Use of Dr Ellen Kent Hughes Forecourt

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

Applicant/s details

Company name	
Given/Surname	
Address	
Contact phone	Email

I declare the information provided to be true and correct.

Date		Signature	

Event details

Type of function	

Approx. number attending		Name of Event	
Date required		Start time	☐ am ☐ pm	Finish time	☐ am ☐ pm

Access to toilets required ☐ Yes ☐ No	Access to power required ☐ Yes ☐ No (Minimal power is available in the Forecourt area)

Is the KTP Shared space required? ☐ Yes ☐ No
If **yes**, the Road Closure for Events form needs to be completed.

Road Closure for Events form completed. ☐ Yes ☐ No

Will food / drink vendors be engaged for this event? ☐ Yes ☐ No

If yes, please ensure a current or temporary food licence has been granted by South Burnett Regional Council.

Attachments required for event

☐ Copy of Public Liability Insurance   ☐ Details sketch plan clearly showing a plan of the proposed area

No approval will be granted if the above documentation has not been provided with application.

Please describe how the event will be managed to minimise disturbance on the commercial operations of the surrounding businesses, and public access to the Library and Council offices during business hours

Lodgement

Contact Council office on (07) 4189 9100 to confirm availability.
On completion of this form, please forward to Council address on this form or email info@sbrc.qld.gov.au
South Burnett Regional Council
PO Box 336, Kingaroy QLD 4610.

Office Use Only

Application approved	☐ Yes ☐ No
Date	Signature