



Temporary Entertainment Event

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 operating a *temporary entertainment event* as being a prescribed activity, and therefore requiring a permit.

What is a 'Temporary Entertainment Event'?

Local Law No. 1 (Administration) 2011 defines *operating a temporary entertainment event* as:

the opening to the public, or the preparation for opening to the public, of an entertainment event and for which the opening to the public does not constitute development under the Planning Act.

An *entertainment event* is defined as:

an event that is open to the public for entertainment whether or not a charge for admission is made and whether or not the person who controls admission to the place reserves a right to refuse admission.

Examples of such events include, open air concerts, air shows and street parades where not conducted at showgrounds.

What do I need to do if I am wanting to hold a Temporary Entertainment Event?

In order to hold a temporary entertainment event, you are required to hold an approval from Council's Environment and Health Section. This approval can be obtained by completing an *Application for Approval to Operate Temporary Entertainment Event*, 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.

When making an application, make sure that you include all necessary information to assist with the assessment of the application, for example, hours of operation, the expected noise impact, the number of toilet facilities being provided, traffic management and post event cleanup proposal (including cleaning up after patrons as they leave the event).

How long is an approval valid for?

Approval times vary according to the needs of the event. Generally permits will be given for the time required to set up, hold and clean up from the event.

If I obtain an approval for a Temporary Entertainment Event, 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 or camping grounds associated with the activity, or from state government for liquor licensing.



How long does it take to get approval?

Applications for approval are to be submitted a month prior to the required installation date. The assessment generally takes about two weeks, however this time cannot be guaranteed.

For further information, contact Council:

Customer Service

1300 COUNCIL
www.wdrc.qld.gov.au

