

Class 1	Large Events > 1000 people
Class 2	Medium Events 200 – 1000 people
Class 3	Small Events < 200 people
Class 4	Weddings < 200 people
Class 5	Group gatherings with temporary removable equipment / infrastructure < 50 people

## Guidelines

These guidelines have been produced to assist applicants who intend to conduct an event on Council's parks, reserves and foreshores; to complete the application form, and minimise delays in processing the application through Council.

### Submitting an Application

- Class 1 and 2 events are to be submitted no later than **three (3)** months prior to the event taking place
- Class 3, 4 and 5 events are to be submitted no later than **one (1)** month prior to the event taking place
- All sections of the application form are to be completed prior to submitting the application including the Statutory Declaration form
- The applicant will be required to sign a Statutory Declaration confirming that the conditions will be/have been met
- Copies of all relevant Public liability insurance certificates must be attached to the application (if applicable)
- All events will attract a refundable bond as well as an application fee. The amount of the bond will be assessed by Council and you will be notified. The bond is payable once the application has been assessed and must be paid prior to the event being staged. The bond will be refunded once Council staff has inspected the event area and is satisfied that the area has been left in a clean and tidy condition, and free from any debris.
- Council takes no responsibility for the success of an event based on the time available for promotion. The earlier the application is submitted, the earlier it can be processed, and approval granted.
- Advertising and promotion of the event may only commence once approval has been granted.
- Incomplete applications will be returned to the applicant without further processing.
- It is anticipated that the application process should take in the order of 21 – 30 days from the time of the application being submitted. This is based on a full and complete application being lodged.
- For applications that are not approved, the applicant may appeal the committee's decision within a period of ten (10) working days
- Please contact Council's Events committee on 1300 972 753, should you require assistance with this application.

## Event Licence Application

Please complete this application and fill in boxes where applicable. If a question does not apply, please indicate 'N/A'. Once this form is completed, please submit to [info@wrc.qld.gov.au](mailto:info@wrc.qld.gov.au)

### Section 1 – Application Type (Please refer to Council's current Fees & Charges for applicable fees)

Application Type	<input type="checkbox"/> Class 1 Application <input type="checkbox"/> Class 2 Application <input type="checkbox"/> Class 3 Application	<input type="checkbox"/> Class 4 Application <input type="checkbox"/> Class 5 Application  <small>NOTE: Please refer to Council's Fees &amp; Charges for application fees.</small>
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### Section 2 – Applicant Details

Applicant/Organisation			
Contact Person			
Postal Address			
Contact Phone	B	H	M
Email Address			

### Section 3 – Event Details

Name of Event			
Event Location			
Event Date	Event Time	Setup Start	
Crowd Attendance	<input type="checkbox"/> Public Event <input type="checkbox"/> Private Event	Event Start Event Finish Pack Down Finish	

Promote your event here: <https://www.whitsundayrc.qld.gov.au/community-and-environment/our-community/events>

**Section 4- Site Plan** - Please provide a site plan for this application, indicating as a minimum, the location of the following items;

- Food / Alcohol (incl. licensed area if relevant)
- Security
- Waste facilities
- Water supply if applicable
- Toilets
- Power
- Structures
- First Aid
- Any other relevant information

NOTE: Under both state/territory and federal law, ensuring an event is accessible for people with disabilities is a legal requirement.

**Section 4 (continued)– Event Description**

Detailed description of the event (Please provide as much detail as possible. Attach additional pages if necessary.)

## A) Protection of Council's Assets

Council's assets must be left in the same state as found. Facilities will be inspected prior to the event, and immediately following the event. You may arrange to have a representative present at these inspections

Council's assets include (but are not limited to) fences, seating, playing surfaces, playground equipment, grass, trees, gardens, buildings, toilets, kiosks, change rooms, roads and roadside furniture.

## B) Alcohol

Will your event include the consumption of alcohol?

**\*Please submit your original 'liquor licensing' application to Council for signature prior to submitting it to liquor licensing.**

☐ Yes, alcohol will be sold and consumed at the event.

- In accordance with Section 173B of the Liquor Act 1992, liquor cannot be consumed in a public place unless it is permitted under a liquor licence or permit. You must obtain a permit from the Queensland Government's Office of Liquor and Gaming Regulation - Liquor Licensing Division for the consumption of alcohol on Council property.
- The Community Liquor Permit Application will require support, by way of signature from the Whitsunday Regional Council and local Police service, prior to submitting the application to Liquor Licensing.

☐ Yes, alcohol will be consumed at the event, but **not** sold.

- If alcohol is to be consumed, but not sold, you must advise the local Police once you have obtained Council approval.

☐ No alcohol will be sold or consumed at the event.

## C) Security

What arrangements have been made in regard to control and supervision of persons attending the event? At events where alcohol is sold, it is a Queensland Government's Liquor Licensing requirement that security is provided.

**\*Please mark locations that the guards will be stationed on site map.**

☐ Security firm contracted

Name of Firm

Supervisor

No. of Guards

Working Hours

☐ No security or supervision will be provided during the event.

**\*Please provide reasons.**

## D) First Aid

The provision of First Aid providers may be required.

**\*Please mark locations of first aid on site map.**

☐ Yes

Name of Provider

Duration of Provision

☐ No

**\*Please provide reasons.**

## E) Food

Will food be sold/served at the event?

☐ No food will be sold

☐ Yes – free, pre-packaged food will be provided

**\*Please provide details.**

**\*Please provide details.**

☐ Yes – food will be sold by the following vendors:

Name of Vendor

Food Licence Number

Vendor's Contact Number

1

2

3

4

5

6

**\*NOTE:** Charitable and community based organisations may be able to prepare and sell food at events without a food licence. Please contact Council for a copy of 'Guide for Temporary Food Premises' brochure and 'Community Organisation Food Event Notification' form.

**By signing the Statutory Declaration you are confirming that you have sighted the Food Vendor's current licence/s and current Public Liability Insurance cover**

## F) Management of Waste & Recycling

How will you manage waste and recycle at your event? (See tips below)

	<input type="checkbox"/> Additional bins to be supplied, emptied and removed by event organiser	
Quantity		Type of Bins
Bin drop off point		
	<input type="checkbox"/> Onsite bins will be sufficient	

### TIPS TO MINIMISE WASTE & RECYCLE AT YOUR EVENT:

- **Choose Recyclable Products** - Aim for biodegradable or recyclable products where possible. Reduce consumption by providing electronic tickets.
- **Promote Recycling** - Provide recycling, encourage volunteers to assist with bin monitoring, contact Anything Environmental who can drop and collect containers for change for your event.
- **Say NO to Single Use Plastics** - The supply of single use plastics is banned in Queensland. Make sure your event team is aware. Use water coolers or filling stations instead of plastic bottles.
- **Donate Leftovers** - Consider donating leftover foods to local organisations. Please note - Food must be safe and suitable for human consumption.

See more tips: <https://www.plasticfreeplaces.org/>

Note - Council does not permit the release of balloons.

## G) Toilet Facilities

Council's minimum toilet requirements are outlined below. You are to supply the appropriate number of toilets based on your crowd estimate. Below is a table to assist you in assessing how many toilets are required for your event. Council may require additional amenities if deemed.

Number of Patrons	Number of Toilets Required
10 – 100	5
100 – 500	10
500 – 1000	20
1000 +	To be negotiated with Council
Additional required at alcohol events	10 per 1000 patrons
Please select option/s applicable:	
	<input type="checkbox"/> Toilets onsite will be utilised
No. of toilets	Located at
	<input type="checkbox"/> Additional portable toilets will be supplied by applicant
No. of toilets	Provider

## H) Water and Electricity Requirements

Is access to water and/or electricity required?

NOTE: Arrangements must be made with Council's Parks & Gardens staff to gain access to Council water and/or electricity **three (3) working days** prior to the event. Use of Council's water and/or electricity supply may incur a charge.

☐ No

\*Please provide details.

☐ Yes

**I) Noise** - If your event will extend beyond 10pm or operates for more than one (1) day and has amplification, a Noise Management Plan will be required.

Will outdoor amplification or other noise impact on the surrounding residents and environment?

☐ No amplification will be used, and no noise impacts are anticipated

☐ Amplification will be used

\*Please provide details.

Between

and

## J) Structures

Will any temporary structures be erected?

☐ No

\*Please provide details.

☐ Yes, a structure will be erected

Size & Type of  
Structure

Anchoring Device to  
be Used (Approval by  
Council's Parks & Gardens  
staff is required prior to  
anchoring any type of  
pegs on Council land.)

NOTE: Pegs and anchoring devices **longer than 220mm** are not permitted. In the case of large tents or marquees, concrete blocks or water filled anchoring devices must be implemented. **At no time are stakes or anchoring pegs (of any description) to be inserted into bitumen or permanent roads, carparks or surfaces etc.**

## K) Traffic Management

What impact will your event have on the direction and control of traffic (including parking)? If any, a Traffic Management Plan will need to be submitted to Council upon approval of road closure.

<div>*Please attach evidence of Police support.</div> <div>*Please attach evidence of Main Roads support.</div> <div>*Please provide details.</div>	<div><input type="checkbox"/> Increased traffic (vehicle and pedestrian) expected</div> <div><input type="checkbox"/> Traffic to be controlled by Police.</div> <div><input type="checkbox"/> Department of Main Roads contacted and have given approval</div> <div><input type="checkbox"/> Pedestrian traffic management to be under taken.</div> <div><input type="checkbox"/> It is anticipated additional traffic controls will not be required to handle the additional traffic.</div>
<div>Road Names</div> <div>Closure Time</div>	<div><input type="checkbox"/> Road closure requested</div> <div> <input type="checkbox"/> Full Closure <input type="checkbox"/> Partial Closure </div> <div>Upon approval of road closure;</div> <ul style="list-style-type: none"> <li>• Traffic management plan to be submitted to Council. Note the TMP must be designed by an accredited Traffic Management Designer</li> <li>• Traffic controllers to be contracted by applicant</li> <li>• Letter drop to be conducted by applicant to effected business/residents</li> <li>• Advertising of road closure to be conducted by applicant</li> <li>• Signage for road closure to be obtained, installed and removed by applicant</li> </ul>
<div>Car Park Name</div> <div>Closure Time</div>	<div><input type="checkbox"/> Car park closure requested</div> <div>NOTE: Parking fees may be applicable during the time parking is not available to the general public. Closure of the Airlie Beach Central Car Park may not be approved.</div>
	<div><input type="checkbox"/> No additional traffic (vehicle or pedestrian) is expected</div>



## L) Environmental

An environmental management plan is required if there is potential for the pollution of a waterway.

Due to the potential for damage to marine life from the rubber material of deflated balloons in the water, **no balloons are to be released.**

☐ No environmental impacts anticipated

☐ Environmental Management Plan attached

## M) On Water Activities

Council advises that any activities undertaken on the water may require approval from any or all of the following; Whitsunday Regional Council, Queensland Parks and Wildlife Services, Great Barrier Reef Marine Park Authority, Water Police.

☐ No water activities to be undertaken

☐ Yes, water activities will be undertaken

Details

## N) Amusement Devices & Fireworks

Relevant permits and public liability insurance must be provided by operators/suppliers of amusement devices and/or fireworks.

☐ No amusement devices

☐ Amusement devices will be operated

**\*Please attach additional vendor information on separate page if necessary.**

Device (Incl. details of anchoring & power source)

Generator (Incl. details of noise levels created and buffering controls applied)

Operator

☐ No fireworks

☐ Yes, fireworks will be ignited

Name of Supplier/  
Operator

Dept. Natural  
Resources Approved

☐ Yes

☐ No

Location for ignition  
of fireworks

## R) Airlie Beach Movie Screen

Please refer to the Airlie Beach Movie Screen Conditions of Use prior to completing this section. These can be found on the Council's website <https://www.whitsundayrc.qld.gov.au/airlie-beach-movie-screen>

**\*Note: Usage of the Airlie Beach Movie Screen time is a maximum of four (4) hours on one Event day only.**

Request Use	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Intended Use				
Usage Date				
Usage Time	Start	AM / PM	Finish	AM / PM

## O) Celebrant Details

Celebrant name and details: \_\_\_\_\_

By signing the Statutory Declaration, you are confirming that you have sighted the Celebrant's current Public Liability Insurance cover.

## P) Photographer Details

By signing the Statutory Declaration, you are confirming that you have sighted the Photographer's current Public Liability Insurance

## Q) Raffles, Circus, Carnivals

If your event involves a raffle, circus act, fire twirlers, dancers or sideshow games, please contact Whitsunday Regional Council for information regarding required permits.

## Section 5 – Proof of Public Liability

**NOTE: A copy of your Public Liability Insurance Policy must be attached to this completed application.**

Name of Insurance Company	
Expiry Date:	

## Section 6 – How to Pay

In Person	Payment can be made at Council's Customer Service Centres in Proserpine, Cannonvale, Bowen & Collinsville by cash, cheque, money order or credit card. EFTPOS facilities are available.
By Mail	Mail the entire notice together with your Cheque or Money Order, payable to: <b>Whitsunday Regional Council</b> <b>PO Box 104</b> <b>Proserpine QLD 4800</b>

Please note, Council only accepts Mastercard and Visa cards. A surcharge of 0.5% will be incurred per transaction.

## Indemnity Agreement

Agreement with Local Government, indemnifying the Local Government against claims for personal injury and damage to property in connection with the Licence.

### Section 7 – Applicant/Indemnifier Details

Name			
Postal Address			
Business Address			
Contact Phone	B	H	M
Email Address			

### Section 8 – Agreement

I, the proposed holder of a licence under Whitsunday Regional Council Local Law No. 1 (Administration) 2014, agree to enter into this binding agreement with Whitsunday Regional Council, indemnifying Whitsunday Regional Council against claims against the holder of the licence for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the licence.

Signature		Date	
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### Section 9 – Witness of Applicant/ Indemnifier's Signature

Witness Name			
Signature		Date	

### Section 10 – Privacy Statement

Privacy Statement: Your information is being collected for the purpose of processing your application. Your 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 to or the disclosure is required by law.

# Oaths Act 1867 - 1988

## Statutory Declaration

QUEENSLAND }  
TO WIT }

I, .....(name of applicant)  
of, .....(address) in the state of  
Queensland, do solemnly and sincerely declare:

1. I have authority to represent: .....(organisation/group name)
2. I agree to provide all written approvals, insurances and required supporting documents including Public Liability Insurance cover and permission for any additional activities from the relevant agencies/providers, as required by the Whitsunday Regional Council for: .....(name of event) to be held on: ..... (date).
3. I understand that non-compliance with the conditions of approval is an offence in accordance with the Parks and Reserves Local Laws.
4. Breach of the conditions of the approval may jeopardise Council approval of any future event applications.
5. I am willing to pay costs (over and above the value of the bond paid if required) of repairs as deemed by the Whitsunday Regional Council at the completion of the event.

**AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING THE SAME TO BE TRUE, AND BY VIRTUE OF THE PROVISIONS OF THE OATHS ACT 1867 -1988.**

Signature: .....

(sign only in the presence of JP or C Dec)

Taken and Declared before me, at .....

This ..... day of ..... 20 .....

A Justice of the Peace or  
Commissioner for Declarations