

Things to consider when holding an event

Alcohol

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.

Amplifying Equipment

Event organisers need to be considerate of the amenity of the surrounding area. Noise from vehicles, event activities, music and patrons can cause disturbance and nuisance. Proactive measures such as crowd control, positioning of loudspeakers and timing of events can improve control of noise. For more information, see [here](#).

Animals

If there will be a petting zoo or animal rides at your event, all animal bedding and faeces must be removed from the site once the event is concluded. Considerations also need to be made for the containment and clean-up of animal faeces and urine, such that pedestrians are not subject to walking in animal excrement. A dedicated waste receptacle should be used for the disposal of animal waste, not placed into any standard fixed bins at the location.

Also, suitable animal control measures (i.e. security guard or dedicated animal handler) should be in place to contain any animal situation which may cause an issue to other animals or public safety. Hand wash should also be provided so that patrons can sanitise their hands after coming in to contact with the animals.

Fireworks

Fireworks can only be bought, stored, transported and used by professionals licensed by the Queensland Government. If you plan to have fireworks at your event, you will need to engage an appropriately licensed fireworks operator, and they will need to submit a 'Fireworks Notification Form' to Queensland Government at least seven calendar days before the event. For more information, go to the [Fireworks licensing and handling](#) information page.

Food

To determine if your event requires a Food Licence under the *Food Act 2006* or to obtain an application form, please visit the [Laws and Permits for Businesses](#) page or contact Ipswich City Council on (07) 3810 6666.

NOTE: If you are hiring a caterer or food vendors for your event, it is your responsibility to ensure they hold a current Food Licence.

Rides

Event organisers must ensure that the company supplying jumping castles and/or rides hold public liability insurance. Rides that are set up on Council land must be secured at all times with either sandbags or weights. The use of pegs is not permitted at any time.

Traffic Management Associated Road Permits

To determine if your event requires a Road Permit under the *Local Government Act 2009* or to obtain an application form please visit the [Road Permits](#) page or contact Council - Road Reserve Management on (07) 3810 6666.

Toilets and Waste Management

Depending on the type of event you are holding, the facilities available at your chosen location and whether or not food and drinks will be available to guests you may wish to consider providing additional amenities to ensure the needs of your guests are met.

If you have 500 or more guests attending, at any one time, you are required to apply for a Temporary Entertainment Event License and the provision of toilets and waste bins becomes mandatory.

The number of toilets needed for guests during your event will depend on a number of factors:

- anticipated crowd numbers
- patron gender
- whether children will be attending
- whether food and drink are available for guests
- whether there is service of alcohol
- the event duration.

When providing toilet facilities they must be:

- well lit for security and safety reasons
- provided with soap and hand drying equipment
- cleaned and re-stocked regularly
- accessible for people with disabilities
- located away from food service or food storage areas
- include sanitary convenience bins for female toilets, and
- fitted with sharps disposal facilities.

We encourage all event organisers to consider providing additional bins for your event. For most events, especially where food and drinks are available, it is likely that additional rubbish and/or recycling bins will be needed. It is important to consider the type and location of litter bins and use of recycling options where appropriate.

Where food vendors will be attending, bins should also be provided to accommodate their waste needs.

More Information

For more information contact Council on (07) 3810 6666 or visit lpswich.qld.gov.au.



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