



Regulated Activities on Local Government Controlled Areas and Roads

From 14 November 2011, Western Downs Regional Council is working under a new set of local laws to replace the local laws of the former Council areas and provide consistency across Western Downs. These local laws refer to *undertaking regulated activities on local government controlled areas and roads* being a prescribed activity, and therefore requiring a permit.

What is undertaking regulated activities on local government controlled areas and roads?

Local Law No. 1 (Administration) 2011 defines **undertaking regulated activities on local government controlled areas and roads** as undertaking one of the following activities on a local government controlled area or road—

- (a) driving or leading of animals to cross a road; or
- (b) depositing of goods or materials; or
- (c) holding of a public place activity prescribed under a subordinate local law for this paragraph, excluding the operation of a temporary entertainment event.

What is a public place activity?

Any of the following, except if defined as commercial use of roads' is considered a public place activity under *Subordinate Local Law 1.14 (undertaking regulated activities on local government controlled areas and roads) 2011*.

- (a) the placing of a display or information booth;
- (b) conducting a social gathering, meeting, invitation-only ceremony, party or celebration attended by more than 50 people;
- (c) conducting or taking part in—
 - (i) an organised sporting activity of regional, State or national significance; or
 - (ii) a street parade or festival; or
 - (iii) a vehicle display; or
 - (iv) a novelty vehicle race, for example, a go-cart race; or
 - (v) a cake stall, sausage sizzle, car wash or similar fundraiser held on 12 days in any 12 month period; or
 - (vi) a training event held with or without payment of a fee; or
 - (vii) a musical or theatrical performance undertaken by a person to entertain the public; or
 - (viii) a wedding;
- (d) exercising a right of occupation and use of a specified part of a local government controlled area by an incorporated association unless the right of occupation or use is exercised under a contractual arrangement with the local government.

What do I need to do if I am wanting to carry out such an activity?

In order to undertake a prescribed activity, you are required to hold an approval from Council's Environment and Health Section. This approval can be obtained by completing an *Application to Undertake a Regulated Activity on Local Government Controlled Areas and Roads*, and submitting to Council with the relevant attachments and

fees indicated in the application. This form can be found on Council's website, or by visiting your local Customer Service Centre.

If I obtain an approval to undertake a regulated activity on local government controlled areas and roads, are there any other approvals required?

In addition to holding this approval, there may be a number of other approvals required from Council or other government agencies. One of the main approvals which may be required if you intend to have any food at the event is a *Food Business Licence*. This licence can be obtained from Council's Environment and Health Section by completing the required application form with supporting information and fees. It is recommended that contact be made with this section on 1300 COUNCIL to discuss your requirements, a month prior to the event.

Additional permits may be required through Council for advertising devices associated with the activity, or from state government for liquor licensing.

How long is an approval valid for?

Approval times vary according to the needs of the event. Permits may be issued as an annual permit, or as a one off event. For one off events, the permit will cover the time required to set up, undertake the activity, and clean up afterwards. Annual permits may be renewed each year, subject to condition, allowing the approval holder to continually undertake the activity.

For further information,
contact Council:

Customer Service

1300 COUNCIL
www.wdrc.qld.gov.au

