

Temporary Event Booking Form

ABN: 95 399 253 048

PRIVACY NOTICE: Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of processing your application. The Council is authorised to do this under Rockhampton Regional Council Local Law No. 1 (Administration) 2011, specifically Subordinate Local Law No. 1.12 (operation of Temporary Entertainment Events) 2011.. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.



Enquiries: 1300 790 919 or 4913 5000

Address: PO Box 2292
YEPPOON QLD 4703

Email: enquiries@livingstone.qld.gov.au

1. Applicant Details

Applicant Name/Individual or Group:		ABN/ACN:	
Postal address:		Suburb:	
Contact person:		Phone (b/h):	
Email address:		Mobile:	
<input type="checkbox"/> Not-for-profit group	<input type="checkbox"/> Registered Charity	<input type="checkbox"/> Private/Public	<input type="checkbox"/> Government Body

2. Event/Function Details

Function/Event name:		Event/Park location name:	
Hire date:	Set up time:	Function start:	
Expected attendance:	Function finish:	Clean up finish:	

Bell Park Reminder ... Permanent pole bollards have been installed to help regenerate the park surface and protect the health and heritage of trees in the park, , vehicles will no longer be able to drive onto some park areas without prior approval from Council.
Do you request such access? Yes/No

3. Public Liability Insurance *****MUST BE ISSUED IN THE NAME OF THE APPLICANT ON BOOKING FORM **** Min of \$20 million required

Name of insured:		
Name of insurer:		
Level of cover: \$	Policy no:	Expiry date:
<input type="checkbox"/> YES- A copy of the Certificate of Currency is attached (Please note copy of public liability is a condition of approval)		

4. Food

Will food be served / sold at the event? Yes/No	***Food business licences may be required***
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5. Alcohol

Will alcohol be served/ sold at the event? Yes/No	***Permit maybe required Phone 137468 or www.olgr.qld.gov.au
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6. Electricity Access

Will you require access to power outlets? Yes/No	*** Electrical Indemnity must be completed***
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7. Amenities

<input type="checkbox"/> Public toilets	<input type="checkbox"/> Portable toilets	<input type="checkbox"/> Other
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8. Waste Disposal **Quote will be provided if seeking LSC to provide bins**

<input type="checkbox"/> Number general bins	<input type="checkbox"/> Number recycle bins	<input type="checkbox"/> Other
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9. Signage

Please provide details of any signage proposed to be used at the event and the methods for security the signage?

10. Noise

Will there be amplified music at your event? ☐ No ☐ Yes during hours of _____ to _____

11. Temporary Road Closures ****If council assistance is required, 8 weeks notice must occur for consideration****

Will you require road closure? ☐ No ☐ Yes during hours of _____ to _____

Provide details of Streets/Road(s) to be closed?

☐ Name and Contact Details of registered Traffic Control Company?

☐ Copy of Police permit attached

*** A full Traffic Management Plan (TMP) must be provided to Council for assessment. TMP must be produced by a Registered Traffic Control Company (all costs for production are to applicant). It is important to note that road closure signage can only be erected by Registered 2 Traffic Management Certificate holders who are employed by Traffic Control Companies registered by Department of Transport and Main Roads. TMP's can only be designed by Registered Level 3 Traffic management card holders. ***

12 Site Plan

Please ensure a detailed to scale Site Plan is included with your application, plan should include:

<input type="checkbox"/> Site Entrance/Exits	<input type="checkbox"/> Carparking	<input type="checkbox"/> Toilet facilities	<input type="checkbox"/> Waste locations	<input type="checkbox"/> Water supply
<input type="checkbox"/> Entertainment area	<input type="checkbox"/> Stall locations	<input type="checkbox"/> Structures/Buildings	<input type="checkbox"/> Signage	<input type="checkbox"/> Safety/First Aid

13. Checklist Reminders

<input type="checkbox"/> Copy of Public Liability ** Is Event permissible? **	<input type="checkbox"/> Traffic Management Plan <input type="checkbox"/> Risk Assessment	<input type="checkbox"/> Electrical Indemnity Form	<input type="checkbox"/> Site Entrance/Exits
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14. Declaration

I declare that all information supplied in this application is true and correct and I am an authorised to sign on behalf of the Organisation / Company.

Name:	Position:
Signature:	Date:
ABN or ACN:	Company Name:
Witness:	Date:

TEMPORARY EVENT – Fees and Charges

Administration Fee – All Bookings	\$31.00	<input type="checkbox"/>
All Parks and Beaches – Commercial Rate	\$548.00 per day	<input type="checkbox"/>
All Parks and Beaches – Non Commercial (Private/Charity)	\$212.00 per day	<input type="checkbox"/>
All Parks – Non Commercial (excludes Council services, electricity, mowing)	\$106.00 per day	<input type="checkbox"/>
Circus – Subject to stringent conditions and Bonds Apply	By Quote	<input type="checkbox"/>
Extra Services - Mowing	\$164.00 per event	<input type="checkbox"/>
General Waste Bins (For Event Use Only)	By Quote	<input type="checkbox"/>

Payment Options

IN PERSON – You can pay at Council's Customer Service Centre 25 Normanby Street, Yeppoon (Yeppoon Town Hall), 34 East Street Rockhampton or 7 Hill Street Emu Park (Library).

TELEPHONE – Call 1300 790 919 or 07 4913 5000 between 8am and 5pm Monday to Friday to pay with MasterCard or Visa.


MAIL – Make your cheques payable to 'Livingstone Shire Council' and send to PO Box 2292, Yeppoon, Queensland, 4703.


CREDIT CARD – Council complies with the Payment Card Industry Data Security Standard. Compliance helps to alleviate sensitive data being compromised and protects cardholder data. Credit Card Numbers are NOT to be recorded on this form – Customer Service staff will contact you regarding payment once this form is received.

OFFICE USE ONLY

Receipt No.	Amount Paid \$	Date Paid __/__/__	Initials:	CSB/BK No:
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When holding a community event you might be asked to complete a risk assessment. Here are some hazards you might need to consider & then decide on how to control or minimise the risk.

	Hazards / Risks What could go Wrong?	How will you prevent it?
<input type="checkbox"/>	General Hazards – Causing Injury or accident.	<ul style="list-style-type: none"> Do you need or have insurance for the event? Will you do a Daily pre-start inspection of the site to look for potential unsafe hazards which might create risk of slip, trip falls etc? And to ensure all of your below controls are in place?
<input type="checkbox"/>	Traffic Management – Reversing vehicles, parking, and interactions between public and moving vehicles, People crossing roads (in particular children), or disruption to traffic.	<ul style="list-style-type: none"> Do you need a Traffic Management Plan? Have you managed traffic flow and parking to minimise the interaction of people and vehicles? Will the area be marked off / secured?  Guide: Traffic management - events (Safeworkaustralia web) Have you arrange for necessary permit for road closure?
<input type="checkbox"/>	Electrical Hazards	<ul style="list-style-type: none"> Does the site have RCD protection? Are all Leads in a good condition? Have they been tested and tagged by an electrical worker? Are leads supported off the ground, out of potential water, and protected from damage. If necessary - Do you have a licensed electrical worker to do All electrical work. Generators (& fuel) are located safely & secure.
<input type="checkbox"/>	First Aid / Emergencies	<ul style="list-style-type: none"> What first aid equipment will you need? Will you have first aiders on site? How will the public identify the location of first aid facility? Is this shown on the site plan? Should you have an Emergency Plan (e.g. Fire)? How will you manage lost children?
<input type="checkbox"/>	Amenities - Toilets, water supply.	<ul style="list-style-type: none"> Have you arranged for adequate numbers of toilets, hand washing facilities and water supply etc. Is disability access required?
<input type="checkbox"/>	Waste – Litter	<ul style="list-style-type: none"> Have you arranged for sufficient numbers of bins / rubbish containers and rubbish removal?
<input type="checkbox"/>	Tents, Temporary Shade Structures & Signage - creating trip hazards, or causing injury from becoming unstable.	<ul style="list-style-type: none"> Are all structures stable and secured down? How will you manage potential for trip hazards from tent pegs / ropes? Does any equipment or structures have sharp edges? Are any star pickets or stakes safely covered and visible?

<input type="checkbox"/>	Weather – rain, wind, storms.	<ul style="list-style-type: none"> Will the weather affect your event? How will you manage this? How / when will you decide to cancel or alter the event to ensure safety if weather conditions are dangerous?
<input type="checkbox"/>	Food Safety	<ul style="list-style-type: none"> Have you checked Food licence requirements? Have you provided a list of food businesses to council?
<input type="checkbox"/>	Service of Alcohol Injury or Accident from unruly behaviour. Potential for unexpected guests.	<ul style="list-style-type: none"> Will alcohol be served at the event? Do you have the appropriate licence? Do you have RSA Licence holders for the event? Do you require any security for the event? Will the area be marked off / secured?
<input type="checkbox"/>	Excessive Noise – affecting the neighbours	<ul style="list-style-type: none"> Will it be a noisy activity? Will you limit the time of the event?
<input type="checkbox"/>	Hazardous Chemicals / Gas - Will there be any hazardous chemicals in use?	<ul style="list-style-type: none"> Do mobile food vendors have a current Gas System Compliance Certificate LPG safety checklist for outdoor events (DNRM) How will they be stored and secured to ensure safety of the public?
<input type="checkbox"/>	Amusement Devices – Rides Injury from unstable, unsecured or poorly maintained equipment.	<p>Are Amusement Rides provided by an operator who can provide -</p> <ul style="list-style-type: none"> A certificate of Registration from WHS Qld (With the exception of some inflatables and coin-operated amusement devices) The owner is responsible for set up, securing, maintenance and inspection of their rides prior to use. (They may have a log book detailing this information).  Guide: General guide for amusement devices (safeworkaustralia website) Do they have insurance? Is all equipment (inc. any inflatable devices) stable and secured down. Information sheet: Amusement devices - inflatable devices (safeworkaustralia website) Do they comply with electrical requirements above?
<input type="checkbox"/>	Think about any other potential Hazards or ways people might be injured?	<ul style="list-style-type: none"> Implement controls

A Temporary Event is an event that involves some or all of the following:-

- Is open to the public
- Requires exclusive use of an area
- Will be advertised (this includes on Facebook or Twitter)
- Will have more than 50 people in attendance and
- Any events including entertainment that may cause a risk i.e. fire twirlers, fireworks or jugglers etc.

To allow adequate time for approval to be granted, Council asks that all applications are submitted three (3) months prior to the event date. Advertising should not commence until approval is given.

As part of the approval process Council requires the below documentation to assist with the approval of your event.

Mandatory Supporting Documentation

- Risk Assessment – State the proposed methods of reducing identified risks associated with your Event,
- Site Plan – Detailed site plan of Event showing stalls, first aid stations, entry/exit points etc,
- Public Liability - Certificate of Currency \$20.00 Million showing Event Name as Insured.

Optional Supporting Documentation (depending on your Event)

- Electrical Indemnity – to be completed and signed if you are using a Council power outlet(s),
- Traffic Management Plan – to be completed if applicable to the event type and when road closures are required,
- List of all food stalls and mobile food operators – if selling food at Event.

Council is unable to proceed until all paperwork is received. Delays in providing this information may result in the application lapsing and the booking will be deemed invalid.

Approval Steps:

- Upon receipt of documentation and payment of fees your application will be assessed. Once all requirements have been met, the application will be finalised and written approval will be issued.
- Council will ensure that your booking is entered into our Bookings Module and all relevant departments will provide 'approval conditions' specific to your use.
- If extra services are required ie Bins, Park Access etc Council will make contact with Applicant to ensure satisfaction.
- Post Event inspections will occur to ensure that the venue is left in a clean and tidy state.
- If you need to contact Council regarding this event, do so by calling 1300 790 919 24/7.

Thank you for holding your event in one of our precious locations, please respect the venue and ensure your visitors value your contribution to our community.

Risk Assessment Template - Events

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Event Name				Event Location		
Prepared By: _____ Signature				Date: _____		
The Risk – Things that may happen. What is it & how can it happen?	Likelihood	Consequence	Risk Rating	Risk Treatments	Risk Rating After Risk Treatments	Officer/Person responsible for implementation of Risk Treatments
<i>EG</i> <i>Risk of electrocution form electrical cord</i>	<i>Possible</i>	<i>First Aid treatment may be required?</i>	<i>M</i>	<i>Use a portable Safety Switch Ensure all electrical equipment has been tagged and tested by qualified person</i>	<i>L</i>	<i>John Smith Electrical</i>

Likelihood	Consequence	Risk Rating
Rare	Insignificant (no Injury)	Low (L)
Unlikely	Minor (First Aid)	Medium (M)
Possible	Moderate (Medical Treatment)	High (H)
Likely	Major (Serious Injuries)	Extreme (E)
Almost Certain	Catastrophic (Death)	EX