Customer Contact 1300 COUNCIL (1300 268 624) 07 4679 4000 www.wdrc.qld.gov.au

info@wdrc.qld.gov.au



## Application to Undertake Activities on Local Government Controlled **Areas and Roads**

## **IMPORTANT NOTICE**

Western Downs Regional Council is committed to handling your personal information in accordance with the Information Privacy Act 2009 (Qld) and the Queensland Privacy Principles (QPPs).

QPP 5 obliges Council to advise you of certain matters when collecting your personal information. This collection notice sets out those matters, and explains how we will manage the collection, use, disclosure and storage of your personal information.

For further information regard	ng now your per	sonal information will be handled, please	e reter to the bot	tom of form.	
Applicant Detai	ls				
<b>Applicant:</b> (must be an individual or corporation)					
Trading Name:					
Contact Person:					
Contact Number:					
Address:					
Email Address:					
Public Liability Insurance:	Details Must be provided prior to event				
Not for profit:	□Incorporation Number(This can be found on your Certificate of Incorporation or at Check a charity or association   Your rights, crime and the law   Queensland Government				
Rate Payer:	Assessment Number (Western Downs Regional Council ratepayers may be eligible for a discount on fees related to temporary activities)				
Signed:	Date:				
Activity / Event	Details				
Permit Required for:					
☐ Temporary Activity / Event	maximum 3 cor	secutive days in duration			
☐ Permanent Activity / Event	more than 3 da	ys in duration (does not need to be con	secutive days) [	□ Annual Renewal Required	
If a Temporary Event Start Da	Temporary Event Start Date and Time End Date and Time				
		Activity being Undertak	ken		
☐ Community Gathering	□ Мо	☐ Mobile Roadside Vending		☐ Stationary Roadside Vending	
☐ Market Stalls	□ Sa	☐ Sale of Sweep /Raffle Tickets		☐ Storage of Items Council Area / Road	
☐ Concert	□ Dis	splay of Goods for Sale		☐ Sporting Activity	
☐ Vehicle Display	☐ Street Parade ☐ Wedding		☐ Wedding		



□ Training Event

☐ BBQ / Sausage Sizzle

☐ Driving / Leading of Animals

☐ Cake Stall

☐ Car Wash

☐ Information Stand

☐ Novelty Race

☐ Birthday Party

☐ Music / Theatrical Performance

□ Other					
Additional Details (Complete all relevant Details)					
Event Name:					
Address/Streets:					
Location:	☐ Footpath ☐ Ro	oad □ Park □ Busking A	rea 🗆 Other		
Adjacent Businesses:	☐ Consent has been obtained from adjacent businesses				
Access to power required:	□Yes provide details of no. of powered sites required □ No				
	☐ Live Music	□Re	corded Music		
Additional Entertainment:	☐ Water Slide	·	pany Details ic Liability Insurance details		
	☐ Jumping Castle		pany Details ic Liability Insurance details		
	□ Other	Company Details  Public Liability Insurance details			
Food Vendor Details & For information of Food Licencing requirements please contact Western Downs Regional Council Environmental Health Team					
Food Provided: (attach additional sheets if required)		western Downs Regio	nai Councii Environmi	entai Heaith Team	
Food Vendors Gas					
System Compliance Certificate have been provided:	□Yes				
	□Yes - Provide Liquor Licencing Details				
Alcohol to be served:	The selling of alcohol requires the hirer to obtain a liquor licence for the event - refer to the Office of Liquor, Gaming and Racing to obtain a licence.				
Tents / Pergolas / Awnings:	☐Yes (No pegs are allowed to penetrate the ground in any WDRC parks) ☐ No				
Signage Details (if any):	(including number and location)				
Vehicles to be used in parklands' area?	□Yes - traffic mana	gement plan required	Registration Details		
Waste Disposal:	Number of existing waste bins				
	Number of additiona	al waste bins			
	Female	Toilets	Male	Toilets	Urinals

Number of Toilets Provided:					
Frovided.	Handwash Basins		Handwash Basins		
SITE PLAN					
Attachments					
		cable to the application.			
<ul><li>Any obstructions p</li><li>Distance between</li></ul>	ensions of all structures				
		value of at least \$20,000,0	00 indemnifvina Co	uncil	
* *	•	hicle being used (if applica			

Written proof activity is being conducted for a not-for-profit organisation (if applicable) NB. Waiver of fees will not be provided without this

☐ Food Vendor Details

## **IMPORTANT NOTICE continued**

The information collected is necessary to assess your application.

Your personal information has been collected under authority of the Local Government Act 2009.

If you choose not to provide your personal information, for example your name and contact details, Council will not be able to process your application.

Your personal information will be accessed by persons who are authorised to do so. Council may provide your personal information to an external party when required by law.

Council's privacy policy explains how you may request access to and/or seek correction of your personal information. Council's policy also explains how you can complain to Council if you consider Council has breached its obligations to manage your personal information in accordance with the QPPs, and how we deal with privacy complaints.

If you have any questions about how your personal information will be handled, please contact Council on telephone 1300 268 624 or <a href="mailto:info@wdrc.qld.gov.au">info@wdrc.qld.gov.au</a>.

For a full list of fees and charges please refer to Councils to website www.wdrc.qld.gov.au

Payment on this application is considered an invoice; ABN: 91 232 587 651. NO GST is applicable on Licence Fees.

## Office Use Only

Assessment number:	EH No.:	
Amount paid:	Date paid:	1 1
Receipt number:	Initials:	