

**The application form must be completed in full and submitted to Council no later than two (2) weeks prior to the event** for small scale events and six (6) weeks prior to the event for larger scale events. Submitting an application does not guarantee approval. If approved a permit will be issued.

**Failure to supply all necessary documents will delay the processing of your application.**

**Note:** A Temporary Entertainment Event Licence (TEEL) may be required if you are holding an event in Ipswich. Further information regarding a TEEL can be found on the [Temporary Entertainment Event Licenses page](#)

**Note:** Clubs/Seasonal Sporting users, please use the application form in the [Sport page](#)

REFERENCE INFORMATION		
<p>Please visit Council's Parks Search to view available locations and standard conditions at <a href="http://Ipswich.qld.gov.au/parkssearch">Ipswich.qld.gov.au/parkssearch</a>            Information regarding park permits is available at <a href="http://Ipswich.qld.gov.au/parkpermits">Ipswich.qld.gov.au/parkpermits</a>            Where fees may be applicable, please refer to Council's fees and charges at <a href="http://Ipswich.qld.gov.au/feesandcharges">Ipswich.qld.gov.au/feesandcharges</a></p>		
TYPE OF BOOKING		
<input type="checkbox"/>	Commercial event	<b>(PLI required)</b> An event where a business or organisation gains benefit, monetary or otherwise (e.g. the hire, sale or exposure of goods and services, commercial photography, promotional activities, product launch, etc.)
<input type="checkbox"/>	Community event	<b>(PLI required)</b> An event that is held for the community to attend that is not of a commercial nature (e.g. car show, fun run, Christmas carols, etc.)
<input type="checkbox"/>	Fitness group/personal training	<b>(PLI required)</b> Personal training activities are ONLY permitted in parks that have been allocated for these activities
<input type="checkbox"/>	Nature-based recreation	Permissible at selected reserves and conservation estates
<input type="checkbox"/>	Private function	A private social gathering where nothing is being sold (e.g. wedding ceremony, naming ceremony, family gathering, birthday party, etc.)
<input type="checkbox"/>	School use	<b>(PLI required)</b> A school event held on a weekday between 7.00 am and 3.30 pm
<p>Please provide a detailed description of the event you wish to hold (e.g. wedding ceremony, birthday party, car show, product launch, etc.)</p>		
<p><b>PUBLIC LIABILITY INSURANCE</b></p> <p>Council requests Public Liability Insurance (PLI) for certain types of events, activities or if there is a potential risk to public health and safety. If you tick a box that states '(PLI required)' throughout the application form, you must provide a Certificate of Currency. The minimum cover required is \$20 million. The insurance company must be licensed to operate in Australia.</p> <p>A Certificate of Currency must be provided to Council with your application otherwise your application cannot progress. The certificate must be in the name of the applicant for the event and have Ipswich City Council nominated as an interested party on the policy.</p>		

**PART A – APPLICANT DETAILS***Individuals please complete section 1. Organisations please complete section 2.***Section 1 – INDIVIDUAL APPLICANT/S**

Applicant 1	Title		Given name		Surname			
	Email				Mobile			
	Address							
	Suburb				State/Territory		Postcode	
	Postal address (if different from above)							
	Suburb				State/Territory		Postcode	
Applicant 2	Title		Given name		Surname			
	Email				Mobile			
	Address							
	Suburb				State/Territory		Postcode	
	Postal address (if different from above)							
	Suburb				State/Territory		Postcode	

**Section 2 – ORGANISATION OR BUSINESS Applicant**Are you a charitable or non-profit organisation? (proof of status must be submitted with this application e.g. ATO status)  Yes  No

Purchase order number (if required)

Organisation/Business Name  
(this is who council will invoice)

ABN/ACN

Email

Mobile

Address

Suburb

State/Territory

Postcode

Postal address

Suburb

State/Territory

Postcode

**Authorised Contacts for Organisation/Business**

Contact 1	Title		Given name		Surname	
	Email					
Contact 2	Title		Given name		Surname	
	Email					
Contact 3	Title		Given name		Surname	
	Email					

*Please attach information if more than 3 Contacts*

## USAGE REQUIREMENTS

All locations must be listed

Location name (Name of Park or Reserve)	Oval/Zone/Facility	First booking date	Last booking date	Start time (include set up time)	Finish time (include pack down time)

Number of guests at any one time (approx)

Total number of guests over the event (approx)

One off booking/activity

Recurring booking/activity

Daily

Weekly

Fortnightly

Monthly

### 1. PUBLIC EVENT

The following information applies if your event is open to the public, whether a commercial or free community event.

Depending on the expected size of your event and the existing facilities at your chosen location you may wish to provide bins and toilets at your event. The '[Things to consider when holding an event](#)' fact sheet provides guidelines to assist you in holding a successful event, it can be found at [ipswich.qld.gov.au/parkpermits](http://ipswich.qld.gov.au/parkpermits)

A site map outlining the layout of your event must be submitted with this application.

### 2. DOES YOUR EVENT INVOLVE THE USE OF THE FOLLOWING?

Alcohol

Complete the Alcohol section

Amplifying equipment

Complete the Amplifying Equipment section

Field lighting

Please ensure you have selected a location that has field lighting available.  
The use of field lighting will incur a fee with payment required on issuing of permit

Fireworks

Complete the Fireworks section

Food

Complete the Food section

Power

Please ensure you select a location that has power available

Structures and rides etc.

Complete the Structures and Rides etc. section

Toilet access

A key may be required to access the toilets at some locations

Vehicle access

If vehicle access is requested other than on designated roads and car parks complete the Vehicle Access section

Other – please provide any other relevant details or special requirements in relation to your booking/activity below

3. ALCOHOL					
<input type="checkbox"/>	Alcohol will be supplied/ consumed at my event	If you have alcohol at your event, regardless of whether you supply it or sell it, you must check with the Office of Liquor and Gaming Regulation (OLGR) to determine any licence requirements. Please visit <a href="http://Olgr.qld.gov.au">Olgr.qld.gov.au</a> for further details.			
<input type="checkbox"/>	Alcohol will be sold at my event (or included in admission price) <b>(PLI required)</b>	Confirmation of the Licence, exemption or other requirements from OLGR must be submitted with this application. A <b>site map</b> must also be submitted showing where alcohol will be sold/supplied and consumed.			
4. AMPLIFYING EQUIPMENT					
To view information regarding your responsibilities in relation to noise pollution from amplifying equipment please visit <a href="http://Ipswich.qld.gov.au/noisepollution">Ipswich.qld.gov.au/noisepollution</a>					
What amplifying equipment would you like to use at your event:					
When would you like to use the amplifying equipment?					
<input type="checkbox"/>	Business days	Start time		Finish time	
<input type="checkbox"/>	Any other days	Start time		Finish time	
If a complaint is made to Council and you are found to be outside of the allowable times or decibel limits you will be required to cease the use of all amplifying equipment immediately and a fine may be applicable.					
5. FIREWORKS					
Fireworks will only be approved at specific locations. To understand your requirements and for a list of licensed fireworks contractors refer to the Queensland Government website at <a href="https://www.qld.gov.au/emergency/safety/explosives-fireworks/fireworks">https://www.qld.gov.au/emergency/safety/explosives-fireworks/fireworks</a> An appropriately licenced fireworks operator must be responsible for the display.					
Licenced contractor organising fireworks					
Fireworks operator conducting fireworks display					
A <b>site map</b> outlining launch sites and exclusion zones must be submitted with your application.					
6. FOOD					
<input type="checkbox"/>	Food will be supplied at my event	To determine if your event requires a Food Licence under the <i>Food Act 2006</i> or to obtain an application form, please visit <a href="http://Ipswich.qld.gov.au/permits">Ipswich.qld.gov.au/permits</a> or contact Ipswich City Council on (07) 3810 6666. If you are required to hold a Food Licence a copy must be submitted with this application. <b>Note:</b> If you are hiring a caterer for your event, it is your responsibility to ensure the caterer holds a Food Licence.			
<input type="checkbox"/>	Food will be sold at my event (or included in admission price)				
Number of stalls					

## 7. STRUCTURES/RIDES/GAZEBOS ETC.

All structures and rides etc. must be secured using weights or sandbags, pegs or stakes are not permitted.

			Quantity
<input type="checkbox"/>	Marquee or tent		
<input type="checkbox"/>	Stage <b>(PLI required)</b>		
<input type="checkbox"/>	Jumping castle		
<input type="checkbox"/>	Rides <b>(PLI required)</b>		
<input type="checkbox"/>	Field lighting	Time required from - to	
<input type="checkbox"/>	Other (Provide further details below, <b>PLI may be requested</b> e.g. petting zoo, temporary fencing, bins, portable toilet)		

A **site map** outlining the layout of your event must be submitted with this application.

## 8. VEHICLE ACCESS

Explain why vehicle access is necessary.

**Note:** A site map **must** be submitted clearly showing point of access required and the path that all vehicles will need to take

Provide the following vehicle information

Make	Model	Year	Registration number

## 9. NATURE-BASED RECREATION

Throughout the Ipswich City Council area there are many reserves and conservation estates open for the public to visit and enjoy. Applications for use are only accepted for locations where zones have been created.

Permits are required if you wish to hold an event, carry out an activity as part of a formal group or your activity has the potential to adversely impact on the location.

Please be aware that these areas are not closed off to the public when a permit is issued, however Council's Natural Resources staff will manage the use to ensure that conflicting activities are not permitted in a zone at the same time.

Which type of activity do you wish to undertake?

<input type="checkbox"/>	Adventure racing <b>(PLI required)</b>	<input type="checkbox"/>	Guided walk	<input type="checkbox"/>	Horse riding event <b>(PLI required)</b>
<input type="checkbox"/>	Mountain bike event <b>(PLI required)</b>	<input type="checkbox"/>	Orienteering/rogaining <b>(PLI required)</b>	<input type="checkbox"/>	Scientific research (e.g. flora and fauna surveys) <b>(may require PLI)</b>

Will you be requesting permission to go off designated tracks?  Yes  No

Provide details of your activity including what you wish to do and the areas you wish to access:

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A **site map** outlining the areas you wish to access is required to be submitted with this application as well as any other relevant documents.

### CHECKLIST

Please ensure you have attached the following items if they are applicable to your event:

<input type="checkbox"/>	Alcohol – a copy of Liquor Licence or Exemption from Office of Liquor and Gaming Regulation		
<input type="checkbox"/>	Food – copy of Food Licence		
<input type="checkbox"/>	Proof of charitable or not-for-profit status		
<input type="checkbox"/>	Public Liability Insurance – Certificate of Currency – if you ticked a box with <b>(PLI required)</b>		
<input type="checkbox"/>	Site map/s	<input type="checkbox"/>	Alcohol – outlining where alcohol will be sold/supplied and consumed
		<input type="checkbox"/>	Community or Commercial Event – layout of event
		<input type="checkbox"/>	Cross country or fun run – map of route
		<input type="checkbox"/>	Fireworks – outlining launch points and exclusion zones
		<input type="checkbox"/>	Structures and Rides etc – layout of event
		<input type="checkbox"/>	Vehicle Access
		<input type="checkbox"/>	Nature-based recreation – areas to be accessed

LODGEMENT			
In person:		Post to:	Email:
Ground Floor 1 Nicholas Street Ipswich QLD 4305	Or scan the QR code for all in person locations		Ipswich City Council PO Box 191 IPSWICH QLD 4305
<a href="mailto:council@ipswich.qld.gov.au">council@ipswich.qld.gov.au</a>			
DECLARATION			
<p>I sincerely declare that the information on this application is true and correct, that I am aged 18 years or older and if applicable, I am authorised to sign on behalf of the organisation or business listed.</p> <p>Providing false information may render you liable to legal action.</p>			
Applicant name			
Applicant signature		Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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Last reviewed April 2024