**Recreational Activity Application Information Guide**

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# Applying to hold an event

Seqwater recognises the importance of recreation to the community and encourages the responsible enjoyment of our natural areas and recreational infrastructure.

Recreation on Seqwater controlled land and water bodies must be managed in a safe, sustainable and environmentally responsible manner to ensure that there are no adverse impacts on the core role of these assets – providing a safe, secure and reliable water supply.

Seqwater utilises permits to manage the impacts of activities and events held on its land and water bodies.

## Do I need a permit?

An event permit may be required for activities and events that involve a significant impact on the use of public spaces and/or are being held for commercial or competitive purposes. To check whether your event requires an event permit, visit the Seqwater website and complete the self-assessment checklist.

There are two event categories applicable to events on Seqwater land and water bodies.

* **Scheduled notifiable events** are small, low impact events that have little impact on the use of public spaces. The following guidance is provided to determine if an event is a scheduled event:
  + Less than 30 guests
  + Does not require exclusive use of a public area
  + Does not involve activities not ordinarily permitted at the site
  + Does not require access outside of standard opening hours
  + Is not a commercial activity
  + Does not involve a competition.

An event permit is not normally required for these events however notification to Seqwater is required. Visit the Seqwater website to complete the self-assessment checklist and notify Seqwater of your scheduled event.

* **Permit controlled events** are events that involve a significant impact on the use of public spaces and/or are being held for commercial or competitive purposes. The following guidance is provided to determine if an event is a permit-controlled event:
  + Requires exclusive use of a site (or part thereof)
  + Requires access outside of standard opening hours
  + Community use of the public space is heavily impacted upon
  + The event involves road closures and/or traffic mitigation
  + The event includes food stalls, temporary structures, etc.
  + The event requires approval from an external agency (e.g., CASA, MSQ, DAF)
  + The event involves a water-based activity such as swimming, paddling or boating.

An event permit will be required for events of this size and nature. Please use this information pack in conjunction with the Event Application Form to organise your event permit.

## How much are the fees?

Fees apply to those events that require a permit. Please refer to the Event Application Form for a list of applicable fees.

## What is the application process?

Visit the Seqwater website and complete the self-assessment checklist to determine whether a permit is required for your event.

If your event is deemed low impact and you do not require an event permit, you will be prompted to send an email to the Seqwater Recreation Team.

If your event is deemed to require an event permit, you will be directed to a webpage outlining your requirements. This includes completing the Event Application Form in conjunction with this information guide.

**Permit Controlled Events**

Applications for permit controlled events must be completed and lodged at least four (4) weeks prior to the event, and before any advertising or promotion is undertaken. An event may not be approved if insufficient notice is given.

Upon lodgment, a Recreation Support Officer will begin assessing your application. The assessment generally follows the below process:

* Initial assessment of application to determine if all the relevant information has been provided. Where information is missing or not adequate, advice will be provided outlining the required information. The application assessment cannot continue until all required information has been provided. If the additional information is not provided in the identified timeframe, your location may be made available for other applicants.
* Feedback on the application is sought from relevant internal Seqwater stakeholders to ensure your event will comply with all relevant legislation, policies, regulations and operational requirements for the site.
* A thorough assessment of the application occurs and in some instances a site inspection may be required. The assessment will address the location suitability and ensure the impacts on location, environment and site users are minimal.
* Where elements of the application are not permitted, the Recreation Team will attempt to reach a resolution with the event organiser which may include moving the event to another location, another date, without requested items or with imposed items (as per application form).
* If the application is successful, an approval letter and Land Access Deed outlining conditions of use will be issued. The applicant will be required to return the signed Land Access Deed and pay all fees prior to the event. If the application is unsuccessful, the applicant will be notified by email.

## How long will my application assessment take?

Depending on the type, scope and scale of the event, an application could take up to 4 weeks to assess once all the relevant information has been provided.

## Checklist for submitting my application:

To ensure a timely application process please ensure you have completed and provided the following prior to lodging your application:

* Completed Event Application Form
* Site Plan
* All required documentation (including an insurance certificate of currency) as detailed on the Event Application Form

## How can I lodge my application?

Applications are to be emailed to [recreation@seqwater.com.au](mailto:recreation@seqwater.com.au).

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# Completing the application form

#### This information pack has been designed to assist with completing the Event Application Form. Please refer to the corresponding Item for further information.

## Item 2 - Public Liability Insurance

It is a requirement of Seqwater that all events held on Seqwater controlled land and water bodies are covered by $20 million public liability insurance. A certificate of currency must be provided to Seqwater and include the following:

* Must not be less than $20 million
* List Seqwater as an interested party, if requested by Seqwater
* Be issued in the applicant’s name
* Contain the certificate expiry date
* Provide insurance cover for the duration of the event

For smaller low impact events, public liability insurance may not be required.

## Item 5 - Food

Please indicate on the Event Application Form if food will be served or sold at your event.

#### Where food and refreshments are to be served and/or sold:

* All food vendors (including food businesses such as ice cream and food vans) are required to hold a current food licence under the *Food Act 2006*
* All food licence holders are required to comply with the condition of their food licence
* Food and refreshments must be sold/served in accordance with the Food Safety Standards [www.foodstandards.gov.au](http://www.foodstandards.gov.au)
* Food and refreshments cannot be served and/or sold in glass containers.

You should advise all potential food vendors to contact the relevant local authority regarding their legal obligations.

## 

## Item 6 - Alcohol

Consumption of alcohol in a public place is prohibited under the *Liquor Act* unless a Liquor Licence has been issued. Please indicate on the Event Application Form if alcohol will be consumed, served or sold at your event.

Where alcohol is to be sold or served at the event, an application must be made to the Office of Liquor and Gaming Regulation.

## 

## Item 7 - Electricity/Generators

Seqwater does not provide electricityat any of our sites.

Please indicate on the Event Application Form if a generator will be used at your event. The location of generators (they should not be accessible to the general public), and any potential noise nuisance will need to be addressed in your application. Silent generators should be used, where possible, to avoid environmental impact. The noise level of generators is measured in dBA (decibels with A-Weighting) at a certain distance away (the industry standard is 7 meters or 21 feet away from the source). Generator noise levels typically range between 55 dBA to 85 dBA. Fairly quiet generators are usually rated below 75 dBA.

The refueling of hot generators is prohibited and fuel must not be stored on site unless an appropriate bunded area is agreed. It is the responsibility of the event organiser to comply with any relevant safety Acts and regulations.

## Item 8 - Portable toilets

Toilet facilities are available at various Seqwater sites to cater for the general public and may be insufficient for your event. Where the existing Seqwater toilet facilities do not cater for the expected number of attendees, it is a requirement that additional toilets be provided. A bunded area may be required to mitigate environmental issues associated with potential spills. Please indicate on your Event Application Form and site plan if portable toilets will be used at your event. The following recommendations should be used as a guide for the provision of toilet facilities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Amenities for events where alcohol is not available** | | **Amenities for events where alcohol is available** | |
| Attendees | Males | Females | Males | Females |
| < **500** | 1 toilet, 2 urinals, 2HB | 6 toilets, 2HB | 3 toilets, 8 urinals, 2HB | 13 toilets, 2HB |
| < **1000** | 2 toilets, 4 urinals, 4HB | 9 toilets, 4HB | 5 toilets, 10 urinals, 4HB | 16 toilets, 4HB |
| < **2000** | 4 toilets, 8 urinals, 6HB | 12 toilets, 6HB | 9 toilets, 15 urinals, 7HB | 18 toilets, 7HB |
| < **3000** | 6 toilets, 15 urinals, 10HB | 18 toilets, 10HB | 10 toilets, 20 urinals, 14HB | 22 toilets, 14HB |
| < **5000** | 8 toilets, 25 urinals, 17HB | 30 toilets, 17HB | 12 toilets, 30 urinals, 20HB | 40 toilets, 20HB |

At least one (1) unisex disability toilet is required. HB = hand basin

In addition to the above requirements, toilet facilities may be reduced for shorter events. Refer to the below table to determine the quantities required based on the duration of the event.

|  |  |
| --- | --- |
| **Duration of event** | **Quantity required** |
| 8 hours plus | 100% |
| 6 to 8 hours | 80% |
| 4 to 6 hours | 75% |
| Less than 4 hours | 70% |

It is the responsibility of the event organiser to comply with relevant Acts and regulations. Any supplied amenities must:

* Be accessible for people with disabilities
* Be cleaned and re-stocked regularly (at your expense)
* Be located away from food and/or storage service areas
* Be well lit so as not to become a security or safety risk
* Be serviced throughout the event
* Be located away from the dam or lake.
* Be placed in a location approved by Seqwater

## Item 9 - Litter management

You are responsible for supplying additional bins for waste generated as a result of the event at your expense. Please indicate on the Event Application Form the location and number of bins to be supplied. All bins and rubbish must be removed within 24 hours of completion of the event.

* **General waste bins** - must be placed around the event site and close to areas where food is being sold or consumed.
* **Recycle bins-** clearly identified recycle bins must be placed side by side with general rubbish bins.
* **Food providers and stall holders** - should have bins for their own waste disposal placed away from food consumption, preparation or storage areas.

|  |  |  |
| --- | --- | --- |
| **Seqwater recommends the minimum number of bins (not including existing bin infrastructure) as follows:** | | |
| Bins required | Per 100 attendees | 1 x 240L general waste bin if no food or drinks served/sold |
| 2 x 240L general waste bin if food or drinks served/sold |
| Over 1000 attendees | 2 x 240L recycle bin |
| 1 x 3m front load skip bin |

## Item 10 - Site set up

Please indicate on the Event Application Form if temporary structures will be erected at your event.

All structures must be constructed in accordance with all relevant Australian Standards and Council guidelines and must not be left unattended at any time without barricading, signage and security staff (at your cost). Ground piercing devices must not exceed 30cm (e.g., tent pegs). Temporary structures must be placed a minimum of 5 meters from the water’s edge. If structures will be left onsite overnight, please indicate this on the Event Application Form along with security details. Temporary structures must be removed from the site by the approved clean-up date.

## Item 11 - Animals

Please indicate on the Event Application Form if animals will be present at your event. Horse riding and dogs on leads are permitted at a number of Seqwater sites. Visit the Seqwater website for further details.

## Item 12 - Lighting and amplified noise

Please indicate on your Event Application Form if any lighting, amplified music and/or sound equipment

will be used at your event.

You must take all reasonable and practical measures to minimise noise nuisance. The placement of any amplified devices can assist with this (including the direction of speakers). Amplified sound must comply with the *Environmental Protection (Noise) Policy 2008* or penalties may apply. Visit [www.epa.gov.au](http://www.epa.gov.au).

## Item 13 - Vehicle access

Please indicate on the Event Application Form if vehicle access to Seqwater land other than designated parking areas is required for your event. Approval will be required prior to your event and vehicle details will need to be submitted.

If vehicle access to trails is approved, all vehicles must travel at a speed of no greater than 40km per hour, or as conditions safely permit. To prevent the spread of weeds, vehicles will need to be cleaned prior to and after accessing Seqwater land. Vehicles must activate hazard lights and engage 4WD before accessing the trails.

## Item 14 - Temporary road closures

Please indicate on the Event Application Form if a closure to a road or carpark will be required for your event.

Where the event requires temporary road and/or car park closures, Seqwater may request a compliant Traffic Management Plan prepared by an accredited Traffic Control Provider. You may also be required to lodge an application with the Department of Main Roads, local council authority and the Queensland Police Service if a closure to a public road is required.

## Item 15 - Traffic management

Adequate car parking must be available that does not interfere with parking provisions for the general public. Parking on the grass is not permitted unless advised by Seqwater. Please indicate on the Event Application Form how you intend to manage car parking at your event.

Parking arrangements must address all vehicle and pedestrian safety concerns at your event site. If adequate parking is not available on adjoining land, consideration should be given to providing off-site parking and a shuttle bus service.

## Item 16 - Aquatic activities

Please ensure your application form details all water-based activities that will be undertaken at your event. A copy of your water safety management plan and site plan will need to be submitted with your application. The refueling of vessels on-water is prohibited and fuel must not be stored on site unless an appropriate bunded area is agreed and approved.

High speed aquatic events including powerboat racing, waterski racing and PWC racing events will not be approved during the summer period (start of September school holidays to end of Easter school holidays) or on long weekends.

Maritime Safety Queensland (MSQ) requires an application for any water activity likely to affect normal operation of vessels in the event area. Visit [www.msq.qld.gov.au](http://www.msq.qld.gov.au) for further details. A copy of the MSQ application must also be provided to Seqwater.

A Department of Agriculture and Fisheries (DAF) approval may be required for the removal of pest fish. Visit [www.daf.qld.gov.au](http://www.daf.qld.gov.au) for further information.

## Item 17 - Fireworks

Fireworks displays are prohibited at Seqwater sites unless the required approvals are received. Please indicate on the Event Application Form if you intend to conduct a fireworks display at your event.

A fireworks display can only be conducted by a licenced pyro-technician who must comply with the

*Queensland Code of Practice for Control of Outdoor Fireworks Displays.* An application through the Department of Natural Resources and Mines is also required. Please indicate on your site plan the location of your proposed fireworks display. Fireworks displays must not interfere with the operational use of Seqwater sites.

## Item 18 - Aerial activities

The use of Unmanned Aerial Vehicles (drones) is prohibited unless the required approvals are received.

All aerial activities should be detailed on the Event Application Form and must be compliant with Civil Aviation Safety Authority (CASA) guidelines. Contact CASA for further information.

## Item 19 - Environmental management

You must take all reasonable and practical measures to minimise environmental impacts including limiting or banning the release of materials into the air such as dust, fumes and smoke. All liquid spillages must be cleaned immediately using absorbent materials that are bagged and disposed of accordingly. The release of helium balloons and confetti is prohibited.

All trees within the events site should be protected from potential damage. Temporary structures, vehicle movement and all other event related activities are to remain outside of the under-canopy areas of trees at all times (including set up and dismantling of the event).

Where trail use is required, the event organiser must ensure the trails are cleared of litter at the conclusion of the event.

The event organiser must ensure that all participants take all reasonable precautions to prevent the spread of aquatic weeds. All vessels and trailers must be inspected before entering the lake and after leaving the lake, and washed down to remove any aquatic weeds that might be present. Any aquatic weeds must be disposed of appropriately.

## Item 20 - Site damage

You must take all reasonable and practical measures to minimise damage caused by people and vehicles on grounds and vegetation. Any damage as a result of the event will be recovered by Seqwater at your expense.

## Item 21 - Risk management

A comprehensive risk assessment and safety management plan addressing all event activities and site-specific hazards must be provided with the application. The risk assessment must address the risk to people and the environment.

## Item 22 - First aid and medical services

Please indicate on the Event Application Form if a first aid or medical company will be used at your event.

## Item 23 - Community safety

Please indicate on the Event Application Form if a security or crowd control company will be used for your event.

It is the responsibility of the event organiser to:

* Engage appropriate security if any event infrastructure remains at the event site overnight.
* Ensure the site is clearly illuminated and provide additional lighting at your expense.
* Engage the Queensland Police Service, security guards or crowd control at your expense.

## Item 24 - Community notification

Prior to your event, please consider the potential impacts your event will have on the community, including local residents, pets and businesses. Impacts can include traffic access and delays, areas used and noise levels.

To minimise impacts to the community, it may be suitable to notify the community of your event. Please indicate on the Event Application Form how you intend to notify the community of your event.

## Item 25 - Promotion and signage

We appreciate that public awareness of the event can be important to success of the event. However, you must adhere to the following:

* Pre-event promotional marketing must not be undertaken until Seqwater approval of the event is granted.
* Pre-event advertising (except road closure signage) at the event site is not permitted unless prior permission has been obtained from Seqwater.
* Erection of signage and/or banners at the event site is permitted on the event day only.
* Signage must be freestanding and must not be nailed/screwed to trees of built infrastructure.
* Signage must only be installed at location/s deemed suitable by Seqwater
* All signage must be removed immediately at conclusion of the event.

## Item 26 - Site plan

A site plan must be submitted with your Event Application Form. Please ensure your site plan identifies the layout and location of the following if applicable:

* Emergency access routes/parking/disable parking
* Food vendors
* Event area
* Liquor consumption areas
* Site entrances/exits
* Event control/registration/marshaling areas
* Marquees/tents/structures
* Fire extinguishers/generators/sound equipment
* Spectator areas
* First aid posts
* Toilet facilities
* Litter/refuse facilities
* Fireworks/aerial activities launch area and exclusion zones

## Item 27 - Application attachments

All required attachments must be submitted with the Event Application Form. Assessment and approval of your event will not be undertaken until all documentation has been submitted.

# Further information

Contact the Recreation Team at [recreation@seqwater.com.au](mailto:recreation@seqwater.com.au) if you have any questions regarding this process or your event.