

Application for Public Place Activity Permit

ID _____ Box _____

Use this form to apply for a permit for Public Place Activity. This form is in keeping with *Local Government Act 2009 Subordinate Local Law SLL 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011*. This may include Display or Information Booth, Social Gathering (no more than 50 persons), Street Parade or Festival, Vintage Car Display, Novelty Race, Cake Stall, Sausage Sizzle, Carwash or similar Fund Raiser. Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Note regarding Public Liability Insurance: Public Place Activities that are considered low risk (i.e. performances or acts that have minimal potential to cause injury to the public or damage to property) will not be required to provide proof of public liability insurance. However, it is recommended that applicants hold their own insurance.

Applicant Details for Business / Community Group

Business or Company Name / Community Group Name		ACN / ARBN
Postal Address		
Telephone Number	Email Address	
Name of Contact	Position of Contact	

Applicant Details for Private

Surname of Applicant (1)	Given Name	Title
Surname of Applicant (2)	Given Name	Title
Postal Address		
Telephone Number	Email Address	

Activity Details

Location or Street Address of Public Place			
Type of activity or function			No. persons attending
Start Date	Start Time ☐ am ☐ pm	Finish Date	Finish Time ☐ am ☐ pm
Name and contact details of the event organiser			

Public Liability Insurance

Take out and maintain public liability insurance for a minimum of \$20 million for Council controlled areas and roads indemnifying Barcardine Regional Council against any or all claims of damages resulting from the activity/operation of the business. A copy of your public liability insurance and indemnity statement MUST be provided with your application

Name of Insurer:	Policy Number:
Policy Limit:	Expiry Date:
Have you noted Barcardine Regional Council as an interested party? ☐ Yes ☐ No	

Privacy Statement

Council is collecting your personal information in accordance with current legislation to process your application. The information will only be accessed by authorised council employees. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including *Right to Information Act 2009*) or as required by Queensland State Government. This document will be stored according to the *Privacy Act 2009* in a secure document management system as authorised under the s.26 of the *Public Records Act 2002, The Information Privacy and Other Legislation Amendment Act 2023 (IPOLA)* and updates for the disposal of common and administrative public records created by all public authorities.

Attachments

This application and fee must be lodged with your Council with the following attachments.

- ☐ A copy of your Public Liability Insurance Policy to the minimum \$20,000,000 value is required by Barcaldine Regional Council must accompany applications (and note Council as an interested party.) The Policy shall name the insured as 'the applicant for the Permit and the Council. The public liability must indemnify the Council, in the prescribed form and manner, against all public liability claims arising from the operation of this business.
- ☐ A certified copy (or other evidence of approval) of any other registration, licence or permit required under any other law, as part of the occupation or use of Council Parks and Reserves.

Terms and Conditions

1. The area is to be left in a clean and tidy state.
2. No alcohol in park area (unless otherwise approved).
3. No glass receptacles are to be used.
4. Council is to be indemnified against any claim which may arise as a result of this activity.
5. All food preparation and distribution to comply with Health Service requirements.
6. All electrical cords, fittings, switchings, etc. are to be in accordance with the appropriate Australian Standards.
7. Provide adequate controlled access for pedestrians where applicable.
8. If necessary, keys are to be collected from the front counter of Council office.
9. Driving speeds in excess of 10kph are not permitted.

Declaration

I / We agree to abide by the conditions of the permit as set by Council.

Applicant Signature

Date

Application Fees for 2026 / 2027 Financial Year

RT- 267	Annual Licence Fee (per Community)	\$	265.00
RT- 268	Annual Licence Fee (Local Business)	\$	35.00
RT- 269	Annual Licence Fee (Community Group)	\$	Nil

Lodgement of your application

MAIL	Post to 'PO Box 191, Barcaldine QLD 4725' Email to council@barc.qld.gov.au		
IN PERSON	Visit any BRC Administration Office from 8.00am to 4.30pm Monday to Friday with cash, cheque or EFTPOS	Alpha Aramac Barcaldine	43 Dryden Street 35 Gordon Street 71 Ash Street
PAYMENT	☐ Cheques or money order to be made payable to "Barcaldine Regional Council" ☐ Credit Card – Contact Council to arrange to pay ☐ Cash or EFTPOS (in person only) ☐ Direct Deposit – <i>paying direct to Bank account "Barcaldine Regional Council General Account" BSB 124001 Account Number 100026378. Use the Licence Number & Surname as the Reference. Email a remittance advice to council@barc.qld.gov.au</i>		

OFFICE USE ONLY

Date received	_____	Receipt No.	_____	CSO	_____
☐ Approved	☐ Not approved	Permit number	_____	Date issued	_____
Full name of approving BRC Officer _____					
Signed _____				Date _____	