



CAIRNS REGIONAL COUNCIL

Application for Approval to Conduct Activities (Park or Foreshore)

Part 3 of Local Law No. 10 (Public Entertainment Venues)

Part 7 Local Law No. 26 (Parks & Reserves)

Return Application To:
Chief Executive Officer
Cairns Regional Council
Sport Recreation & Community Development
PO Box 359
CAIRNS QLD 4870
Facsimile: (07) 4044 3830
Email: council@cairns.qld.gov.au

Enquiries Phone: (07) 4044 3044

Leisure Venues

GUIDELINES

General Information

A copy of all Local Laws can be found on Council's website at http://www.cairns.qld.gov.au/council/local_laws

If the use / activity is being conducted on trust land, it may be necessary for the use / activity to be approved under the *Land Act 1994*.

This Application must be accompanied with:-

- § location and site plans for the use / activity; and
- § copies of any other approvals etc. for the use / activity.
- § detailed statement of proposed use / activity

Council may impose conditions on the approval relating to:-

- § payment of approval fees;
- § insurance and indemnities;
- § lodgment of a security bond;
- § Set up of equipment; and
- § Times of operation.

APPLICANT'S DETAILS

Name / Company name

ABN *If applicable*

Company contact person and position *If applicable*

Postal address

Work phone No.

Home phone no.

Fax no.

Mobile no.

Email address

2. Where are the uses / activities to be conducted?

Address:

Park / Foreshore Name:

Area within Park / Foreshore for proposed use:

4. Operation Dates & Times of Uses / Activities

Days & Dates Uses / Activities to be conducted

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|--|
| |
| |
| |

Hours of operation of Uses / Activities

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|--|
| |
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| |

Bump In Dates & Times

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| |

Bump Out Dates & Times

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| |

Estimated Number of personnel associated with the event:

Customers 4 _____ Participants 4 _____ Employees 4 _____

5. Structures or Equipment to be used

Are any structures or equipment to be used for the uses / activities?

For example – Portable toilets, marquees, stands, tables, generators, barricades.

Yes Give *Details*

No

6. Services required from Council

Power is available on **some** sites please tick if required. (Fees will be applied accordingly)

Yes

No

7. Other Approvals Required for Uses / Activities

Do you require vehicle access for anything related to your activity? (You may be required to collect keys from Council's Depot, a deposit maybe required).

Yes

No

8. Attach a Site Plan

9. Insurance

As a requirement of your approval Council may request:

9a. The Hirer/ Approval holder will at its own expense insure and keep insured in the name of the Hirer with the Council noted as an interested party for an amount of not less than Ten Million Dollars (\$10,000,000.00) against public liability in the form of a standard public liability policy.

9b. The Hirer/ Approval holder shall produce to Council prior to the date required evidence of the Insurance Policy effected by the Hirer/ Approval holder under clause 9a.

Applicants Signature

Date _____

Print Name:

OFFICE USE ONLY

Date Received _____

Receipt Code: **216 GL: 04632 IM PARKS**

Application Fee Paid Yes No

Receipt Code: **210 GL: 05301 SPORTS GROUNDS**

Site Plan Attached Yes No

Receipt No. _____

Risk Plan Attached Yes No

Required to be submitted Yes No

All other Approvals Attached Yes No

Is another approval, licence or permit required for the uses / activities? For example: food, liquor

Yes No

Referral Required? No Yes

Referral Comments Received:-

1. Name Date/...../.....

Branch

Comments attached: No Yes N/A

2. Name Date/...../.....

Branch

Comments attached: No Yes N/A

2. Name Date/...../.....

Branch

Comments attached: No Yes N/A

Activity Approved

Yes No (*If no, why?*) Subject to Conditions (*list conditions*)

Approval Date: _____

Comments/ Conditions
