

**PRIVACY COLLECTION NOTICE:** South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. **A hard copy of this electronic document is considered uncontrolled when printed.**

Use of Council Caravan and Dam Parkland Form

Date of event							
Whilst every effort will be made to give you your preferred dates, this will be dependent on availability of the park and its facilities. To avoid disappointment please list up to three (3) preferred options to host your event.							
1 <sup>st</sup> Preference ____/____/____			2 <sup>nd</sup> Preference ____/____/____		3 <sup>rd</sup> Preference ____/____/____		
Number of days		Approx. number attending		Start time		Finish time	
Is this event competitive			<input type="checkbox"/> No <input type="checkbox"/> Yes				
Is this event sponsored by Council			<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please state value of sponsorship _____				
Will alcohol be sold at this event			<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, A current liquor license/permit must be attached to this application. This may not be applicable to Non-for-profit organisations				
Will food / drink vendors be engaged for this event			<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please ensure a current or temporary food licence has been granted by South Burnett Regional Council.				
Water based activities or aquatic events							
Does the event/function include any water-based activities or aquatic events?					<input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes, please attach a copy of proof of approval received from Sunwater and Maritime Safety to this application. <b>Approval from Sunwater and Maritime Safety must be obtained prior to submitting this application form to Council.</b> Completion and approval of this application does not constitute approval and South Burnett Regional Council reserves the right to refuse any application.							
Sunwater / Maritime Safety							
Approval is required for the use of Sunwater land for any event or function other than normal visitor activities in approved recreational areas. Events or functions include, but are not limited to fishing, swimming, rowing, boating, or skiing competitions or displays, community events, weddings, or other organised activities. To gain approval, submit a <a href="#">General Application for Access to Sun water Land or Infrastructure and Events</a> , or contact Sun water on 13 15 89.  To download the Sunwater Application Form, visit <a href="http://www.sunwater.com.au/wp-content/uploads/Home/Dams/General_Application_for_Access_to_SunWater_Land_or_Infrastructure_and_Events.pdf">www.sunwater.com.au/wp-content/uploads/Home/Dams/General_Application_for_Access_to_SunWater_Land_or_Infrastructure_and_Events.pdf</a> To hold an aquatic event, a permit may be required from Maritime Safety Queensland (MSQ). Please contact MSQ on 13 74 68 to check if your event requires approval. If it does, Sunwater will require a copy of MSQ's approval for your event.							
Insurance							
The Applicant must hold, as a minimum, \$10million Public Liability Insurance. <b>A copy of the policy and certificate of currency must be attached to this Application showing a current policy period during the time of the event.</b>							
Insurer				Policy number			
Policy period		Sum insured		Cover			
Road closures							
Are road closures required during this event?				<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide the following details			
Road name/s							
Road to close ____/____/____ at _____ am/pm				Road to re-open ____/____/____ at _____ am/pm			
A Notification of road closure for events form and traffic management plan must be submitted to Council for approval prior to your event							
Has a notification of road closure for events been logged with Council?					<input type="checkbox"/> No <input type="checkbox"/> Yes		
Has a copy of your traffic management plant been logged with this application?					<input type="checkbox"/> No <input type="checkbox"/> Yes		

## COVID-19 Safe Events

A COVID-19 Safe Event Checklist must be completed and included with this application.

For further information, go to the Queensland Government's COVID-19 website at [www.covid19.qld.gov.au](http://www.covid19.qld.gov.au) to confirm you can operate your event and whether any specific restrictions are required.

### Declaration

I/We declare the information provided to be true and correct

Given/Surname		Signature		Date	
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### Lodgement

Please return your completed form to the following address, or email [info@sbrc.qld.gov.au](mailto:info@sbrc.qld.gov.au) for enquiries, please contact (07)4189 9100  
South Burnett Regional Council  
PO Box 336, Kingaroy Qld 4610

### Office Use Only

Application approved	<input type="checkbox"/> No <input type="checkbox"/> Yes	COVID-19 safe event checklist included	<input type="checkbox"/> No <input type="checkbox"/> Yes		
Sun water approval received	<input type="checkbox"/> No <input type="checkbox"/> Yes	Food licence (if applicable)	<input type="checkbox"/> No <input type="checkbox"/> Yes		
Liquor licence (if applicable)	<input type="checkbox"/> No <input type="checkbox"/> Yes	Road closure – TMP approval (if applicable)	<input type="checkbox"/> No <input type="checkbox"/> Yes		
Public liability insurance policy	<input type="checkbox"/> No <input type="checkbox"/> Yes				
Given/Surname		Signature		Date	