

Application for Permit to Occupy Doug Jennings Park and Moondarewa Spit

(TRUSTEE PERMIT / DEED OF INDEMNITY)
LOT 528 ON WD6624

This Application must be submitted to Gold Coast Waterways Authority at least **6 weeks prior** to event.

QUERIES/PROBLEMS? If you have any queries or are having problems completing this form, please contact: Gold Coast Waterways Authority at 40-44 Seaworld Drive, Main Beach. Phone (07) 5539 7350.

1. APPLICANT DETAILS

Individual/Organisation/Company (the Permittee): _____

Address: _____

Company representative's name and position: _____

Phone (Work): _____ Mobile: _____

Contact person responsible for the day-to-day management of the event: _____

Phone (Work): _____ Telephone (Home): _____

Mobile: _____ Fax: _____ Email: _____

Status of Organisation/Company (Charitable, Non-Profit, Sporting, Promotional etc.): _____

If a Charitable or Non-Profit organisation, attach a copy of Certificate of Registration Application

2. DETAILS OF EVENT

Name of Event: _____

Will this be a fundraising event?: ☐ Yes ☐ No

If **yes**, purpose of funds raised: _____

Area Required (*refer to map*) – mark requested area: _____

Setup: Date: _____ Start Time: _____ Finish Time: _____

Event: Date: _____ Start Time: _____ Finish Time: _____

Clean-up: Date: _____ Start Time: _____ Finish Time: _____

Target Group: _____ Anticipated attendance: _____

3. DESCRIPTION OF EVENT (*describe briefly the event and it's purpose*)

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4. PUBLIC LIABILITY INSURANCE

Copies of your current Certificates of Currency are to be lodged with the Application. Insurances to include Public Liability to the value of \$20 million and Property Damage insurance to an appropriate value for the continuance of a Permit to Occupy (Trustee Permit/Deed of Indemnity). Please ensure you fulfil your duty of disclosure to your insurer by informing them of the full scope of activities of this event to ensure adequate cover is available. The Minister, the State of Queensland and Gold Coast Waterways Authority must be nominated as co-insured.

5. LITTER MANAGEMENT

Does your event require additional refuse disposal?

☐ Yes

☐ No

If **yes**, provide Site Plan indicating location, type and quantity of bins identified as follows:

(G) General Waste

(R) Recycle

(S) Front Load Bin

Who will be handling bin management for your event: _____

6. FOOD

Will food be served or given away at the event?

☐ Yes

☐ No

Will food be sold at the event?

☐ Yes

☐ No

If **yes**, provide details as to the type of food that will be available at your event? _____

Where food is being sold, you must comply with the Food Act 2006, Food Regulation 2006 and the relevant Food Standards Code. You will be required to obtain approval for a Limited Term Food Business Licence from the City of Gold Coast. A copy of this licence must be provided to Gold Coast Waterways Authority at least **2 weeks prior** to the event.

7. ALCOHOL

Will alcohol be available at the event? :

☐ **Yes** - alcohol will be sold or served at the event between the hours of _____ am / pm to _____ am / pm
on the following days: _____

☐ **No** - Alcohol will not be served or consumed at the event. **Go to question 8**

If **yes**, a Community Liquor Permit/Commercial Public Event Permit application must be obtained from the Liquor Licensing Division, Department of Tourism Fair Trading and Wine Development. A copy of permit must be provided to Gold Coast Waterways Authority at least 2 weeks prior to the event.

Who will be the holder of the permit?

Name: _____ Phone: _____ Fax: _____

Address: _____

How many alcohol dispensing and consumption areas will be available?

Dispensing Areas: _____ Consumption Areas: _____

How will the boundaries of the dispensing and consumption areas be defined? _____

A SITE MAP IS PROVIDED ON BACK PAGE FOR EASE OF USE



8. TOILET FACILITIES

Permittee must provide ablution blocks to the satisfaction of the City of Gold Coast. How many portable toilets will you be providing?

Male: _____ Female: _____ Disabled: _____

Who will be supplying the portable toilet facilities?: _____

9. ELECTRICITY / WATER

There is no electricity supply or water available in Doug Jennings Park or Moondarewa Spit. Permittee must provide his/her own electricity with portable generators and water.

10. TEMPORARY STRUCTURES / ADVERTISING SIGNAGE

Will you be erecting temporary structures at this event? ☐ Yes ☐ No

If **yes**, describe the type of structures e.g. marquees, tents, stalls, stage, food vendor, amusement rides (e.g. jumping castle): _____

Will you be erecting advertising signage? ☐ Yes ☐ No

If **yes**, please describe type of signage: _____

11. EAST-WEST ROAD CLOSURE

Will you require the east-west road to be closed during the event? ☐ Yes ☐ No

If **yes**, provide detailed road closure plans showing traffic management plan/devices, diversionary route/s for traffic affected by any road closure, road closure times and wording for closure signage. Please note that access to the Seaway Kiosk, the rock wall and the jetty must be provided to the public at all times. Refer to site map on back page for reference.

12. AQUATIC ACTIVITIES

Is there an aquatic based activity as part of the event? ☐ Yes ☐ No

If **yes**, provide details of all activities, water safety management plan and a detailed map showing location and proximity to Doug Jennings Park and Moondarewa Spit.

This information must be provided to Gold Coast Waterways Authority to ascertain the need for an Aquatic Event Authority. **An Aquatic Event Authority is separate to this Permit To Occupy (Trustee Permit/Deed of Indemnity) and will require a separate application.**

Will you require the removal of watercraft in the Marine Stadium? ☐ Yes ☐ No

If **yes**, Gold Coast Waterways Authority must be notified at least **6 weeks prior** to the event.

13. NOISE

Will there be any amplified music or announcements at the event? ☐ Yes ☐ No

If **yes**, please describe the type to be used, and hours during which the music will be played and/or announcements made: _____

An approval from the Licensing and Approval Section of City of Gold Coast must be provided to Gold Coast Waterways Authority at least **2 weeks prior** to the event.



14. SECURITY

For major events you may be required to provide security.
Does your event require security?

☐ Yes

☐ No, **Go to Question 15**

If **yes**, provide details of the company providing the security, including the number of security officers and their licence numbers:

Security Company: _____ Officer/s & Licence Number/s: _____

15. COMPLIANCE WITH ACCESS AND EQUITY PRINCIPLES

Is the site accessible for wheelchairs and for people with disabilities?

☐ Yes

☐ No

Does the promotional material for the event specify if the event is wheelchair accessible?

☐ Yes

☐ No

If the event is a regional/large public event, have appropriate disability access toilets been provided?

☐ Yes

☐ No

Has adequate and suitable disability parking been incorporated into site plans?

☐ Yes

☐ No

16. EMERGENCY FIRST AID AND MEDICAL SERVICES

Who is supplying the first aid service?: _____

Number of first aid personnel: _____ Number of first aid posts: _____

Times/Dates services will start: Date _____ Start _____ am / pm. Date _____ Finish _____ am / pm

Emergency Procedures: Describe the process of how all event staff, security staff, police and emergency services will be informed of the emergency evacuation plan: _____

17. FIREWORKS

Will there be a fireworks display at the event?

☐ Yes

☐ No, **Go to Question 18**

If **yes**,

On what days?: _____ Time of Display: _____ Location of Display: _____

Licensed Operator supplying the fireworks: _____

Phone: _____ Mobile _____ Fax: _____

Licensed Contractor conducting the show: _____

Phone: _____ Mobile _____ Fax: _____

You must provide a copy of the Fireworks Operator's Insurance Policy, Fireworks Contractor's Licence, Fireworks Operator's Licence and a copy of the fireworks display notification form (submitted to the Department of Natural Resources and Mines).

17. WET WEATHER ALTERNATIVE

Detail the contingency plans in case of inclement weather: _____

19. SITE PLAN

Please attach a site plan, which clearly indicates, but is not limited to, any of the following applicable to the event. A blank site map is provided overleaf for ease of use:

- All entrances and exits
- Emergency access routes
- Parking
- Stage location
- Seating arrangements
- Entertainment sites
- Security and police locations
- First aid posts
- Lost children/property
- Drinking water sites
- Food/vendors/stalls
- Liquor outlets
- Approved liquor consumption areas
- Non-alcohol areas
- Portable toilet facilities
- Fire extinguishers
- Litter/refuse containers
- Temporary structures
- Advertising signage
- Fireworks launch site

20. APPLICATION CHECKLIST

Fully completed Application must be submitted with the following attachments:

- Copy of City of Gold Coast permits/approvals
- Event Management Plan
- Food Business Licence
- Copies of Public Liability Insurance and Property Damage Insurance certificates of currency
- Road Closure Plans/Traffic Management Plan
- Aquatic Activities Plan
- Emergency Evacuation Plan
- Copy of Certificate of Registration as a Charitable or Non-Profit Organisation
- Copy of Liquor Licence approval (if applicable)
- Copy of Fireworks acknowledgement (if applicable)
- Site plan
- Queensland Police Service comments/requirements

21. DECLARATION AND SIGNATURE

I declare that all information supplied in this application is true and correct. If this application is approved and a permit/deed of indemnity issued, I agree to abide by the conditions stipulated in this application and its attachments.

Company representative Name: _____ Signature: _____ Date: _____

22. FEES

For Office Use Only
Bond

Amount Received _____
Receipt Number _____
Receipt Date _____
Officer _____

For Office Use Only
Park Usage

Amount Received _____
Receipt Number _____
Receipt Date _____
Officer _____

For Office Use Only
Refund of Security Bonds

Amount Received _____
Receipt Number _____
Receipt Date _____
Officer _____

Application must be submitted to:

40-44 Seaworld Drive, Main Beach Qld 4217

P: 07 5539 7350 | mail@gcwa.qld.gov.au | gcwa.qld.gov.au





Legend

Gate

P Parking

--- Doug Jennings Park

The
Broadwater

Moodarewa
Spit

P

P

P

P

P

Marine
Stadium

East-West Road

Seaway Wall

Kiosk

Jetty Access