



Temporary Entertainment Event - Guide for Applicants

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About This Guide

The purpose of this guide is to assist applicants in completing the Application for Temporary Entertainment Event Approval form. The aim is to ensure your event is carried out in such a way that the venue complies with the appropriate standards of health and safety and the amenity of areas in which the event takes place is protected.

Legal Requirements

The setup and operation of a temporary entertainment event must comply with council's Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.12 (Operating of Temporary Entertainment Event). This guide is based on the requirements of the Local Law and Subordinate Local Law.

Applying for a Temporary Entertainment Event Approval

Who Needs an Approval?

Any event where entertainment and/or recreation are provided to the public (involving a mass gathering) will require approval. This is applicable to all events, whether there is a charge for admission or not. Examples of events include, but is not limited to; concert, live music or entertainment, festival, and circus.

How to Apply

To gain approval to operate a temporary entertainment event you are required to submit a complete application to council, at least four weeks prior to the date of the event. Below is a list of the items you must include with your application:

- Complete Application for Temporary Entertainment Event Approval form. This form is available from council's customer service centres or council's website www.mackay.qld.gov.au;
- Relevant fee. Fees and charges are available on council's website www.mackay.qld.gov.au;
- Site plan, to scale, that includes details of the following:
 - layout of the event;
 - buildings at the site (including toilet facilities);
 - waste receptacles;
 - stages;
 - food and beverage stalls;
 - access roads for people and vehicles (if relevant) to enter and leave the place of the temporary entertainment event.
- Building/engineering certification for any temporary fixtures (for example a stage, tents and the like);
- Copy of the current insurance policy for public liability. Public liability insurance must be for a minimum value of \$20 million; and
- List of all food handlers.

Once you have been able to compile all the above, please submit your application with the relevant fees to the Mackay Regional Council Administration Building, Gordon Street, Mackay. Alternatively, you may send your application to:

The Chief Executive Officer
Mackay Regional Council
PO Box 41
MACKAY QLD 4740

Please note that other applications may be required to accompany your proposal to hold an outdoor event. In this regard, please consider the following:

- If you wish to close a road, lane or council car park/parking bay, you must contact council and obtain a road closure permit. Approval from the Queensland Department of Main Roads will be required for a state-controlled road, and Queensland Police must also approve the road closure;
- If the event is to be held on council land (e.g., a council park) you must obtain approval from council's Parks, Environment & Sustainability section;
- If there is to be food sold at the event, you need to ensure the food handler holds a Food Business Licence and if not, they will require a temporary food permit from council's Health and Regulatory Services section. Council's Environmental Health Officers can assist you in this regard;
- Events which involve six (6) or more food stalls will require each food stall to have at least one (1) handler who has attended a council-run food safety information session within the previous two (2) years;
- Approval to sell alcohol at the event must be gained from the Queensland Government Liquor Licensing Division;
- Compliance with all requirements of WH&S legislation is also required. Please contact the Queensland Government Workplace Health and Safety Division for further information.

The Application Process

- Submit the completed application to council's Health and Regulatory Services section;
- The application will be assessed by an Environmental Health Officer in conjunction with other council departments, as required;
- Once an assessment has been made, you will receive written correspondence that may either:
 - request additional information; or
 - approve the event and outline conditions that must be adhered to regarding the event.
- Once approved, you will be able to commence the event as per the date/s approved in your approval letter;
- The event/site of event/food vendors operating at the event may be subject to an inspection by an Environmental Health Officer before, during and/or after the event.

Additional information regarding event approvals can be obtained from one of council's Environmental Health Officers on 1300 622 529.

General Approval Conditions for a Temporary Entertainment Event Approval

1. The approval holder must –
 - a) display the approval in the manner, and at the locations, specified by council; and
 - b) produce the approval for inspection by an authorised person, on demand.
2. The approval holder must take action to maintain or improve the place of the temporary entertainment event;
3. The approval holder must provide equipment and take measures, as specified, for the safety of the public;
4. The approval holder must provide facilities and amenities, as specified;
5. The approval holder must regulate hours of operation approved for the temporary entertainment event;
6. The approval holder is to provide equipment or take measures, as specified, to reduce adverse effects of activities at the temporary entertainment event on the surrounding neighbourhood to acceptable levels;
7. The approval holder is to take out and maintain public liability insurance as specified by council, and produce documentary evidence of the insurance to council before the event commences;
8. Noise emission from the temporary entertainment event must not cause environmental nuisance;
9. The design and construction of the place of the temporary entertainment event must be safe and appropriate, having regard to the nature of the entertainment proposed and the number of people expected to attend the place;
10. If the approval relates to an activity on a road, the approval holder is required to indemnify the State;
11. The place of the temporary entertainment event and its operation must not unreasonably detract from the amenity of the area in which the place is located;
12. Adequate toilets and sanitary conveniences for the use of members of the public attending the temporary entertainment event must be provided in accordance with the following:

It is recommended that separate toilet and handwashing facilities be provided for food handlers and a sanitary convenience bin provided for each female toilet.

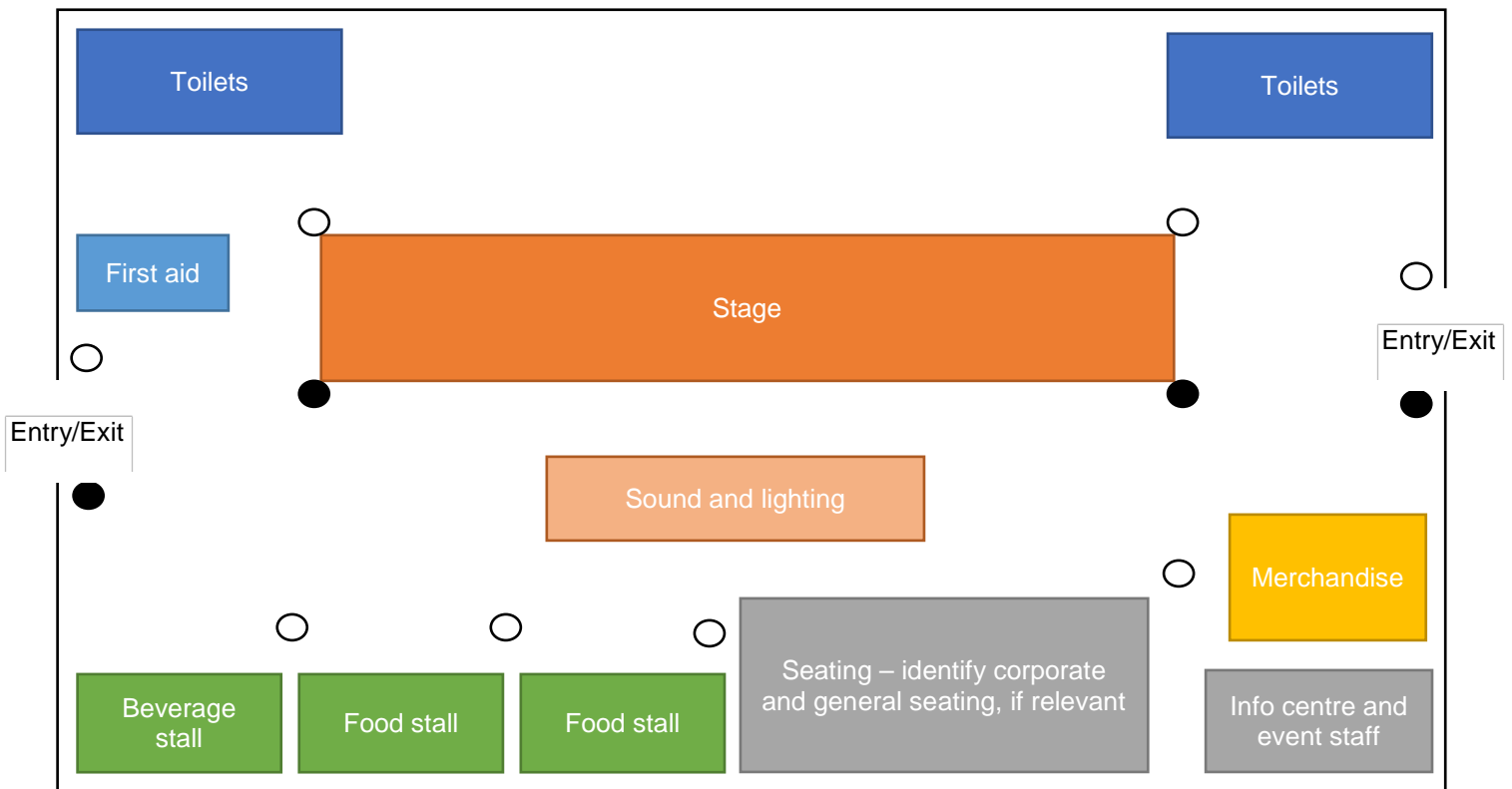
The Building Code of Australia also recommends—

 - a) at least one (1) unisex toilet for patrons with a disability at each group of toilet facilities; and
 - b) one (1) urinal space of 0.6m.
13. The collection and disposal of waste generated by the temporary entertainment event must be adequate;
14. Adequate provisions must be made for people and (if applicable) vehicles to enter and leave the place of the temporary entertainment event;
15. Any premises, building, structure, vehicle, facility or equipment used in the operation of the temporary entertainment event be maintained at all times—
 - a) in good working order;
 - b) in a good state of repair; and
 - c) in a clean and sanitary condition.
16. Adequate provisions must be made for-
 - a) crowd, traffic and parking control;
 - b) security measures;
 - c) evacuation procedures;
 - d) the public display of evacuation plans and procedures;
 - e) the exhibition of signage; and
 - f) the removal of structures erected, and equipment used, as part of the operation of the temporary entertainment event at the completion of the event.

17. The management and supervision of the temporary entertainment event must be adequate to protect public safety and prevent nuisance;
18. Sufficient personnel must be engaged to properly and adequately control parking and traffic flow;
19. The sound pressure level generated by the prescribed activity must not exceed 75dB(A);
20. Council may reduce the maximum sound pressure level of 75dB(A) and advise the approval holder of the new maximum sound pressure level prior to the event commencing;
21. Amplification equipment and PA systems used in the conduct of the prescribed activity must be set up to minimise the noise impact on nearby residential premises;
22. The approval holder must ensure that —
 - a) each speaker faces away from nearby residential areas;
 - b) all speakers are elevated and directed downwards; and
 - c) fold back speakers are elevated and directed downwards, where practicable.
23. Signage used in the conduct of the prescribed activity must be exhibited in a manner, and at the locations, specified by council.
24. All electrical equipment used must have current test-and-tag indicators; and
25. As part of council's SunSmart policy, ensure:
 - a) that appropriate shade is available at all event venues;
 - b) that events are not held at the hottest part of the day, where possible;
 - c) that sunscreen is available for all staff, volunteers and patrons;
 - d) that staff and volunteers are provided with appropriate protection such as hats and long sleeve shirts; and
 - e) that water is available for all staff, volunteers and patrons.

Appendix A: Sample Site Layout

The following diagram is an **example** of an event layout that you may use to assist you when compiling the layout for your particular event.



- Security
- Rubbish bins

Appendix B: Assessment Guide for the Provision of Toilet Facilities

The following is a guide to be used when assessing the number of toilet facilities required for an event that is for one day or more (events with no food or drink and for only one or two hours may require less facilities).

Table A – Toilet facilities for events where alcohol is not available

MALES				FEMALES	
Patrons	WC	Urinals	Hand basin	WC	Hand basin
< 500	1	2	2	6	2
< 1000	2	4	4	9	4
< 2000	4	8	6	12	6
< 3000	6	15	10	18	10
< 5000	8	25	17	30	17

Table B – Toilet facilities for events where alcohol is available

MALES				FEMALES	
Patrons	WC	Urinals	Hand basin	WC	Hand basin
< 500	3	8	2	13	2
< 1000	5	10	4	16	4
< 2000	9	15	7	18	7
< 3000	10	20	14	22	14
< 5000	12	30	20	40	20

Table C – Reducing toilet facilities for shorter duration events

Duration of event	Quantity required
8 hours plus	100%
6 – 8 hours	80%
4 – 6 hours	75%
Less than 4 hours	70%

In addition to the above it is recommended that separate toilet and hand washing facilities be provided for food handlers and on sanitary convenience bin provided per female toilet.

The Building Code of Australia also recommends:

- At least one (1) unisex toilet for patrons with a disability at each group of toilet facilities; and
- One (1) urinal space = 0.6m

Appendix C: Assessment Guide for the Provision of Waste Facilities

Below is a guide for the number of bins you may need to provide at your event. It is also recommended that you provide bins that can cater for recyclable materials.

Bin numbers for general areas

Table D – minimum number of waste bins per patron use (this does not include existing bins that may be at the site)

Number of patrons	Food and/or drink sold and consumed	Number of 240L waste bins per 100 patrons
100	No	1
100	Yes	2

Where recycling bins are provided: 1 x 240L waste bin and 1 x 240L recycle bin should be placed side-by-side.

Table E – bulk bin requirements per patron use

Number of patrons	Food and/or drink sold and consumed	Number of 3m ² bulk waste container
Up to 1000 patrons	Yes	1
More than 1000 up to 4000 patrons	Yes	2

- It is recommended that 1 x 240L waste bin and one recycling bin per food and other stall holder outlet should be provided for adequate waste control from stalls;
- Placing 240L mobile wheelie bins 12m apart from each other.

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.