

HOW TO NAVIGATE COUNCIL'S EVENT PROCESS

EVENT PLAN AND RESEARCH

The first step to planning an event is to develop an event plan. It is important to have an event overview in mind prior to contacting council, to help council officers understand the requirements of your event. An event overview would include the following information:

- > event name
- > event times and dates (including bump-in and bump-out) – ensure your event doesn't clash with other Major events. You can check the what's on calendar on council's website and Mackay Tourism website

- > event location – Ensure you check venue availability
- > a description of your event
- > the main purpose of your event
- > nature of attendance (public or private event)
- > an overview of your event's key entertainment and activities
- > target audience
- > how the event is being promoted, and
- > estimated attendance

Do you want to hold the event in a MRC Park, MECC Park or at the Mackay Regional Botanic Gardens?

YES

- Do I need to make a booking?
- > Is the event a wedding/naming ceremony?
 - > Is the event a public or corporate event?
 - > Will there be entertainment or amusements?
 - > Will alcohol be consumed?

If you answered YES to any of the above questions, you will be required to submit a booking application with council. Fee's apply.

Call 1300 622 529 or email council to check the availability of your preferred location. You can request an application form be sent out to you or application forms can be accessed online. Once submitted, your application will be assessed and you will be advised of any applicable fees or bonds. No booking will be finalised until payment of any applicable fees or bonds is made in full. **Applications must be submitted a minimum of 30 days prior to the date of the event.**

NO

- Do I need an event permit?
- > Are you providing entertainment to the public?
 - > Will you have more than 200 people attending your event?
 - > Will your event have any catering, infrastructure, fireworks, amplified sound?
 - > Will your event impact on neighbouring residents or businesses?

If you answered YES to any of the above questions, please follow on to the 'Yes' flow chart.

NO

No Temporary Entertainment Event approval application required.

YES

Contact Council's Health and Regulatory Services on 1300 622 529 and complete a Temporary Entertainment Event Approval Application ensuring that you provide all supporting documents and pay the appropriate fee.

To gain approval to operate a temporary entertainment event you are required to **submit a complete application to council, a minimum of four weeks prior to the date of the event, or twelve weeks prior when road closures are proposed.** Below is a list of the items you must include with your application:

- > Complete Application for Temporary Entertainment Event Approval form.
- > Relevant fee payable. Temporary Entertainment Event Application. Fees and charges are available on council's website www.mackay.qld.gov.au;
- > Please note - Separate applications and fees are required for Traffic management plan assessments and lodgement.
- > 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 vendors

- >Access roads for people (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);
- > Work Health and Safety certification (where required)
- > Liquor licence permit (where required)
- > Safety risk assessment in crowded places – terrorism
- > Fireworks permits; Other permits – animals on beach; beach access/permit
- > Copy of the current insurance policy for public liability. Public liability insurance must be for a minimum value of \$20 million; and
- > Risk Management Plan – Click here for a risk management plan template
- > List of all food vendors
- > Traffic management plan (if applicable). Assessment Fees and charges are available on council's website www.mackay.qld.gov.au;
- > Letter drop to residents within 500m radius of event

Depending on the type of event and activities planned, there are a number of related event approvals required by council and Queensland Government that you may need for your event. You will need to obtain approval for these activities, and submit a copy along with your Temporary Entertainment Event Permit.

Will the event increase traffic flows and parking congestion in the area beyond capacity of existing infrastructure within 400m.

NO

You will not need to apply for any road approval, however you will be required to submit a risk assessment.

YES

You will be required to obtain an Event Traffic Management Plan for the event. This will be required to obtain road approvals from Council, Transport and Main Roads, and Police Permits. You will be required to submit the application form and supporting documentation to council at a minimum of **3 months before the event (major events may require 6 months' notice).**

YES

Engage a Traffic Control Company of your choice, to submit an application for temporary road closure and complete a traffic management plan on your behalf. This is due at a minimum of **3 months before the event (major events may require 6 months' notice).**

Are you planning on closing any roads or traffic stoppages (block and holds) as part of your event?

NO

No further action required

YES

If you wish to close a road, lane or council car park/parking bay, you must contact council a minimum of **3 months before the event (major events may require 6 months' notice)** 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.

Will there be food sold at your event?

NO

No further action required

YES

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.

Will you be selling alcohol at your event?

NO

No further action required

YES

Approval to sell alcohol at the event must be gained from the Queensland Government Liquor Licensing Division at a **minimum of 28 days prior to the event.**

YES

Contact the Office of Liquor and Gaming Regulation on 13 QGOV (13 74 68) or email OLGRlicensing@justice.qld.gov.au

Will there be fireworks at your event?

NO

No further action required

YES

Provide Health and Regulatory Services with a copy of the supplier's pyrotechnics license and risk management plan

YES

Submit to Health and Regulatory Services.