



IPSWICH CITY COUNCIL

Application For Use of Council Parks and Facilities

It is highly recommended you read through the application prior to completing as your application may require supporting documentation e.g. PLI Certificate of Currency, Food Licence, Liquor Licence, etc.

Failure to supply all necessary documents will delay the processing of your application.

The application form must be completed in full and submitted to Council no later than two (2) weeks prior to the event for small scale events and six (6) weeks prior to the event for larger scale events. Submitting an application does not guarantee approval. If approved a permit will be issued.

Note: If your event is likely to have 500 or more guests attending at any one time you are required to apply for a Temporary Entertainment Event Licence. Further information including an application form can be found at ipswich.qld.gov.au/businessforms

REFERENCE INFORMATION										
Please visit Council's Parks Search to view available locations and standard conditions at ipswich.qld.gov.au/parkssearch										
Information regarding park permits is available at ipswich.qld.gov.au/parkpermits										
Where fees may be applicable, please refer to Council's fees and charges at ipswich.qld.gov.au/feesandcharges										
PUBLIC LIABILITY INSURANCE										
Council requests Public Liability Insurance (PLI) for certain types of events, activities or if there is a potential risk to public health and safety. If you tick a box that states 'PLI required' throughout the application form, you must provide a Certificate of Currency. The minimum cover required is \$20 million. The insurance company must be licensed to operate in Australia.										
A Certificate of Currency must be provided to Council with your application otherwise your application cannot progress. The certificate must be in the name of the applicant for the event and have Ipswich City Council nominated as an interested party on the policy.										
APPLICANT DETAILS										
Title		Given names		Surname						
Business/Trading name										
Contact person (if business)										
Residential address										
Suburb				State/Territory		Postcode				
Postal address (if different from above)										
Suburb				State/Territory		Postcode				
Home phone		Work phone		Mobile						
Email										
If a company or incorporated body										
ABN/ACN										
Are you a charitable or non-profit organisation? (proof of status must be submitted with this application e.g. ATO status)							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Name of person with authority to apply for permit										
Position in company or incorporated body										
Do you have authority to apply on behalf of the company or incorporated body?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

EVENT DETAILS										
All locations must be listed – this includes clubhouses for seasonal sporting use										
Location name (Name of Park or Reserve)		Area name/s		Start date and time		Finish date and time				
(Please allow for bump-in and bump-out)										
Number of guests at any one time (approx)										
Total number of guests over the event (approx)										
<input type="checkbox"/>	One off event									
<input type="checkbox"/>	Recurring event	<input type="checkbox"/>	Daily	<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Fortnightly	<input type="checkbox"/>	Monthly	
Provide further details if necessary (e.g. third Wednesday of every month)										
TYPE OF EVENT										
<input type="checkbox"/>	Commercial event	(PLI required) An event where a business or organisation gains benefit, monetary or otherwise (e.g. the hire, sale or exposure of goods and services, commercial photography, promotional activities, product launch, etc.)					Refer to the Public Event Section			
<input type="checkbox"/>	Community event	(PLI required) An event that is held for the community to attend that is not of a commercial nature (e.g. car show, fun run, Christmas carols, etc.)					Refer to the Public Event Section			
<input type="checkbox"/>	Fitness group/personal training	(PLI required) Personal training activities are ONLY permitted in parks that have been allocated for these activities								
<input type="checkbox"/>	Nature-based recreation	Permissible at selected reserves and conservation estates					Complete the Nature-based Recreation section			
<input type="checkbox"/>	Private function	A private social gathering where nothing is being sold (e.g. wedding ceremony, naming ceremony, family gathering, birthday party, etc.)								
<input type="checkbox"/>	School sporting use	(PLI required) A school sporting event held on a weekday between 6.00 am and 4.00 pm								
<input type="checkbox"/>	Seasonal sporting use	(PLI required) A sporting club applying for their seasonal training and competition					Complete the Seasonal Sporting Use Section			
Please provide a description of the event you wish to hold (e.g. wedding ceremony, birthday party, car show, product launch, etc.)										

DOES YOUR EVENT INVOLVE THE USE OF THE FOLLOWING?			
<input type="checkbox"/>	Alcohol	Complete the Alcohol section	
<input type="checkbox"/>	Amplifying equipment	Complete the Amplifying Equipment section	
<input type="checkbox"/>	Field lighting	Please ensure you have selected a location that has field lighting available. The use of field lighting will incur a fee with payment required on issuing of permit (part payment for Seasonal Sporting Use).	
<input type="checkbox"/>	Fireworks	Complete the Fireworks section	
<input type="checkbox"/>	Food	Complete the Food section	
<input type="checkbox"/>	Power	Please ensure you select a location that has power available	
<input type="checkbox"/>	Structures and rides etc.	Complete the Structures and Rides etc. section	
<input type="checkbox"/>	Toilet access	A key may be required to access the toilets at some locations	
<input type="checkbox"/>	Vehicle access	If vehicle access is requested other than on designated roads and car parks complete the Vehicle Access section	
Please provide any other relevant details or special requirements in relation to your event			
ALCOHOL			
<input type="checkbox"/>	Alcohol will be supplied/ consumed at my event	If you have alcohol at your event, regardless of whether you supply it or sell it, you must check with the Office of Liquor and Gaming Regulation (OLGR) to determine any licence requirements. Please visit Olgr.qld.gov.au for further details.	
<input type="checkbox"/>	Alcohol will be sold at my event (or included in admission price) (PLI required)	Confirmation of the Licence, exemption or other requirements from OLGR must be submitted with this application. A site map must also be submitted showing where alcohol will be sold/supplied and consumed.	
AMPLIFYING EQUIPMENT			
To view information regarding your responsibilities in relation to noise pollution from amplifying equipment please visit ipswich.qld.gov.au/noisepollution			
What amplifying equipment would you like to use at your event:			
When would you like to use the amplifying equipment?			
<input type="checkbox"/>	Business days	Start time	Finish time
<input type="checkbox"/>	Any other days	Start time	Finish time
If a complaint is made to Council and you are found to be outside of the allowable times or decibel limits you will be required to cease the use of all amplifying equipment immediately and a fine may be applicable.			

FIREWORKS			
<p>Fireworks will only be approved at specific locations.</p> <p>To understand your requirements and for a list of licensed fireworks contractors refer to the Queensland Government website at https://www.qld.gov.au/emergency/safety/explosives-fireworks/fireworks</p> <p>An appropriately licenced fireworks operator must be responsible for the display.</p>			
Licenced contractor organising fireworks			
Fireworks operator conducting fireworks display			
A site map outlining launch sites and exclusion zones must be submitted with your application.			
FOOD			
<input type="checkbox"/>	Food will be supplied at my event	<p>To determine if your event requires a Food Licence under the <i>Food Act 2006</i> or to obtain an application form, please visit ipswich.qld.gov.au/permits or contact Ipswich City Council on (07) 3810 6666.</p> <p>If you are required to hold a Food Licence a copy must be submitted with this application.</p> <p>Note: If you are hiring a caterer for your event, it is your responsibility to ensure the caterer holds a Food Licence.</p>	
<input type="checkbox"/>	Food will be sold at my event (or included in admission price)		
Number of stalls			
NATURE-BASED RECREATION			
<p>Throughout the Ipswich City Council area there are many reserves and conservation estates open for the public to visit and enjoy. Applications for use are only accepted for locations where zones have been created.</p> <p>Permits are required if you wish to hold an event, carry out an activity as part of a formal group or your activity has the potential to adversely impact on the location.</p> <p>Please be aware that these areas are not closed off to the public when a permit is issued, however Council's Natural Resources staff will manage the use to ensure that conflicting activities are not permitted in a zone at the same time.</p>			
Which type of activity do you wish to undertake?			
<input type="checkbox"/>	Adventure racing (PLI required)	<input type="checkbox"/>	Guided walk
<input type="checkbox"/>	Mountain bike event (PLI required)	<input type="checkbox"/>	Orienteering/roving (PLI required)
<input type="checkbox"/>		<input type="checkbox"/>	Horse riding event (PLI required)
<input type="checkbox"/>		<input type="checkbox"/>	Scientific research (e.g. flora and fauna surveys)
Will you be requesting permission to go off designated tracks?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide details of your activity including what you wish to do and the areas you wish to access:			
A site map outlining the areas you wish to access is required to be submitted with this application as well as any other relevant documents.			
PUBLIC EVENT			
<p>The following information applies if your event is open to the public, whether a commercial or free community event.</p> <p>Depending on the expected size of your event and the existing facilities at your chosen location you may wish to provide bins and toilets at your event. The 'Things to consider when holding an event' fact sheet provides guidelines to assist you in holding a successful event, it can be found at ipswich.qld.gov.au/parkpermits</p> <p>If your event is likely to have 500 or more guests attending at any one time you are required to apply for a Temporary Entertainment Event Licence and the provision of additional toilets and bins becomes mandatory. For further information regarding a Temporary Entertainment Event Licence or for a form to apply please visit Council's website at ipswich.qld.gov.au/businessforms</p> <p>A site map outlining the layout of your event must be submitted with this application.</p>			

SEASONAL SPORTING USE

A separate application is required for either of the following choices. This application is for:

Training and weekly competition

Finals series, national or state carnivals/finals – you are required to apply for a Temporary Entertainment Event Licence

For further information regarding a Temporary Entertainment Event Licence or for a form to apply please visit Council's website at ipswich.qld.gov.au/businessforms

I require field lighting – please ensure you have selected a location that has field lighting available. The use of field lighting will incur a fee with part payment required on issuing of permit.

A Terms and Conditions for Seasonal Sporting Permits form must be completed and submitted with this application, it can be found at ipswich.qld.gov.au/parkpermits

Please be aware that a permit may not be issued in the instances where fees remain outstanding and payable to Council or required documentation has not been supplied.

STRUCTURES AND RIDES ETC.

All structures and rides etc. must be secured using weights or sandbags, pegs or stakes are not permitted.

Marquee or tent

How many?

Stage **(PLI required)**

How many?

Animals e.g. petting zoo **(PLI required)**

How many?

Jumping castle

How many?

Rides **(PLI required)**

How many?

Other (Provide further details below, PLI may be requested)

How many?

A site map outlining the layout of your event must be submitted with this application.

VEHICLE ACCESS

Explain why vehicle access is necessary and where it is requested for

Provide the following vehicle information

Type of vehicle	Number of this type	Over 4.5 tonne?

If more room is needed please attach a separate sheet.

For vehicles 4.5 tonne or heavier a bond is required to be paid.

CHECKLIST

Please ensure you have attached the following items if they are applicable to your event:

Alcohol – a copy of Liquor Licence or Exemption from Office of Liquor and Gaming Regulation

Food – copy of Food Licence

Proof of charitable or not-for-profit status

Public Liability Insurance – Certificate of Currency – if you ticked a box with **(PLI required)**

Seasonal sporting use – Terms and Conditions for Seasonal Sporting Permits
(Additional declaration on last page must be completed)

<input type="checkbox"/>	Site map/s	<input type="checkbox"/>	Alcohol – outlining where alcohol will be sold/supplied and consumed
		<input type="checkbox"/>	Community or Commercial Event – layout of event
		<input type="checkbox"/>	Cross country or fun run – map of route
		<input type="checkbox"/>	Fireworks – outlining launch points and exclusion zones
		<input type="checkbox"/>	Nature-based recreation – areas to be accessed
		<input type="checkbox"/>	Structures and Rides etc – layout of event

DECLARATION

I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge.
Providing false information may render you liable to legal action.

Applicant name

Applicant signature

Date

/ /