IPSWICH CITY COUNCIL

Application For Use of Council Parks and Facilities

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.

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

Note: A Temporary Entertainment Event Licence (TEEL) may be required if you are holding an event in Ipswich. Further information regarding a TEEL can be found on the Temporary Entertainment Event Licenses page

Note: Clubs/Seasonal Sporting users, please use the application form in the Sport page

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

TYPE OF BOOKING

☐	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.)
☐	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.)
☐	Community daily sport	**(PLI required)** Organised sporting events for daily/short term use (to be held in sporting areas only)
☐	Fitness group/personal training	**(PLI required)** Personal training activities are ONLY permitted in parks that have been allocated for these activities
☐	Nature-based recreation	Permissable at selected reserves and conservation estates
☐	Private function	A private social gathering where nothing is being sold (e.g. wedding ceremony, naming ceremony, family gathering, birthday party, etc.)
☐	School use	**(PLI required)** A school event held on a weekday between 7.00 am and 3.30 pm

Please provide a detailed description of the event you wish to hold (e.g. wedding ceremony, birthday party, car show, product launch, etc.)

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.

PART A – APPLICANT DETAILS

Individuals please complete section 1. Organisations please complete section 2.

Section 1 – INDIVIDUAL APPLICANT/S

Applicant 1	Title		Given name		Surname					
	Email				Mobile					
	Address									
	Suburb				State/Territory		Postcode			
	Postal address (if different from above)									
	Suburb				State/Territory		Postcode			
Applicant 2	Title		Given name		Surname					
	Email				Mobile					
	Address									
	Suburb				State/Territory		Postcode			
	Postal address (if different from above)									
	Suburb				State/Territory		Postcode			

Section 2 – ORGANISATION OR BUSINESS Applicant

Are you a charitable or non-profit organisation? (proof of status must be submitted with this application e.g. ATO status)	☐ Yes ☐ No								
Purchase order number (if required)									
Organisation/Business Name (this is who council will invoice)									
ABN/ACN									
Email				Mobile					
Address									
Suburb				State/Territory		Postcode			
Postal address									
Suburb				State/Territory		Postcode			

Authorised Contacts for Organisation/Business

Contact 1	Title		Given name		Surname				
	Email								
Contact 2	Title		Given name		Surname				
	Email								
Contact 3	Title		Given name		Surname				
	Email								

Please attach information if more than 3 Contacts

USAGE REQUIREMENTS

All locations must be listed

Location name (Name of Park or Reserve)	Oval/Zone/Facility	First booking date	Last booking date	Start time (include set up time)	Finish time (include pack down time)

Number of guests at any one time (approx)	
Total number of guests over the event (approx)	

☐ One off booking/activity

☐ Recurring booking/activity ☐ Daily ☐ Weekly ☐ Fortnightly ☐ Monthly

1. PUBLIC EVENT

The following information applies if your event is open to the public, whether a commercial or free community event.

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

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

2. DOES YOUR EVENT INVOLVE THE USE OF THE FOLLOWING?

☐	Alcohol	Complete the Alcohol section
☐	Amplifying equipment	Complete the Amplifying Equipment section
☐	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
☐	Fireworks	Complete the Fireworks section
☐	Food	Complete the Food section
☐	Power	Please ensure you select a location that has power available
☐	Structures and rides etc.	Complete the Structures and Rides etc. section
☐	Toilet access	A key may be required to access the toilets at some locations
☐	Vehicle access	If vehicle access is requested other than on designated roads and car parks complete the Vehicle Access section
☐	Other – please provide any other relevant details or special requirements in relation to your booking/activity below	

3. ALCOHOL

☐	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. 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.
☐	Alcohol will be sold at my event (or included in admission price) **(PLI required)**	

4. 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?

☐	Business days	Start time		Finish time	
☐	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.

5. FIREWORKS

Fireworks will only be approved at specific locations.

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

An appropriately licenced fireworks operator must be responsible for the display.

Licenced contractor organising fireworks	
Fireworks operator conducting fireworks display	

A **site map** outlining launch sites and exclusion zones must be submitted with your application.

6. FOOD

☐	Food will be supplied at my event	To determine if your event requires a Food Licence under the *Food Act 2006* or to obtain an application form, please visit Ipswich.qld.gov.au/permits or contact Ipswich City Council on (07) 3810 6666. If you are required to hold a Food Licence a copy must be submitted with this application. **Note:** If you are hiring a caterer for your event, it is your responsibility to ensure the caterer holds a Food Licence.
☐	Food will be sold at my event (or included in admission price)	
Number of stalls		

7. STRUCTURES/RIDES/GAZEBOS ETC.

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

			Quantity
☐	Marquee or tent		
☐	Stage **(PLI required)**		
☐	Jumping castle		
☐	Rides **(PLI required)**		
☐	Field lighting	Time required from - to	
☐	Other (Provide further details below, **PLI may be requested** e.g. petting zoo, temporary fencing, bins, portable toilet)		

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

8. VEHICLE ACCESS

Explain why vehicle access is necessary.
Note: A site map **must** be submitted clearly showing point of access required and the path that all vehicles will need to take

Provide the following vehicle information

Make	Model	Year	Registration number

9. NATURE-BASED RECREATION

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.

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.

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.

Which type of activity do you wish to undertake?

☐	Adventure racing **(PLI required)**	☐	Guided walk	☐	Horse riding event **(PLI required)**
☐	Mountain bike event **(PLI required)**	☐	Orienteering/rogaining **(PLI required)**	☐	Scientific research (e.g. flora and fauna surveys) **(may require PLI)**

Will you be requesting permission to go off designated tracks? ☐ Yes ☐ 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.

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)**
☐	Site map/s	☐ Alcohol – outlining where alcohol will be sold/supplied and consumed
		☐ Community or Commercial Event – layout of event
		☐ Cross country or fun run – map of route
		☐ Fireworks – outlining launch points and exclusion zones
		☐ Structures and Rides etc – layout of event
		☐ Vehicle Access
		☐ Nature-based recreation – areas to be accessed

LODGEMENT			
In person:		**Post to:**	**Email:**
Ground Floor 1 Nicholas Street Ipswich QLD 4305	Or scan the QR code for all in person locations	Ipswich City Council PO Box 191 IPSWICH QLD 4305	council@ipswich.qld.gov.au

DECLARATION			
I sincerely declare that the information on this application is true and correct, that I am aged 18 years or older and if applicable, I am authorised to sign on behalf of the organisation or business listed. Providing false information may render you liable to legal action.			
Applicant name			
Applicant signature		Date	☐☐/☐☐/☐☐☐☐

Ipswich City Council is collecting your personal information for the purpose of fulfilling its functions, responsibilities and activities. Please see council's Privacy Statement and Personal Information Digest for further information about how we manage personal information, to whom personal information could be disclosed and the laws that authorise or require the collection of personal information by the council. Generally, we do not disclose your personal information outside of council unless we are required by law to do so or you have given your consent. By completing and signing this form and returning it to council, we will consider that you have given us your consent to manage your personal information in the manner described in council's Privacy Statement, Information Digest and this collection notice.

Last reviewed July 2026