

Use of Dr Ellen Kent Hughes Forecourt

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

Applicant/s details

Company name			
Given/Surname			
Address			
Contact phone		Email	

I declare the information provided to be true and correct.

Date		Signature	
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Event details

Type of function			
Approx. number attending		Name of Event	
Date required		Start time	<input type="checkbox"/> am <input type="checkbox"/> pm
		Finish time	<input type="checkbox"/> am <input type="checkbox"/> pm
Access to toilets required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Access to power required	<input type="checkbox"/> Yes <input type="checkbox"/> No (Minimal power is available in the Forecourt area)
Is the KTP Shared space required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes , the Road Closure for Events form needs to be completed.			
Road Closure for Events form completed.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will food / drink vendors be engaged for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date	Signature