



# CASSOWARY COAST REGIONAL COUNCIL

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903

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				
	<i>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</i>						
<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				
	<i>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.</i>						
<b>Will you require the use of any existing Council bins on site?:</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No				
	<i>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.</i>						
<b>Who do you intend to oversee the carrying out of the activity?</b>	<i>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,</i>						
<b>Numbers &amp; types of toilet facilities:</b>	<b>Male:</b>	<b>WC's:</b>		<b>Hand Basins:</b>		<b>Urinals:</b> <i>(No. or metres)</i>	
	<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>(i.e. Portaloos)</i>						
<b>Event Management Plan:</b>	<p>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:</p> <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				
	<b>If yes, further approvals/permits may be required to be obtained from Council and other State Government agencies</b> <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>	<ol style="list-style-type: none"> <li>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.</li> <li>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</li> </ol>
<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:	
<p><b>Please check that you have attached copies of the relevant information to this form.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Approved Form 1.7: Application to Council (What I Want)</li> <li><input type="checkbox"/> Detailed site plan</li> <li><input type="checkbox"/> Event management plan</li> <li><input type="checkbox"/> Risk management plan <i>(including environmental impacts)</i></li> <li><input type="checkbox"/> Public liability insurance</li> <li><input type="checkbox"/> Parking management plan <i>(if applicable)</i></li> <li><input type="checkbox"/> Traffic management plan <i>(if applicable)</i></li> <li><input type="checkbox"/> Noise management plan <i>(if applicable)</i></li> <li><input type="checkbox"/> Fireworks permit <i>(if applicable)</i></li> <li><input type="checkbox"/> Liquor Licence <i>(if applicable)</i></li> <li><input type="checkbox"/> Liquor Licence Risk Assessment <i>(if applicable)</i></li> </ul>	
Prescribed Fees 2024-2025:	
<b>Initial Application &amp; Permit - Low Risk &lt;500 people</b>	<b>\$ 398.00</b>
<b>Initial Application &amp; Permit - Medium Risk 501-1000 people</b>	<b>\$ 520.00</b>
<b>Initial Application &amp; Permit - High Risk &gt; 1000 people</b>	<b>\$ 2,095.00</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><u>14 days in advance</u></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.

<b>OFFICE USE ONLY: Application Creation: PLUS → PrescrbAct → OPTempEvt</b>			
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:

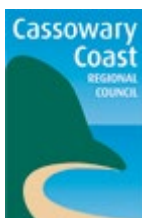
1. that you currently hold any separate approval relating to the activity that is required under another law, including proof of any conditions, plans or limitations that attach to the approval;
2. that the management of the activity will protect public health, safety and amenity and prevent environmental 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.

## Criteria for assessment of application (continued)

### 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



## 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.

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

### 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

Fee Waiver / Fee Reduction Request			
Is this application for a legal not-for-profit organisation or charity group?	Is the initiative/event for a community purpose?	Will the event or initiative be based in the Cassowary Coast?	Is the Nor For Profit organisation based on the Cassowary Coast?
Yes      No	Yes      No	Yes      No	Yes      No

Checklist:
<i>For most applications to Council, you must complete Approved Form 1.7: Application to Council (What I Want) <b>and</b> an approved form relevant to your application, provide the supporting documentation identified in the approved forms and make payment of the prescribed fee.</i>
<input type="checkbox"/> <b>I have attached the additional Approved Form required for my application.</b>
<b>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</b>
<b>PRINT NAME..... SIGNATURE..... DATE.....</b>

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	
Application Number:	

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:**

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