



## Conditions for Commercial Activities and Ceremonies in Parks and Reserves

Council approval is required to conduct a Commercial Activity or Ceremony on Council controlled parkland or reserve. Council may approve or reject any application at its sole discretion.

A Booking Fee is payable for all ceremonies at the time of booking. A bond is also payable. Applicants must be 18 years or older and proof of age may be required.

Applications should be lodged **at least four weeks prior to the proposed activity** by:-

- Using the on-line booking system on Council's Website – [www.frasercoast.qld.gov.au](http://www.frasercoast.qld.gov.au); or
- Completion of the "Operation of a Regulated Activity or Ceremony" Application Form.

Parks and Reserves are public spaces, which the general public is entitled to use at the same time as any approved activity, except where an area is closed for a specific purpose, as approved by Council.

The following conditions of approval apply and **Council may amend, add or delete conditions at any time, at its sole discretion**:-

### Park Use Conditions

- The Parkland/Reserve may only be used for the approved purpose and only during the date and time confirmed in the approval.
- A plan of the proposed layout for the activity must be submitted at least four weeks in advance of the activity commencement showing location of structures, pedestrian/vehicular access and emergency access points and any other features that affect site use (ie. tents, signs and barrier controls).
- Council staff or contractors must be allowed full vehicular access at all times to inspect/service facilities.
- No amplified music is to be played without prior approval from Council.
- The *Environmental Protection Regulation, 2008* applies to sound levels from open air concerts and the following, in particular, applies:-  
"An occupier of premises must not use, or permit

the use of the premises for an open-air event on any day-

- before 7.00am, if the use causes audible noise; or
- from 7.00am to 10.00pm, if the use causes noise of more than 70dB(A); or
- from 10.00pm to midnight, if the use causes noise of more than the lesser of the following-
  - 50dB(A);
  - 10dB(A) above the background noise level."

- The applicant must obtain, at their own cost, a licence from the Australasian Performing Rights Association (APRA) for the playing of live or taped performances held on Council land.
- All necessary licences/permits shall be obtained for the Activity/Ceremony and the applicant shall comply with all relevant Acts, Regulations and Local Laws.
- A Grounds Bond will be payable by the applicant and will be refunded at Council's discretion provided it is satisfied regarding the condition of the grounds following the activity/ceremony, regarding both cleanliness and any damage incurred.
- Posts or tent pegs driven into the ground are generally not allowed in any Council Parks or Reserves. If an alternative, such as sand or water bags cannot be used to secure a temporary structure, it is the applicant's responsibility to engage and pay for an accredited service locator to ensure the integrity of any underground infrastructure is preserved and submit these details to Council for its consideration.
- The parking of vehicles in any place other than approved parking areas or adjacent roads is prohibited.
- It is recommended that the applicant take all reasonable steps to ensure that existing shade structures are utilised for outdoor ceremonies. In the absence of such structures, the applicant is responsible for arranging the provision of portable shade structures such as canopies, umbrellas, marquees etc.

- The applicant is responsible for the good conduct and management of attendees at the activity/ceremony and shall ensure, where applicable, that there are sufficient numbers of Police Officers **as may be required by the Local Officer-In Charge of Police.**
- Council must be notified 48 hours prior to site occupation to attend and confirm set up locations for the activity/ceremony. Contact Council's Open Space & Environment officers on 1300 79 49 29 to organise a site set up meeting.

#### Tree Protection

- It is an offence to damage, remove or dump vegetation in a park or reserve. Resting of heavy objects on or against a tree is not permitted. Fixing banners or signs is not permitted. Any safety concerns involving trees are to be reported to Open Space & Environment officers on 1300 79 49 29.

#### Smoking

- The Applicant is responsible for ensuring compliance of the Queensland Government 'Tobacco and Other Smoking Products Amendment Act 2004' during the event.

#### Food

- All temporary food stalls and mobile food premises must be licensed under the *Food Act 2006*, unless exempted under the Act, and must comply with the requirements of Council's '*Structural and Operational Requirements for Short Term Food Stalls*'. Contact Council's Environmental Health Officer on 1300 79 49 29 for further details.

#### Activities/Ceremonies up to eight (8) hours duration

- Applicants must contact Council on 1300 79 49 29 to discuss the minimum guidelines regarding hygiene, handling, and storage of food for activities/ceremonies up to eight (8) hours duration.
- Any activities that incorporate food who are not part of a registered food business must contact Council's Environmental Health Officer on 1300 79 49 29 to discuss the requirements.

#### Toilet Facilities

- Activity operators/Ceremony organisers must ensure that adequate toilet facilities are provided for patrons, entertainers and support staff. These facilities must include water closet pans, urinals and hand basins. Refer to Council's '*Toilet Facilities at Events Fact Sheet*.' on Council's website.

#### Waste Removal

- The applicant is responsible for the provision and cleaning of refuse receptacles for the collection and storage of refuse.
- Refuse bins are available from Council at <http://www.frasercoast.qld.gov.au/recycling-and-waste> or by contacting the Waste Management Department on 1300 79 49 29.

#### Electrical Equipment (power is available to major commercial events only)

Cord extension sets and flexible cables are to be:

- located to ensure no obstruction to persons walking in the vicinity
- located where they are not subject to mechanical damage or damage by excess high temperatures
- provided with suitable protection against mechanical damage or damage by excess high temperatures
- visible to all persons attending or in the vicinity of the event
- tested and tagged by an approved person, with certification to be current.

If the above requirements cannot be complied with, cord extension sets and flexible cables must be installed as overhead wiring in accordance with Australian Standard/New Zealand Standard 3002:2002 – Electrical installations – Shows – clause 2.1.3.

- All electrical equipment must comply with the *Electrical Safety Act 2002* and *Electrical Safety Regulation 2013*.

A qualified electrician must be engaged to check all other relevant leads and ensure their safety at the time of opening electrical boxes. Cost of this will be borne by the applicant.

- The applicant is responsible for any additional services required and any associated costs (eg. telephone, electricity, etc). Please contact our parks department on 1300 79 49 29 for further information.

#### Short Term Power Supply

- Power can be made available at a minimum cost per day or part thereof (up to 24 hours) in certain areas only. Please contact our parks department on 1300 79 49 29 for further information.

## Gas Appliances

- All gas appliances used must be tested for leaks, and certification dates must be current.

## Access

- The applicant is responsible for ensuring that all necessary keys required to gain access to the site are obtained during normal working hours by contacting Council's Customer Services Officers on 1300 79 49 29. Keys are to be collected before 2.00pm on the working day preceding the proposed use. Keys must be returned within 48 hours after the activity closure. A deduction will be made from bond money on failure to return keys.
- Entry to the approved area is only to be made through normal access points.
- Access to all areas must remain available to emergency vehicles at all times.
- The applicant is responsible for obtaining any Road Closure permits, including any required advertising.

## Alcohol

The applicant is responsible for obtaining a Liquor Licence/Permit /Declaration of Wet Area if alcohol will be supplied or consumed during the activity/ceremony:

The following rules will also apply:

- Beer/soft drinks are only to be sold in cans.
- Disposable cups are to be used for spirits and wine.
- Party-ice only is to be used in drinks and such ice is to be kept in a lidded smooth and impervious container.
- Drinking straws are to be kept in a lidded smooth and impervious container.
- Liquor will be consumed within an area approved by Council and delineated by posts and rope one (1) metre from the ground.

## Public Liability & Indemnity

- **At least two weeks prior to the activity/ceremony**, the applicant must provide evidence of public liability insurance to a minimum of \$20m, or as required by Council, for the event, covering all proposed activities, equipment etc; and the Operator/Organiser must provide suitable indemnities, as required by Council, indemnifying Council and the Crown against all claims for injury or death to persons, damage to property etc.
- Any occurrence likely to result in a claim must be reported to Council as soon as possible.

## Safety

The applicant is required to ensure that:

- they comply with all directions provided by Council or its representatives regarding safety.
- all attendees act in a manner that does not endanger the health and safety of any other person attending or in the vicinity of the activity/ceremony.
- all obligations of the Work Health and Safety Act and Regulations and, where required, relevant Traffic Legislation is met.
- all necessary signage, barricading and signing is supplied and appropriately placed and is in accordance with the requirements of the Manual of Uniform Traffic Control Devices (MUTCD) and/or Council Local Laws.
- Where traffic control is used it is to be in strict accordance with the Traffic Controller Accreditation Scheme Approved Procedures. A copy of the approved procedure may be obtained from your local Queensland Transport Customer Service Office.
- All associated equipment are to have current certificates of safety in accordance with Queensland Work Health and Safety Legislation and the relevant Australian Standard. These must be provided to Council **at least two weeks** prior to the Activity/ceremony.

## Fireworks

- No fireworks displays are to be undertaken without the prior written approval of Council.
- Fireworks displays are to be carried out in accordance with the *Queensland Code of Practice - Control of Outdoor Fireworks Displays*. Conditions for Public Fireworks Displays which shall be read in conjunction with the provisions of the *Explosives Act 1999* and the *Explosives Regulation 2003*.
- A site plan identifying location and safety distances as well as a current copy of the shot-firers licence must be submitted for Council approval **at least two weeks** prior to the event.

***Privacy notice: In making an enquiry or booking, and providing personal information such as your name and contact details, this information will be used for the purpose of booking the Activity/Ceremony and will only be accessed by persons authorised to do so. Your personal information will be handled in accordance with the Information Privacy Act 2009.***