



Application for Temporary Entertainment Event Approval

Mackay Regional Council Local Law No. 1 (Administration) 2011;
Subordinate Local Law No 1.12 (Operation of Temporary Entertainment Events) 2011.

Privacy Notice: Mackay Regional Council is collecting this information in order to process your application. Council is authorised to do this under the above-mentioned legislation. If required, council may provide your details to a collection agency that has been employed by council for the recovery of unpaid fees. In all other circumstances this information will only be disclosed to a third party with your written authorisation or as required by law.

P: 1300 622 529 | **E:** council@mackay.qld.gov.au | **F:** 07 4944 2400 | PO Box 41 Mackay QLD 4740 | **ABN:** 56 240 712 069
CS Centres: Mon-Fri, 8:30am-4:30pm | Civic Precinct, Gordon St, Mackay | 65 Broad St, Sarina | 20 Victoria St, Mirani

For your application to be assessed you must:

- Complete all relevant sections;
- Provide all supporting information referred to on this form; and
- Submit with the relevant fee.

Completed applications must be submitted at least one (1) month prior to the event. An outdoor event permit will not be issued if an incomplete application is made. Payment of the outdoor event permit fee is also required prior to an assessment of your application being made.

Contact council if you have any specific enquiries regarding fees or how to complete this form. Please type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

SECTION A – APPLICANT DETAILS

Title: Mr Mrs Ms Miss Other:

Family Name: Given Name/s:

Postal Address:

Suburb: Post Code:

Home Phone: Work Phone:

Mobile: Email:

Contact person is to be available for the duration of the event.

Contact Person: Contact Phone:

SECTION B – EVENT DETAILS

Provide details of the event and entertainment (e.g. live music, fireworks, market stalls, food vendors).

Event Name:

Event Details:

Location of Event:

Proposed Date of Event: Proposed Operating Hours:

Maximum number of persons expected at the Event?

Maximum number of persons expected at the Event at any one time?

Is amplification equipment intended to be used at the Event? Yes No

Is alcohol intended to be sold at the Event? Yes No Is food intended to be sold at the Event? Yes No

Provide these details as an attachment in the event all food proprietors cannot be listed in the space provided. If there are six (6) or more food vendors proposed at an event, vendors will be required to attend a food safety information session.

Proposed Food Proprietors

Name	Contact Number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

SECTION C – FACILITY DETAILS**Toilet Facilities**

	Male	Female
Number of water closets		
Number of wash basins		
Number/size of urinals		N/A

Waste Facilities

Provide the size of the waste receptacles and the quantity of each. This applies for general waste, recyclables and waste water facilities.

Proposed number and type of waste receptacles:

SECTION D – OWNER CONSENT

If the applicant is not the owner of the location where the temporary event is to take place, the owner's name and signature is required.

Owner Name:

Signature:

Date:

SECTION E – APPLICANT DECLARATION

- I declare the information provided in this application to be true and correct.

Applicant Name:

Signature:

Date:

PAYMENT OPTIONS

For a complete list of fees and charges, please refer to council's [Fees and Charges](#).

CREDIT CARD | We accept Visa or MasterCard. We do not accept American Express.

CHEQUE | Make your cheques payable to Mackay Regional Council.

CASH OR EFTPOS | You can pay at any of Council's Customer Service Centres.

OFFICE USE ONLY

Reference number: LC/H&RS/PP

Date:

Amount:

File number:

Receipt number:

Cashier:

Appendix D: Sample Letter for Letter Drop to Residents Within 500m Radius of the Event

Dear Resident

On 12 January 2000, Mr Smith of Smiths Group will be holding Eventsville Annual Performance that will have live entertainment and displays for all the community. This event will be held at 15 John St, Eventsville.

The purpose of the event is to raise money for charity. Patrons of all ages are expected to attend.

Infrastructure will consist of one main stage where live bands will perform. In addition, there will be a series of food and beverage stalls in conjunction with community displays and a number of entertainment facilities for children below the age of 10 years.

The event is licensed in a family-friendly environment.

This letter is to notify you that the setup of the event will begin on 11 January, 2000. Audio and lighting checks will occur from 2.00pm 11 January, 2000 whilst the event itself will run from 11.00am – 7.00pm 12 January, 2000.

For all other information regarding this event please contact the event co-ordinator on 5678 1234.

Appendix E: Application Checklist

Prior to submitting your completed application to council for assessment of your proposal, please use the following checklist to ensure your application is complete.

Application Checklist

- Use this check sheet to assist you compiling your application for a temporary entertainment event;
- Forms – application form to be completed in full;
- All relevant approvals, including approvals for any structure to be erected;
- Plans – a layout of the event showing all buildings, toilet facilities, waste facilities, location of food and beverage stalls, direction and orientation of stage and speaker systems and direction and orientation of light sources;
- List of food handlers/operators – check to ensure they have a food business licence and or temporary food permit;
- Details of provision of waste facilities – include the number and size of all waste facilities;
- Details of provision of toilet facilities – include the number of male and female toilets and hand-wash facilities;
- Copy of the letter to be used for the letterbox drop – to go to those residents located within a 500m radius of the event;
- Copy of current public liability insurance;
- Traffic management plan for the undertaking of the temporary entertainment event.