



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. Please be advised that Council under Legislation may be required to provide your details to a relevant State Department/Agency when requested or 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

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: