

Use of Rail Trail

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.**

Applications must be submitted a minimum of 14 business days prior to event

Application to hold an event in Council controlled land

If you have any specific enquiries regarding how to complete this form or applicable fees, please contact Council. Please complete this application. If a question does not apply, please indicate by writing "n/a".

Applicant/s details

Organisation name	
Given/Surname	
Address	
Postal address	
Contact phone	
Email	

Event details – I/We hereby apply for

<input type="checkbox"/> Social event	<input type="checkbox"/> Competition event	<input type="checkbox"/> Charitable event
<input type="checkbox"/> Other (please specify)		
Do you require exclusive use?	<input type="checkbox"/> Yes <input type="checkbox"/> No Note: Exclusive use (Closed Rail Trail) is only applicable to competition events	

Please provide a statement of the nature of the event to be provided at the venue and a list of possible activities being offered (jumping castle, rides bar etc)

Date of event

Whilst every effort will be made to give you your preferred dates, however this will be dependent on availability of the Rail Trail and its facilities, to avoid disappointment please list up to three (3) preferred options to host your event.

	Date	Number of days	Start time	Finish time
1 st Preference			<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
2 nd Preference			<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
3 rd Preference			<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
Is this event competitive?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Approximate number attending this event	

Is this even sponsored by Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state the value of sponsorship	\$
Rail trail section/s and distance required			
Please list which section/s of the Rail Trail you will require for your event and the distance in kms (example: 10 kms between Murgon and Wondai)			
Using the space provided below, please sketch/draw a clear plan of the proposed area required (if there is not enough room, please attach the sketch on a separate page to this application) – include any road closures.			
Road closures/chicanes			
Are road closures required during this event?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes, please provide the details of the Road names and closure times in a Traffic Management Plan – to be submitted with application			
Do you require chicanes open?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes – to be included in Traffic Management Plan			
Insurance			
The applicant must hold, as a minimum, \$10 million Public Liability Insurance . 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.			
Insurer		Policy number	
Policy period		Sum insured	
		Cover	
Lodgement			
I/We declare the information provided to be true and correct			
Date		Name	
		Signature	
Mandatory requirements			
To be submitted to Council with application form no later than four (4) weeks prior to the event			
<input type="checkbox"/>	A copy of any Public Liability Insurance Policy required for the event/function – Coverage minimum \$10 million		
<input type="checkbox"/>	Traffic Management Plans and approved permits – chicane purpose and road closures – (Competition events only)		
Please return your completed form to the following address, or email info@sbrc.qld.gov.au for enquiries, please contact (07)4189 9100 South Burnett Regional Council PO Box 336, Kingaroy Qld 4610			