, Caravan Park or Shared Facilities Accommodation	<input type="checkbox"/> <b>Approved Form 9.10</b> Parking	<input type="checkbox"/> <b>Approved Form 10.5</b> Advertising Device
<input type="checkbox"/> <b>Approved Form 11.4</b> Cane Railway Operation	<input type="checkbox"/> <b>Approved Form 12.20</b> Hire of a Metered Standpipe	<input type="checkbox"/> <b>Approved Form 12.23</b> Installation of a Subsidiary Meter	





# CASSOWARY COAST REGIONAL COUNCIL

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903 Fax: (07) 4061 4258

Email: [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)

## Approved Form 4.8 General Activities – Temporary Entertainment Event (on Council controlled area or road)

### Applicable Law:

*Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022*

*Cassowary Coast Regional Council Local Law No. 4 (Local Government Controlled Areas and Roads) 2022*

*Cassowary Coast Regional Council Subordinate Local Law No. 4 (Local Government Controlled Areas and Roads) 2022*

### Your Application will not be properly made unless the Approved Form 1.7: Application to Council (What I Want) is attached

Note: the applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant

### Council Reference:

(Permit application number)

PRA

### Property, reserve or foreshore where the activity is to take place:

#### Note:

- Please ensure you check the site is available and not already booked by contacting Customer Service on 1300 763 903.
- If the activity is on a State controlled road, contact the Department of Transport & Main Roads (132380) prior to making this application and check suitability of the site.

### Park name or beach name : (if applicable)

### Site plans:

**A Site Plan is an aerial drawing and drawn to scale.**

**Please attach a site plan of the proposed location showing a layout of the activity including:**

- Name of the venue/park/beach or area
- Property address (street address or Lot on Plan)
- Road names adjacent to the area
- Indicate on the plan exactly where the activities will occur
- Car parking, pedestrian walkways (if applicable)
- Emergency exits, emergency vehicle access and emergency assembly areas (if applicable)
- Entry and exit points and how you will access the site
- location of any relevant toilets, bar areas, food stalls, first aid post, fire equipment, entertainment areas, stages, and any obstructions or identified hazards on the site.

### Activity Details:

#### Event Name:

#### Event Sponsor/s:

<b>Event Description:</b>	<i>Please provide a detailed description of the general activity. Attach an event management plan, risk management plan, photos and site plans.</i>		
<b>Type of event:</b>	<input type="checkbox"/> Community Event ( <i>Not for Profit</i> ) <input type="checkbox"/> Commercial Event		
<b>Date/s of event:</b>			
<b>Bump in time:</b>		<b>Bump out time:</b>	
<b>Event Starting time:</b>		<b>Event Finishing time:</b>	
<b>Frequency of proposed activity:</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other ( <i>provide detail below</i> )		
<b>Target audience:</b>	<input type="checkbox"/> Youth (<25 years) <input type="checkbox"/> Family <input type="checkbox"/> General Public <input type="checkbox"/> Other ( <i>provide detail below</i> )		
<b>Estimated maximum no. of participants at any one time:</b>	<i>Please provide a detailed description, including a breakdown of the number of persons who you will expect to undertake the commercial recreation activity each day (including a breakdown of employees/agents and customers). Attach documents, if necessary.</i>		
<b>Number of crowd controllers proposed:</b>			
<b>Name of company providing crowd control:</b>			
<b>Items prohibited from venue:</b>	<i>(i.e. alcohol, food, drink, etc)</i>		
<b>How are people notified of the prohibited restrictions prior:</b>			

<b>Parking arrangements:</b>	<i>Where, how directed, etc. Also indicate on your site plan.</i>	
<b>Who will be providing first aid:</b>		
<b>No. of first aid attendants:</b>		
<b>Where are the access points for this activity?</b>	<i>Please provide locations including detailing the use of any roads, jetties or foreshores for access, and attach photographs if necessary.</i>	
<b>What equipment, buildings, signs or structures will be required for the activity:</b>	<i>Please provide a detailed description of the number and types of equipment, and attach photos / site plans for the structures if necessary. Please also explain which structure/s will be permanent, and which will be temporary (and if so, how are the temporary structures to be maintained). A Structural Engineers Certificate of Integrity is required for any temporary structures, marquees &amp; stages and will need to be attached to this application Attach a separate page if required.</i>	
<b>How many vehicle, vessel or aircraft trips do you expect to be taken by each vehicle, vessel or aircraft each day as part of the activity (if applicable)?</b>		
<b>What safety equipment, warnings and/or instructions will be provided as part of the undertaking of the activity (if required)?</b>		
<b>Does the applicant have insurance for the activity?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>If yes, attach a copy of each policy of insurance applicable to the undertaking of the activity including, without limitation, public liability insurance to the value of at least \$20,000,000 noting Cassowary Coast Regional Council as an interested party.</i>	

<b>Are there any hazards associated with the activity?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No				
	If yes, please detail the hazard/s, their location/s and how you intend to provide information, explanations, cautions and/or warnings to the persons who will undertake the activity. Attach further documents and photos if necessary						
<b>Will you require the use of any buildings, structures, fixtures, fittings or facilities from Council?:</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No				
	If yes, please detail which buildings, structures, fixtures, fittings or facilities, their location/s and how you intend to use them. Attach further documents if necessary.						
<b>Will you require the use of any existing Council bins on site?:</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No				
	If yes, identify how many bins exist on site and how you intend to deal with their waste. Indicate how much waste you expect to be generated from the event. Attach further documents if necessary.						
<b>Who do you intend to oversee the carrying out of the activity?</b>	Please provide names and qualifications of each person you intend to oversee the activity. Please also advise whether any of these persons holds a first aid certificate, and attach copies of certificate/s,						
<b>Numbers &amp; types of toilet facilities:</b>	<b>Male:</b>	<b>WC's:</b>		<b>Hand Basins:</b>		<b>Urinals:</b> (No. or metres)	
	<b>Female:</b>	<b>WC's:</b>		<b>Hand Basins:</b>			
	<b>Disabled:</b>	<b>WC's:</b>		<b>Hand Basins:</b>			
<b>Are any of the above facilities temporary?</b>	(i.e. Portaloos)						
<b>Event Management Plan:</b>	An Event Management Plan is a Mandatory Requirement and must be attached together with this application. The Event Management Plan should include the following information: <ul style="list-style-type: none"> <li>• A brief background of your organisation</li> <li>• Describe the actual event in detail</li> <li>• An Emergency Evacuation Procedure</li> <li>• Operational Dates &amp; Times</li> </ul>						
<b>Will food, refreshments, souvenirs or other retail items be sold as part of the activity?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No				
	If yes, further approvals/permits may be required to be obtained from Council and other State Government agencies <b>All food stalls will require approval from Council's Regulatory Services Department. You may contact them on: 1300 763 903</b>						

Alcohol Requirements:	
<b>Note:</b>	1. If you are a Not-for-Profit Organisation that meets the exemptions under the Liquor Act 1992 Section 13, OR you are an applicant that is supplying alcohol without charge for a Private Event on Local Government controlled areas, then you are required to complete this Liquor Licence Risk Assessment Form and obtain approval from Council prior to the event. 2. If you are a Commercial Operator and selling alcohol, you are required to obtain a liquor licence by contacting the Office of Liquor and Gaming Regulation Qld and will be required to submit your Liquor Licence application together with this Risk Assessment form to Council and obtain approval from Council prior to the event
<b>Alcohol availability:</b>	<input type="checkbox"/> Alcohol free event <input type="checkbox"/> BYO Alcohol <input type="checkbox"/> Alcohol will be supplied or sold.
<b>Liquor Licensee Name:</b> <i>(If applicable)</i>	
<b>Liquor Licensee Address:</b>	
<b>Liquor Licensee Phone:</b>	
Checklist:	
<b>Please check that you have attached copies of the relevant information to this form.</b> <input type="checkbox"/> Approved Form 1.7: Application to Council (What I Want) <input type="checkbox"/> Detailed site plan <input type="checkbox"/> Event management plan <input type="checkbox"/> Risk management plan <i>(including environmental impacts)</i> <input type="checkbox"/> Public liability insurance <input type="checkbox"/> Parking management plan <i>(if applicable)</i> <input type="checkbox"/> Traffic management plan <i>(if applicable)</i> <input type="checkbox"/> Noise management plan <i>(if applicable)</i> <input type="checkbox"/> Fireworks permit <i>(if applicable)</i> <input type="checkbox"/> Liquor Licence <i>(if applicable)</i> <input type="checkbox"/> Liquor Licence Risk Assessment <i>(if applicable)</i>	
Prescribed Fees 2023-2024:	
<b>Community Event (Not for profit Organisations)</b>	<b>No charge</b>
<b>Initial Application &amp; Permit - Low Risk &lt;500 people</b>	<b>\$ 381.00</b>
<b>Initial Application &amp; Permit - Medium Risk 501-1000 people</b>	<b>\$ 498.00</b>
<b>Initial Application &amp; Permit - High Risk &gt; 1000 people</b>	<b>\$ 2,005.00</b>
Please note:	
<ul style="list-style-type: none"> <li>All Sections of this form must be completed and application submitted to Council at least <b>14 days in advance</b> of the event, otherwise the application may not be processed.</li> <li>Incomplete application forms or applications lacking the required supporting documentation may result in Council issuing an '<i>Insufficient Information Notice</i>' and the permit cannot be processed further until the required information is supplied within 14 days of the notice date, otherwise the application will lapse.</li> <li>Council can require you to provide further information, documents or materials in support of the application.</li> <li>If Council approves the application, mandatory conditions will be imposed on the approval.</li> <li>Non-compliance with permit conditions may incur an Infringement Notice and/or the permit being cancelled.</li> </ul>	

**Customer Acknowledgement / Declaration:**

I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application

APPLICANT NAME: ..... APPLICANT POSITION: .....

SIGNATURE: ..... DATE: .....

**Information Privacy Statement:**

Your personal information has been collected for the purpose of assessing your Application for a Permit. 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.

**OFFICE USE ONLY: Application Creation: PLUS → PrescrbAct → OPTempEvt**

Application Number:	PRA _ _ _ _	Date:	_ / _ / _
Receipt No.:		Admin Initials:	

**Criteria for assessment of application****General Criteria under Local Law No. 1 (Administration) 2022**

Council must assess your application against the general criteria:

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## Criteria for assessment of application (continued)

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Council must assess your application against the additional criteria that apply to this activity specifically:

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17. that the proposed activity is appropriate having regard to any current permits issued, or application for permits, under this local law for the site including the number of permits, their duration and the nature of any approved activity;
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25. plans showing any temporary structure intended to be erected as part of the activity is structurally sound;
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### Type of application

<input type="checkbox"/> Prescribed Activity	<input type="checkbox"/> Amendment	<input type="checkbox"/> Renewal
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### Applicant details

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<b>Applicant's name:</b>	<b>Title</b>	<b>First name</b>	<b>Surname</b>
<b>Applicant's phone:</b>			
<b>Applicant's email:</b>			
<b>For companies:</b>			
<b>Business name</b>			
<b>ABN:</b>			
<b>Director name/s:</b>			
<b>Name of Agent / Contractor</b> (if not the applicant)			
<b>Contact number/s:</b>			
<b>Email address:</b>			
<b>Residential address:</b>			
<b>Postal address:</b>			

### New Permit - provide a brief description of the activity you want permitted

--

Property where the activity is to take place (if applicable)			
<b>Property ID Number:</b> <i>To be completed by Council if not known</i>		<i>Note: This number is important and should be used on all correspondence relating to this matter</i>	
<b>Property address:</b>			
<b>Property description: (lot and plan)</b>	<b>Lot No.</b>	<b>Plan No.</b>	
<b>Name of owner of property if not the applicant:</b> <i>(e.g. company)</i>			
<b>Street/Park Name:</b>			
<b>Is the property privately owned?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<b>If no, please provide property owner name &amp; phone:</b>		
<b>Is the property a dwelling unit or multi-residential?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Is the property in the Environmental Management and Conservation Zone?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other Approved Forms to be attached for Prescribed Activities			
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<input type="checkbox"/> <b>Approved Form 4.8</b> General activity – Other general activities	<input type="checkbox"/> <b>Approved Form 4.13</b> Driving or leading animals	<input type="checkbox"/> <b>Approved Form 4.18</b> Depositing of goods and materials	<input type="checkbox"/> <b>Approved Form 4.23</b> Alteration or Improvement to Local Government Controlled Areas or Roads
<input type="checkbox"/> <b>Approved Form 4.28</b> Mooring	<input type="checkbox"/> <b>Approved Form 5.4</b> Temporary Home	<input type="checkbox"/> <b>Approved Form 6.10</b> Use of a Bathing Reserve or Foreshore	<input type="checkbox"/> <b>Approved Form 6.23</b> Exclusive Use of a Life Saving Club Area
<input type="checkbox"/> <b>Approved Form 7.4</b> Disturbance of Human Remains Outside of a Cemetery	<input type="checkbox"/> <b>Approved Form 7.10</b> Burial or Placement Outside of a Cemetery	<input type="checkbox"/> <b>Approved Form 7.15</b> Disturbance of Human Remains in a Cemetery	<input type="checkbox"/> <b>Approved Form 7.20</b> Burial or Disposal of Human Remains in a Cemetery
<input type="checkbox"/> <b>Approved Form 7.25</b> Erection of a Memorial, Vault, Columbarium or Full Grave Slab	<input type="checkbox"/> <b>Approved Form 8.5</b> Operation of a Camping Ground, Caravan Park or Shared Facilities Accommodation	<input type="checkbox"/> <b>Approved Form 9.10</b> Parking	<input type="checkbox"/> <b>Approved Form 10.5</b> Advertising Device
<input type="checkbox"/> <b>Approved Form 11.4</b> Cane Railway Operation	<input type="checkbox"/> <b>Approved Form 12.20</b> Hire of a Metered Standpipe	<input type="checkbox"/> <b>Approved Form 12.23</b> Installation of a Subsidiary Meter	

**Other Approved Forms to be attached for Non-Prescribed Activities**

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**Checklist:**

For most applications to Council, you must complete Approved Form 1.7: Application to Council (What I Want) **and** an approved form relevant to your application, provide the supporting documentation identified in the approved forms and make payment of the prescribed fee.

☐

**I have attached the additional Approved Form required for my application.**

**I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application**

**PRINT NAME**..... **SIGNATURE**..... **DATE**.....

**Payment options**

<b>In person</b>	As of 1 July 2022, Cassowary Coast Regional Council will <b>no longer accept payments by cash or cheque</b> at Customer Service Centres, and other Council run facilities. You can pay via EFTPOS at the Customer Service Centres between 8:30am to 4:30pm Monday, Tuesday, Thursday & Friday; and 9:30am to 4:30pm on Wednesdays (excluding public holidays).
<b>Over the phone</b>	<input type="checkbox"/> Please tick if you would like to pay by credit card and an officer will call you to take payment after your application form is received.
<b>By BPay</b>	<input type="checkbox"/> Please tick if you would like an invoice to be emailed so you can pay by BPay.

**OFFICE USE**

<b>Application Number:</b>	
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General Application to accompany all applications to Council for permits to undertake prescribed activities and non-prescribed activities. This Approved Form 1.7 Application to Council (What I Want) is approved by the Chief Executive Officer for the local laws.

The Council may, by written notice, request the applicant to provide further reasonable information or clarification of information, documents or materials to be included in the application. Council may require an application to include site plans, management plans, relevant consents, evidence of public liability insurance etc. Please note an application to Council may require approvals under another Act, for example in relation to development, building, liquor carriage of goods and business licensing etc. Should the applicant not provide information, documents or materials to be included in the application, the application may lapse. See Section 7 Cassowary Coast Regional Council Local Law No 1 (Administration) 2022.

**Information Privacy Statement:**

Your personal information has been collected for the purpose of assessing your Application for a Permit. 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.

**Other Approved Forms to be attached for Non-Prescribed Activities**

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**Checklist:**

For most applications to Council, you must complete Approved Form 1.7: Application to Council (What I Want) **and** an approved form relevant to your application, provide the supporting documentation identified in the approved forms and make payment of the prescribed fee.

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## General Activities on Council Controlled Areas, Parks, Beaches, Foreshores and Reserves

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Local Law No. 4 (Local Government Controlled Areas and Roads) 2022

### What don't I need approval for?

- Picnics, day outings, walks and the like with less than 20 people
- Invitation only gatherings of friends or family, including for BBQ's or birthday parties, where no more than 50 people are expected to attend and no temporary structure (such as marquees, jumping castles, inflatable water slides) is placed on the local government area
- Small scale fund raising for community groups like raffle sales, sausage sizzles
- A peaceful assembly as defined in the Peaceful Assemblies Act 1992

### What do I need approval for?

You need approval (a permit) for any General Activity conducted on Council controlled areas like beaches, foreshores, esplanades, parks, roads or facilities. General Activities include:

- soliciting or carrying on the supply of goods and services and includes:
  - footpath dining
  - stationary vending
  - mobile road side vending
  - goods for sale on footpath/road (ex CBD)
  - activity conducted wholly or partially for the purpose of sport, entertainment, education, tourism or recreation
  - busking
  - commercial filming /photography
  - market stalls
- drive a vehicle on beach, footpath, mall, parks and reserves
- weddings
- street parades
- extraordinary traffic
- fundraising
- public education information and interest displays
- training events held on more than 1 day which involves payment of a fee
- sporting or recreational activities
- [temporary entertainment event](#)
- use Council land for access
- research and scientific investigation

### How do I book the venue?

- Book venue at least 14 days before event date.
- Check venue (facility, park, beach) availability & booking - Link below or phone 1300 763 903 to check site availability, pay any hire or deposit fee & make a booking.
- Weddings incur a site deposit fee per site.

Note: Public spaces are accessible to the general public.

### **How do I obtain approval?**

Apply min.14 days before event to allow for processing. Late applications will not be accepted.

Complete the Approved Form 4.8 General Activities and submit to Council with documentation and fees required. If all information is not submitted your application will take much longer to process.

Assessing a permit requires referrals to other departments of Council therefore a minimum of 14 days is required for processing.

Activities on roads may require a certified Traffic Management Plan.

Depending on the size and type of activity you may be required to provide an event & risk management plan – the application form will explain the requirements in more detail.

### **Is alcohol consumption permitted?**

Approval from Council is required before consuming alcohol in any public place – Liquor Licence

Risk Assessment form - Link below

You may also require a Liquor Permit from Office of Liquor and Gaming Regulation. You can check this out at the following Link.

### **List of Hyperlinks Referenced in this Document:**

- Venue Booking: [www.spacetoco.com/host/cassowary-coast-regional-council](http://www.spacetoco.com/host/cassowary-coast-regional-council)
- Permit Forms: [www.cassowarycoast.qld.gov.au/permit-application-forms](http://www.cassowarycoast.qld.gov.au/permit-application-forms)
- Liquor Licence Risk Assessment form:  
[www.cassowarycoast.qld.gov.au/downloads/file/2832/liquor-licence-risk-assessment-form](http://www.cassowarycoast.qld.gov.au/downloads/file/2832/liquor-licence-risk-assessment-form)
- Office of Liquor and Gaming Regulation (Liquor Licencing):  
[www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/applications/permits](http://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/applications/permits)

### **What fees and charges will apply?**

To view Council's fees and charges for general activities on controlled areas visit [www.cassowarycoast.qld.gov.au/fees-charges](http://www.cassowarycoast.qld.gov.au/fees-charges)

### **Further Information**

For further information contact Council at 1300 763 903 or email [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)





# CASSOWARY COAST REGIONAL COUNCIL

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903 Fax: (07) 4061 4258

Email: [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)

## Liquor Licence Risk Assessment – For Activities on Council Controlled Areas and Venues

### PLEASE NOTE:

- If you are a Not-for-Profit Organisation that meets the exemptions under the *Liquor Act 1992 Section 13*, OR you are an applicant that is supplying alcohol without charge for a Private Event on Local Government controlled areas, then you are required to complete this *Liquor Licence Risk Assessment Form* and obtain approval from Council **prior** to the event.
- If you are a Commercial Operator and selling alcohol, you are required to obtain a liquor licence by contacting the *Office of Liquor and Gaming Regulation Qld* and will be required to submit your Liquor Licence application **together** with this Risk Assessment form to Council and obtain approval from Council **prior** to the event.

### Applicant details:

<b>Applicant:</b> (individual or organisation name)			
<b>Contact Name:</b> (in full)			
<b>Address:</b> (Residential. <u>Not</u> a PO box)			
<b>Postal Address:</b>			
<b>Phone Number:</b>		<b>Email:</b>	
<b>ABN:</b>		<b>ACN:</b>	

### Contact details of someone other than applicant in case of incident/emergency during the activity

<b>Contact Name:</b> (in full)			
<b>Phone:</b>		<b>Email:</b>	

### Event Details:

<b>Name of Event:</b>			
<b>Name of Venue:</b> (if known)		<b>Lot &amp; plan no.:</b> (if known)	
<b>Address:</b> (of the event)	<i>If no street number, then provide nearest address opposite/adjacent or landmark</i>		

<b>Estimated Maximum No. of Participants at any one time:</b>	
---	--

<b>Date of event:</b>	/ /
-----------------------	-----

<b>Starting time:</b>		<b>Finishing time:</b>	
-----------------------	--	------------------------	--

<b>Description:</b>	<i>Please describe the activity in detail. Provide as much information as possible to assist your application.</i>

**Insurance Information:** **PLEASE NOTE:** If you are selling alcohol then you are required to have Public Liability Insurance.

☐ **Yes:** Our organisation has current Public Liability Insurance to the value of **\$20,000,000**. ☐ Copy attached.

...Continued over page...

## Risk Assessment Template

**Please complete the risk assessment below.** Attach additional pages if required. For assistance with completing the risk assessment, please see the risk calculator and example attached.

A risk is something that could occur and impact the achievement of the goal/objectives. Consider risks to the activity and list accordingly.

The Risk: <i>(what can happen &amp; how?)</i>	Likelihood:	Consequence:	Risk Rating:	Risk Treatments:	The Risk after Treatments:	Who is responsible for implementing the risk treatments?

How do you rate the overall risks of this activity: ☐ Low ☐ Medium ☐ High ☐ Extreme

**Privacy Statement:** The Cassowary Coast Regional Council respects your privacy. Your personal information has been collected for the purpose of processing this application. The collection of your information is authorised under the Information Privacy Act 2009 Information privacy principles. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to do by law. You may access this information on the appropriate form obtainable from Council's website.

### Declaration:

- 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 their behalf.
- I am aware that it is an offence to knowingly provide false or misleading information on this application.
- I/we declare that I/we have read all of the above sections of this form, and that the information and details contained and attached to this application are true and correct.

Print Name/s:

Signature:

Dated:

/ /

**OFFICE USE ONLY:** Application Creation: PLUS → Local Laws → RmCMLiq Community Liquor Permit

### Council Authorisation:

Approved above and sighted by  
Cassowary Coast Regional Council:

Dated:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

☐ Forwarded to Innisfail Police: [williamson.peterr@police.qld.gov.au](mailto:williamson.peterr@police.qld.gov.au)

☐ Application No.: LL \_\_\_\_

## The Risk Calculator

1. **IDENTIFY** any risks or hazards relevant to the event. Some examples have been provided in the attached *Risk Management Plan Example* which may be of assistance, however it is advisable to consider what other types of risks or hazards might be unique to your particular event.
2. **ASSESS** the risks or hazards using the risk calculator's likelihood and consequences table below.
3. **CONTROL** the risks or hazards. By completing a Risk Assessment, identify and document any control measures to minimise or prevent the risk or hazards from occurring.

			CONSEQUENCES				
			Insignificant	Low	Medium	Major	Severe
			Little or no impact, injury, disruption or inconvenience	Minor impact, injury, disruption or inconvenience requiring minimal effort to manage	Moderate impact, injury, disruption or inconvenience that can be managed under normal procedures	Major impact, injury, disruption and inconvenience requiring considerable management effort	Extensive impact, injury, disruption or inconvenience requiring massive effort to manage
LIKELIHOOD	5	<b>Almost certain</b> Is expected to occur	Medium Risk	High Risk	High Risk	Extreme Risk	Extreme Risk
	4	<b>Likely</b> Will occur at most times	Medium Risk	Medium Risk	High Risk	Extreme Risk	Extreme Risk
	3	<b>Possible</b> Might occur at some time	Low Risk	Medium Risk	Medium Risk	High Risk	Extreme Risk
	2	<b>Unlikely</b> Could occur at some time	Low Risk	Low Risk	Medium Risk	Medium Risk	High Risk
	1	<b>Rare</b> May occur in rare circumstances	Low Risk	Low Risk	Low Risk	Medium Risk	Medium Risk

Extreme Risk	Unacceptable risk. Immediate action required.
High Risk	Action required. Prioritise in order of severity.
Medium Risk	Can be managed within current risk treatments.
Low Risk	Acceptable risk. No further treatment required. Monitor periodically.

## Risk Management Plan EXAMPLE

Below is an example of a **Risk Management Plan**.

The Risk: What can happen and how?	Likelihood	Consequences	Risk Rating	Risk Treatments	The risk rating after treatments	Who is responsible for implementing the risk treatments?
Common law action will be taken against the event organiser	Unlikely	Major	Medium	Ensure event organiser has appropriate current public liability insurance cover. Ensure that all contractors and sub-contractors also hold appropriate current public liability insurance cover.	Medium	Event organiser
Food poisoning	Possible	Major	High	Ensure all fixed and mobile food businesses hold a current Qld licence. All food and beverage stalls to operate in accordance with National Food Safety Standards.	Medium	Event organiser and food staff operators
Anti-social behaviour during and after the event	Possible	Major	High	If appropriate, or as required, engage security and/or Queensland Police Service during and after the event.	Medium	Event organiser
Inadequate amenities (toilet facilities)	Possible	Low	Medium	Comply with Council guidelines in relation to amenities. Allocate cleaning tasks and cleaning provisions.	Low	Event organiser
Litter generated at the event site and surrounding areas	Likely	Low	Medium	Bins available per application and in line with Council guidelines. Event staff assigned for regular litter patrol. Final litter check following clean up.	Medium	Event organiser
Damage to underground services from tent pegs, stakes or other ground piercing devices	Possible	Major	High	Follow Council instructions regarding placement of structures. Secure structures with sand bags or similar non ground piercing devices.	Medium	Event organiser and contractor/s
Temporary structures collapsing and/or blowing away	Possible	Major	High	All temporary structures to be appropriately secured. Structures to be removed in high winds.	Medium	Event organiser and contractor/s
Electrocution from live wires and electrical outlets/electrical leads and generators	Possible	Severe	Extreme	All electrical work must comply with State and Federal legislation and be undertaken by a qualified electrical contractor.	Medium	Electrical contractor and event organiser
<i>Use of generators:</i> • Location	Possible	Major	High	• Generators placed in most appropriate place; generators/leads not accessible to the general public.	Medium	Event organiser
• Storage of fuel	Possible	Major	High	• Fuel stored in approved containers which are not accessible to the general public.	Medium	
• Potential noise nuisance	Possible	Low	Medium	• Adhere to Environmental Protection Regulation (per Council guidelines).	Low	
Fire e.g. equipment catching on fire	Possible	Severe	Extreme	Safety Regulations adhered to e.g. supply and access to fire extinguishers	Medium	Event organiser
Noise nuisance as a result of the event	Possible	Low	Medium	Adhere to Environmental Protection Regulation (per Council guidelines). Face speakers away from any residents/businesses. Consult with any potentially affected residents/businesses.	Low	Event organiser
Extreme bad weather having a negative effect on all success factors	Possible	Low	Medium	Site most of seating under cover where possible; Provide extra shade/cover Monitor weather forecast; # Rating may change closer to event	Low	Event organiser
Trip hazards/obstacles leading to personal injury	Possible	Medium	Medium	Maintain the event site as free from trip hazards/obstacles as possible	Low	Event organiser
Alcohol – participants overindulging in alcoholic beverages, becoming public nuisances and unruly behaviour	Possible	Medium	Medium	'RSA' certified staff serving alcohol to monitor consumption of alcohol. Engage appropriate Security staff to oversee wet area. Provide plenty of food.	Low	Event organiser, security staff.



## TEMPORARY EVENTS ON PUBLIC LAND

All temporary structures (including temporary tiered seating to provide viewing facilities, tents or marquees to provide shelter and platforms or supports or stages for performers) must meet the safety expectations set out by the [Australian Building Codes Board](#).

The Standard is intended for use in the design, construction and use of temporary structures. It provides criteria for structural safety (particularly determining appropriate wind actions), fire safety (including fire resistance of materials, fire safety services and equipment, and egress), access, sanitary facilities and certain ancillary provisions.

If any tents or marquees are more than 100m<sup>2</sup> but less than 500m<sup>2</sup> and will remain in place for not more than 4 weeks, you must ensure compliance with the [Queensland Development Code](#), which outlines structural requirements for design, construction and use.

All of these tents or marquees must also be certified by a registered professional engineer who is registered under the Queensland Professional Engineers Act 2002 (Qld).

### Risk Management for Events

Risk is an important consideration when planning an event. Your risk management plan should identify all event risks and detail relevant control measures. Use the template attached to the application form following the example given.

The Queensland Government has a range of event templates, including a risk management plan available on their [website](#).

The Australian Government has developed a strategy for protecting crowded places from terrorism. Please [refer to this information](#) as part of your risk planning for the event.

### Gas at Events

For any public event that includes the use of gas appliances, liquefied petroleum gas cylinders and gas systems, you must ensure that the following two critical gas safety requirements are observed:

- gas appliances are approved for supply, installation and use
- installation work is only conducted by an appropriately-qualified and licensed person.

Only gas appliances that are suitable to the type and nature of the public event are to be used and all prescribed gas related incidents must be reported to Work Health and Safety Queensland and the Petroleum and Gas Inspectorate.

Refer to the Department of Natural Resources Mines and Energy's [Guideline for Managing Gas Safety at Public Events](#) to ensure use is in line with best practice recommendations and for guidance on the reporting process and prescribed incidents triggering a reporting obligation.

### Pets at Events

The following pet rules are suggested for your event:

- Only bring your pet along if it is well-behaved, non-aggressive and doesn't get stressed out in crowded, stimulating and noisy situations;
- Consider using a muzzle in crowded areas;
- Ensure your pet is on leash and under effective control at all times;
- Scoop the poop and bin it.

Please note: under the [Anti-Discrimination Act 1991 \(Qld\)](#) and the [Guide, Hearing and](#) [www.cassowarycoast.qld.gov.au](http://www.cassowarycoast.qld.gov.au)

[Assistance Dogs Act 2009](#) guide, hearing and assistance dogs are permitted to accompany a person to all areas where event attendees are normally able to go. For more information on your obligations, visit the [Queensland Government Guide, hearing and assistance dog – accessing public places](#).

### Temporary Road Closures

A Traffic Management Plan (TMP) must be submitted to the Council for all events requesting a road closure or impacting roadways, footpaths or parking facilities. The plan must:

- be prepared by a qualified Traffic Management Designer (TMD). A [list of registered traffic management organisations](#) with qualified TMD personnel can be accessed from Queensland [Government Department of Transport and Main Roads](#).
- be endorsed by Queensland Police.
- be endorsed by Cassowary Coast Regional Council, Asset Maintenance Branch.
- include detailed Traffic Guidance Schemes (TGS) where applicable.

Note: Temporary Road Closure applications linked to events must be submitted via the following [link](#).

If your event will impact a State controlled road you may be required to submit an application to the Department of Transport and Main Roads. For information, [visit](#).

### Single Use Plastic Items Ban

As part of Queensland's plan to tackle plastic pollution, the supply of the following single-use plastic items was banned in Queensland from 1 September 2021:

- straws: regular straws, flexible straws, straws with a scoop, cocktail straws and bubble tea straws
- cutlery: knives, forks, spoons, teaspoons, sample tasting spoons, soup spoons, chopsticks, splayds and sporks
- bowls and plates
- stirrers: hot or cold drink stirrers, swizzle sticks and hot or cold food stirrers
- expanded polystyrene takeaway food containers and cups, for example 'clamshell' style containers.

The [Queensland Government provides additional information](#) on the single-use plastic items ban. This includes a commitment to ensuring best practice sustainable events by not using helium balloons.

### Smoking at Event

In order to protect the health of the community, smoking is either banned or restricted at common areas of events such as:

- eating and drinking areas
- within 10m of viewing and playing areas at under 18 sporting events
- within 10m of any skate parks
- within 10m of children's outdoor playground equipment, and
- within 5m of public transport waiting points.

You may choose to implement a range of prevention measures to assist event attendees meet their obligations under the Tobacco and Other Smoking Products Regulation 2021 (Qld), including:

- establishing designated smoking areas to restrict smoking to these areas
- putting up highly visible signage such as No Smoking signs and Fresh Air Zone signs at conspicuous and/or relevant locations where smoking is prohibited in the event area.

### Waste at Event

The management of waste at events is an important consideration, whether the event is

[www.cassowarycoast.qld.gov.au](http://www.cassowarycoast.qld.gov.au)

small or large. Please consider becoming waste wise when planning your event. Being waste wise doesn't have to cost you more money, and it can reduce your event's carbon footprint, save resources and help keep the Cassowary Coast clean and green. How do I know how many toilets and bins I need at my event?

When determining the number of facilities required, consider the following:

- type of event
- event duration
- crowd type and activities
- number of patrons expected
- food and drink consumption

To calculate the number of toilets and bins you require, use the table below as a guide.

Patrons	With Food			No Food	
	Toilets	Bins	Skips	Toilets	Bins
< 1000	4	8	1	2	4
< 3000	5	16	2	3	8
< 5000	7	24	3	5	12
< 10000	10	32	3	7	16

Note: At least one unisex accessible toilet should be provided at each group of toilet facilities (refer to the Building Code of Australia for more information). The Building Code of Australia indicates that one urinal space = 0.6 metres.

### Food at Event

You will need a licence to handle or prepare unpackaged food as part of your business. This applies to businesses whether they are in a fixed location, within mobile premises, or a temporary food stall (e.g. food stalls at markets or events).

You do not need a licence to sell:

- whole fruit and vegetables
- pre-packaged food
- snack and other foods that are not potentially hazardous, eg: chocolates, confectionary, dried fruit, cereals, uncooked pasta and spreads
- drinks, such as tea, coffee, soft drinks and alcohol
- primary produce (accredited producers).

For more information, visit Councils [website](#).

### Fireworks at Event

Written approval shall be obtained from Resources Safety & Health Queensland should any pyrotechnic display be proposed as part of the event. Please contact this department on 07 3330 4171 or [explicensing@rshq.qld.gov.au](mailto:explicensing@rshq.qld.gov.au)

Fireworks displays cannot be conducted on Council controlled land when Queensland Fire and Emergency Services have imposed a fire ban for the Gold Coast. For current fire ban information visit [Queensland Government Rural Fire Service](#).

The [Queensland Government](#) provides additional information on firework displays.

### Accessible Events

Providing equitable access at your event is an important consideration.

For information about event organisers' obligations under anti-discrimination legislation contact the [Queensland Human Rights Commission](#) or [Australian Human Rights Commission](#).

[www.cassowarycoast.qld.gov.au](http://www.cassowarycoast.qld.gov.au)