

# Redland City Council

# Event Information Kit

General information about delivering events on Redlands Coast

May 2022





Redland City Council invites you and your organisation to consider delivering events on our naturally wonderful Redlands Coast.

With swathes of unspoiled bushland and rainforest, expansive shopping, business and industrial precincts, plus thriving residential areas, Redlands Coast is a city of diverse, naturally wonderful villages and islands, each with its own personality, adventures and treasures.

Council supports events that help people connect to and enjoy the beautiful landscapes of Redlands Coast, which nestles on the shores of Moreton Bay and is just 26km from Brisbane – the third-largest city in Australia.

Festivals, events and social activities bring together and support greater connectivity within our community. Growing our ever-expanding calendar of festivals and events contributes to community wellbeing, creativity, diversity, innovation and, importantly, our local economy.

Redlands Coast is renowned for its year-round calendar of special attractions, each year hosting more than 80 community events that attract more than 250,000 people.

From major sporting fixtures and competitions to themed festivals and events, Redlands Coast offers an abundance of exciting entertainment for everyone, across our villages and islands.

Community events, cultural festivals, markets, food, music, cars, rock'n'roll, art exhibitions, celebrations of our marine life, beautiful bay waters – and so much more – all find their place on Redlands Coast.

To help you deliver safe and successful Redlands Coast events, we have streamlined our event assessment process and developed this Event Information Kit which outlines all of Council's requirements in the one document.

Along with the Event Information Kit, Council's new online event portal, [events.redland.qld.gov.au](https://events.redland.qld.gov.au), provides detailed information on event planning, sponsorship opportunities, a local event supplier register and some templates we hope you will find helpful.

We are committed to working with you to deliver well-managed, safe and successful events for the community.

For advice on delivering your event on Redlands Coast, please contact Council's Community Events Team on **07 3829 8999**.

A handwritten signature in blue ink that reads "K Williams". The signature is fluid and cursive.

**Cr Karen Williams**  
Mayor Redland City

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The information provided in this Event Information Kit (the document) has been compiled for your convenience. Redland City Council (Council) makes no warranties about the accuracy or completeness of any information contained in the document. The document is not a substitute for independent professional advice and Council strongly recommends that event organisers obtain any appropriate professional advice relevant to their particular circumstances. Council will not accept any liability for any loss, damage or other injury resulting from its use and reserves the right to make changes, modifications, additions, deletions and corrections to the document at any time and without notice.

## Introduction

Redlands Coast is well known for its rich culture, unique identity and natural assets, all of which contribute to our dynamic and enviable lifestyle.

Redland City Council supports inclusive, vibrant and sustainable events that showcase the Redlands Coast and support stronger community engagement.

We welcome you to host your event on Redlands Coast and encourage you to review this Redland City Council Event Information Kit and online **Event Portal** at [events.redland.qld.gov.au](https://events.redland.qld.gov.au). This information has been designed to provide event organisers with an overview of what permits or bookings an event may require from Council.

Events include but are not limited to: concerts, festivals, markets, community events and organised one-off sporting events. There are many important considerations when planning an event. Please note some event planning considerations that may be required by State Government legislation are not addressed in this Event Information Kit and it is recommended you contact the Queensland Government on **13 74 68** or visit their website [qld.gov.au](https://qld.gov.au) and search 'running events'.

To ensure Council has adequate time to review your submission, request further information if required, and process any permits or licences, applications for events must be submitted to Council:

- A minimum of six (6) weeks for minor events with less than 3,000 people attending
- A minimum of three (3) months for major events with more than 3,000 people attending

Fees may apply to the permits or licences discussed in this kit. For a full list of Council's fees refer to Council's website [redland.qld.gov.au](https://redland.qld.gov.au)

For further information on necessary permits and documentation contact Council via email [rcc@redland.qld.gov.au](mailto:rcc@redland.qld.gov.au) or **07 3829 8999**.

### Redlands Coast 'What's On'

When planning an event it is important to consider what other events are planned on that date and location in Redlands Coast.

Jump onto the "What's On" calendars at [redland.qld.gov.au/whats-on](https://redland.qld.gov.au/whats-on) and [visitredlandcoast.com.au/whats-on](https://visitredlandcoast.com.au/whats-on) to check if there are any conflicting events for your proposed dates.

### Redlands Coast Event Portal

Council has developed a new website to assist community event organisers with approvals, promotion, suppliers, sponsorship, templates and more. Visit [events.redland.qld.gov.au](https://events.redland.qld.gov.au)

## Temporary Entertainment Event Approval

Council regulates temporary entertainment events with 500 or more people attending on Council land or roads to ensure they are conducted safely for patrons and to prevent nuisances to the surrounding environment.

Event organisers may be required to apply for approval by submitting a Temporary Entertainment Event Approval form which can be accessed at [events.redland.qld.gov.au/council-approvals](https://events.redland.qld.gov.au/council-approvals)

You will also need to provide a detailed Event Management Plan, Emergency Management Plan, Risk Management Plan, Site Plan and certificate of currency for \$20,000,000 public liability insurance.

## Event Management Plan

An Event Management Plan is a document that comprehensively describes all the issues that have been addressed in planning the event.

Event management plans must address public liability; risk management; traffic management; community safety and security; first aid; electrical safety; gas safety; environmental management; amenities; service of food and/or liquor; amusement operator requirements; temporary structures; and signage and advertising.

For an Event Management Plan template visit [events.redland.qld.gov.au/event-planning-tools](https://events.redland.qld.gov.au/event-planning-tools)

## Emergency Management Plan

An Emergency Management Plan is a document that outlines how you will handle emergencies during the event. It identifies who is responsible for responding to incidents; provides procedures to be followed for various situations e.g. medical emergency or fire; includes a contact list for event stakeholders and emergency services; details evacuation procedures; and identifies emergency exits and assembly points on site maps. Ensure access to fire safety installations and emergency exits are maintained. For an Emergency Management Plan template visit [events.redland.qld.gov.au/tools](https://events.redland.qld.gov.au/tools).

A copy of your Emergency Management Plan should be provided to all event stakeholders such as staff and volunteers, stall holders, emergency services and applicable government agencies.



## Public spaces

Council has many naturally wonderful parks, beaches and facilities you can access for your event. If you would like to use a Council space you need to identify the name and address of the Council venue that is suitable for the size and scale of your event. Please note that bookings do not guarantee exclusive use of the venue. Use of Council parks and open spaces is subject to the terms and conditions of hire in addition to any conditions as part of a Temporary Entertainment Event Approval. In some instances fees and charges and/or a bond may apply.

To view Council's bookable venues please visit our website [events.redland.qld.gov.au/find-a-venue](https://events.redland.qld.gov.au/find-a-venue) Please contact Council's City Sport and Venues Unit on 07 3829 8999 to arrange your venue booking and to check site requirements prior to installing equipment on a council space or venue (e.g. set up of marquees, disturbance of the soil including installation of tent pegs, digging and trenching on Council Land, vehicle access, and location of bins/toilets).

## Site Plan

A Site Plan is an aerial drawing of the event location that details the layout of all the activities, buildings and facilities at your event. Your Site Plan should be drawn to scale and include the location of roads; car parking; emergency vehicle access; firefighting equipment; emergency exits, evacuation routes and emergency assembly areas; pedestrian walkways; first aid; areas for lost children and property; each stall and their name; each amusement operator and their name; amenities; bins; and audio equipment (e.g. speakers). For an example of a Site Plan, visit [events.redland.qld.gov.au/event-planning-tools](https://events.redland.qld.gov.au/event-planning-tools)

## Public liability insurance

It is important to note that only events managed and controlled by Council are covered under its public liability insurance policy and the policy indemnifies Council and no other party.

All other event organisers are required to provide a certificate of currency for \$20,000,000 that covers the duration and scope of the event and notes Redland City Council as an interested party. You should also ensure that any other party or provider associated with your event has public liability cover in place and that evidence of this cover is provided to you prior to the event.

## Risk management

Council is committed to event safety and takes risk management seriously. Risk management is an important component of your planning and it is your responsibility to complete a Risk Assessment prior to the scheduled event. The Risk Assessment should identify, assess and control risks relevant to the event. For a Risk Assessment template visit [events.redland.qld.gov.au/event-planning-tools](https://events.redland.qld.gov.au/event-planning-tools)



# Traffic management for events

Where it is identified that an event may interact with traffic, pedestrians, other road users or a road related area, additional information may be required.



## Traffic Management Plan

You may need a Traffic Management Plan if large numbers of vehicles will be entering or exiting off-road parking facilities, or you need control to direct traffic in a way that's different from the road rules or existing signage.

This includes speed reductions for venues where vehicles and pedestrians could interact.

Traffic Management Plans must be prepared by an accredited traffic control provider in line with the *Transport Operations (Road Use Management) Act 1995* and the Manual of Uniform Traffic Control Devices. They include:

- a **Traffic Control Permit** from Council to close or alter traffic conditions on a road (refer below) is available at [events.redland.qld.gov.au/tools](https://events.redland.qld.gov.au/tools).
- Traffic Guidance Schemes showing the affected roadways of the event and/or sites, appropriate signage and barricading and traffic control to be installed. For an example of a Traffic Guidance Scheme visit [events.redland.qld.gov.au/event-planning-tools](https://events.redland.qld.gov.au/event-planning-tools)
- diagrammatic details of traffic management devices to be used and in what positions (on a site map)
- confirmation that each person involved in directing vehicle movements is qualified i.e. a police officer or an accredited traffic control officer. Please note that the Department of Transport and Main Roads have introduced the Event Traffic Marshal Scheme for local community and sporting groups (see below)
- details of the road closures being sought and when they will be closed
- details of a least one effective diversionary route for traffic affected by each road closure
- distinctly identified emergency vehicle accesses

If you're unsure whether you need a Traffic Management Plan and what to include, contact Council's City Operations Group on 07 3829 8999.

## Traffic Control Permits

You need a Traffic Control Permit from Council to:

- close a road
- alter traffic conditions on a road
- temporarily close car parks
- conduct cycle events in live traffic

**For a road closure you must also:**

- apply to the Queensland Police Service
- apply to the Department of Transport and Main Roads if the event is on a state-controlled road
- erect road closure notification signage no less than seven days before the event
- notify the Queensland Ambulance Service and Queensland Fire and Emergency Services in writing at least one month before the event
- publish a public notice advising of the full road closure at least one week before the event, giving Council a copy of the advertisement before publication
- advise any affected public transport providers (e.g. Translink, Taxi Council Queensland) at least one month before the event
- provide evidence of your consultation with residents and businesses affected by the road closure (e.g. letterbox drops, public meetings, personal visits) and give Council details of all objections

To ensure safe and proper traffic flow, we suggest that you hold a pre-event meeting with everyone involved in directing vehicles. For all cycle events in live traffic, you must also have Department of Transport and Main Roads event signage.

All Traffic Control Permit applications require a Traffic Guidance Scheme and/or a Traffic Management Plan and should be lodged to Council at least six weeks prior to your event.

To apply for a Traffic Control Permit or for further information, contact Council's City Operations Group on 07 3829 8999.



## Event Traffic Marshals Scheme

The Department of Transport and Main Roads introduced the special Event Traffic Marshal Scheme, as an alternative option for traffic control in low speed/low risk environments at sporting and community events.

The Event Traffic Marshal role will allow appropriately trained volunteers to conduct limited traffic control activities at various community events and the ability to support events in a safe way.

## Car parking

As the event organiser, you must ensure enough parking for attendees (including disabled parking) is available, and that it doesn't interfere with the usual parking for residents and/or businesses.

Parking on nature strips, areas of open space and parkland is not permitted without a Council permit.

If you believe illegal parking may be an issue at the event, we recommend using marshals to prevent parking infringements.

## Parking and Pedestrian Management Plan

You may need to submit a Parking and Pedestrian Management Plan if your event affects surrounding traffic, or when pedestrians and traffic may use the same area.

On a site map and in supporting documents, the management plan should outline:

- entry and exit points for off-street parking, and the route pedestrians are expected to take
- the places where marshals are required to safely direct cars parking and pedestrians
- where you will place temporary fencing if needed for traffic movement, or to separate vehicles and pedestrians
- notification to surrounding road users and residents of potential traffic disruptions
- details of escort vehicles
- approvals from relevant agencies to run the event

## Public transport

For public transport options, contact TransLink on 13 12 30 or visit [translink.com.au](http://translink.com.au)

If your event will attract more than 5,000 people per day you need to declare it as a special event with TransLink. Depending on the scale of the event, a 'Park and Ride' service may be needed. Make sure to communicate all transport options through your event promotion.

## Community awareness

The level of impact an event has on the surrounding community can vary. Consider if and how your event might affect the surrounding neighbourhood, e.g. loud noise from music and audio systems, fireworks or car parking on residential streets. Council recommends you notify the community in advance of your event and give them a contact person if they have any queries. This might be in the form of advertising, a letterbox drop or signage promoting the event. For a Community Event Notice template visit [events.redland.qld.gov.au/event-planning-tools](http://events.redland.qld.gov.au/event-planning-tools)

## Community safety and security

Community safety and security at event is essential. Different event types, scales and scopes need different levels of security, so you should determine your needs as part of your risk assessment, including crowd control, cash and equipment protection. An area for lost children and lost property should be clearly signed and staffed accordingly. If event infrastructure will remain at the event site overnight you should engage appropriate security.

It is vital that all areas of your site, especially access paths and emergency exits are clearly illuminated. This may require you to provide additional lighting at your own expense.

Consultation with the Queensland Police Service, Queensland Fire and Emergency Services and Queensland Ambulance Service is strongly recommended depending on the type, scale and scope of the event. Council and/ or the Queensland Police Service may require you to engage police officers on special duties, security guards and/or crowd control, at your expense. Please contact Queensland Police Service on 131 444 to determine their requirements or visit [www.police.qld.gov.au](http://www.police.qld.gov.au).

Crowded places, particularly for major events, may require additional safety and security precautions. Suspicious activity including terrorist threats should be considered as part of the event planning process. For further information refer to the Australia National Security website [nationalecurity.gov.au](http://nationalecurity.gov.au)

## First aid

First aid services are critical for any event. Council requires first aid staff to possess a minimum qualification level of "Apply First Aid". First aid posts should be properly staffed, equipped and clearly identified so people can easily find them. The number of first aid posts will depend on the size and scale of the event. Below is a guide to providing first aid services. If the expected attendance at the event is 5,000 persons or more, you must provide first aid room facilities.

ATTENDEES	FIRST AID PERSONNEL	FIRST AID POSTS
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2

# Electrical safety

If you're using electricity at your event, you must be aware of your responsibilities to keep everyone involved safe at all times.

## Electrical legislation

You must comply with the *Electrical Safety Act 2002* and *Electrical Safety Regulation 2013* which apply to electrical equipment.

### Safety measures include:

- having all electrical equipment, including extension leads, tagged and tested in line with AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment
- tagging extension leads with the owner's name
- ensuring portable electrical equipment is double insulated or earth-leakage protected
- placing flexible and extension leads where they won't be damaged (including by liquid), pose a trip hazard or obstruct safe access to the area. To prevent potential trip hazards, leads on the ground should be covered with adhesive duct tape or ground mats and kept clear from moisture wherever possible
- not using piggy back plugs or double adaptors and using power boards only when more than one electrical device is in use

You should connect portable residual current devices, i.e. portable safety switches, into the main power supply as a safety precaution in addition to the residual current devices installed at the main power outlet. For further information on electrical testing and tagging please visit the **Electrical Safety Office website**.

### Using Council Controlled Electrical Facilities

Some Council parks and facilities have electricity for event use. To use these facilities you need to apply to Council and pay a connection fee where applicable. To find out if a venue has access to power, contact Council's Community Events Team on (07) 3829 8999 or email [events@redland.qld.gov.au](mailto:events@redland.qld.gov.au)

### Powerlines

If your event location is close to overhead powerlines, you need to follow additional safety measures, such as exclusion zones. For information and resources visit Energex's powerline safety pages [energex.com.au/home/safety](http://energex.com.au/home/safety)

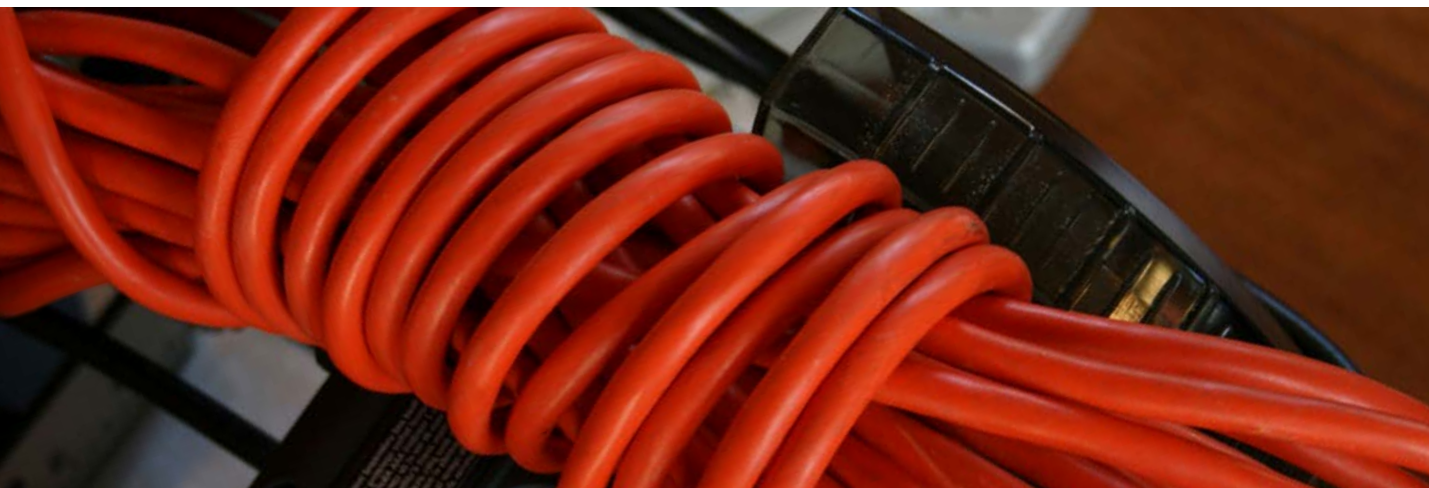
### Generators

If existing electrical facilities are not sufficient for your event, you may need to use generators. Always follow the manufacturer's instructions as incorrect use can cause poisoning from toxic engine exhaust, electric shock, fire and contact with hot surfaces.

Please consider the following and address in your risk assessment:

- location of generators: use outdoors with a minimum of one metre spacing on all sides to prevent access by the general public (consider use of barriers)
- fuel storage: store fuel in a labelled container away from any fuel burning appliance
- hot generator refueling: never add fuel while the generator is running, wait for the motor to cool
- electrical hazards: only use in dry conditions, do not allow the generator to get wet and ensure hands are dry before touching the generator
- fire hazards: ensure suitable fire extinguishers are immediately accessible
- potential noise nuisance: noise limits apply to the use of generators

For more information on using generators visit the **WorkSafe.qld.gov.au** website





## Gas safety

The Queensland Government's Queensland Petroleum and Gas Inspectorate advises that mobile food vendors (e.g. caravans, mobile food vans) attending Redlands Coast events must have a current Gas System Compliance Certificate (*AS/NZS 5601.1:2013 Gas Installations General installations*). This certificate is a requirement under the *Petroleum and Gas (Safety) Regulation 2018* section 107 which states:

*The owner of a commercial vehicle or vessel must ensure the gas fuel system in the vehicle or vessel is inspected, and a gas inspection certificate or an interstate gas inspection certificate is issued for it, at least once in every 1 year period.*

Ensure your certificate is available for Council officers to view throughout the event.

### Caring for your Gas Appliances

Gas appliances should be checked regularly by a qualified person to ensure they always operate safely and efficiently. Always use a licensed gas fitter to install, repair, service or remove gas appliances.

Portable recreation LPG cylinders (used in most barbecues) need particular care as these cylinders usually contain nine kilograms of LPG and can be refilled or exchanged at most service stations. All cylinders must have a valid 10-year stamp to be refilled. Gas refilling stations are obliged to check the date of every cylinder to be refilled, if the cylinder is not "in test" then it should not be refilled.

### Transporting Cylinders Safely

Keep LPG cylinders secure during transport and don't carry them in the passenger compartment. The 9kg LPG cylinders can be transported only in enclosed vehicles for the purpose of getting the cylinder refilled (or exchanged). You can't transport more than two LPG cylinders at a time.

Also check that:

- the service valve is turned off
- the safety relief valve is positioned so that any gas release will not impinge on another LPG cylinder
- the LPG cylinder has a current test date (no more than 10 years)
- there is a screw plug in the cylinder outlet when not in use

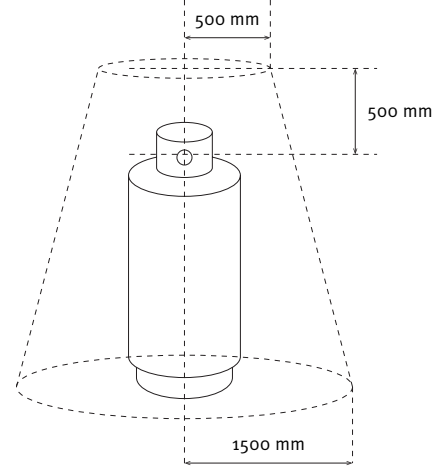
### Storing your Cylinders

Use and store your LPG cylinders in a well ventilated area and stored away from excess heat and possible sources of ignition.

For more information on Gas Safety please visit the **Queensland Government website** and search 'gas safety'.

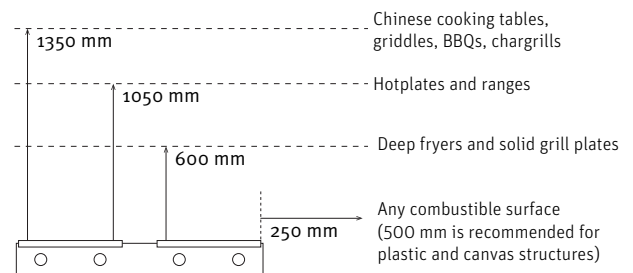
### Hazardous area

No ignition sources are to be used within these hazardous areas of an exchange cylinder. Do not use an ignition source within these distances around an exchange cylinder.



### Clearances from burners

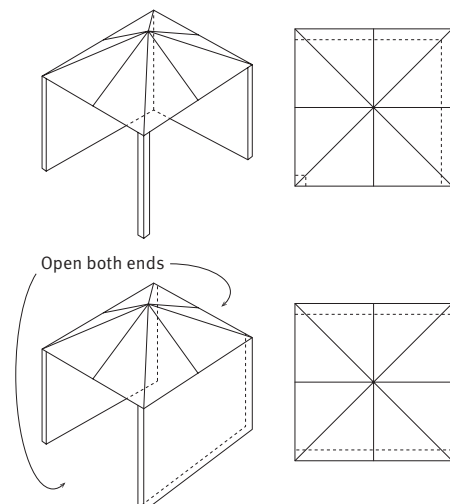
Burners (such as hotplates and deep fryers) should not be placed near combustible surfaces. Use these clearances as a guide to how far away to keep combustible materials.



### Examples of ventilation

Examples of the minimum ventilation needed when using gas appliances in a quasi-outdoor situation.

Outdoor areas must be well ventilated when using gas. These images show that having two sides of the tent/shelter open ensures good cross breeze and ventilation in a quasi-outdoor situation.



# Amenities

Providing appropriate toilet facilities is an essential consideration in planning a safe and successful event.

## Toilet facilities at your event should be:

- accessible for people with disabilities
- cleaned and re-stocked regularly (at your expense)
- located away from food service and/or food storage areas
- protected from weather conditions
- provided with adequate hand washing facilities
- fitted with disposal units for sanitary napkins, sharps and other rubbish
- well lit to ensure security and safety

If the event is likely to attract families, consideration should also be given to providing baby change/mother's room facilities. To ensure that there is a suitable number of toilets at an event use the below information from the *Australian Emergency Manual* as a guide:

### A) Toilet facilities for events where alcohol is NOT available

ATTENDEES	MALES	FEMALES
Fewer than 500	1 Toilet, 2 Urinals, 2HB	6 Toilets, 2HB
501 to 1000	2 Toilets , 4 Urinals, 4HB	9 Toilets, 4HB
1001 to 2000	4 Toilets , 8 Urinals, 6HB	12 Toilets, 6HB
2001 to 3000	6 Toilets , 15 Urinals, 10HB	18 Toilets, 10HB
3001 to 5000	8 Toilets , 25 Urinals, 17HB	30 Toilets, 17HB
At least one (1) unisex disability access toilet is required. (HB = hand basins)		

### B) Toilet facilities for events where alcohol IS being consumed

ATTENDEES	MALES	FEMALES
Fewer than 500	3 Toilets, 8 Urinals, 2HB	13 Toilets, 2HB
501 to 1000	5 Toilets, 10 Urinals, 4HB	16 Toilets, 4HB
1001 to 2000	9 Toilets, 15 Urinals, 7HB	18 Toilets, 7HB
2001 to 3000	10 Toilets, 20 Urinals, 14HB	22 Toilets, 14HB
3001 to 5000	12 Toilets, 30 Urinals, 20HB	40 Toilets, 20HB
At least one (1) unisex disabled toilet is required. (HB = hand basin)		



For events less than four hours long, you may reduce the number of toilet facilities by 30%. Toilets must be regularly serviced throughout the event to ensure that they are clean and that a continuous supply of water, soap, paper hand towels and toilet paper is provided.

Where portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be located so that they can be easily accessed and pumped out during the event. The event organiser must ensure any sewage and waste water is disposed of in accordance with legislative requirements.





## Food

If you have food operators serving or selling food and refreshments at your event they may need to hold a Temporary Food Business Licence. Generally food businesses that involve the preparation of food do require a licence. Some exemptions apply to not-for-profit organisations, the sale of packaged foods and the sale of whole fruit and vegetables.

If you are unsure about whether a food business licence is required please contact Council's Environmental Health Team by email [rcc@redland.qld.gov.au](mailto:rcc@redland.qld.gov.au) or 07 3829 8999.

Mobile food businesses (e.g. ice cream or kebab vans) must hold a current food business licence in Queensland. It is the responsibility of the event organiser to ensure all food vendors are licensed.

Food businesses can apply for a licence by completing a Temporary Food Business Licence Application at [events.redland.qld.gov.au/council-approvals](https://events.redland.qld.gov.au/council-approvals) and submitting it to Council at least four weeks before the event. To assist your temporary food business selling food at your event, there is a guide to the food safety requirements in Appendix 1 of this Kit.

Free 'I'M ALERT' Food Safety Interactive online training is available to Redlands Coast food businesses through Environmental Health Australia.

Visit [imalert.com.au/v6/?sub=redland](https://imalert.com.au/v6/?sub=redland) and follow the instructions to complete training.

## Liquor

If alcohol is being sold or served at the event, you may need to apply to the Office of Liquor and Gaming Regulation (OLGR) for a permit. Please note that if the event is to be held at a Council venue some liquor permits with require Council's endorsement on the original application before you submit it to OLGR.

Events including the consumption of alcohol may attract additional requirements such as extra security measures and registration with the Queensland Police. Liquor licence applications should be made well in advance of your event to allow time for them to be assessed.

For application forms and assistance, please contact the Office of Liquor and Gaming Regulation on 13 74 68, email [OLGRlicensing@justice.qld.gov](mailto:OLGRlicensing@justice.qld.gov) or visit the [Queensland Government website](https://www.qld.gov.au) and search 'liquor licensing and compliance forms'.

## Public health

Gatherings of people at events has the potential for infectious conditions to spread to large numbers of people.

Event organisers should have a plan in place that includes provisions to prevent the spread of infections in order to protect the health of workers, event attendees and the community. These may include risk management documentation incorporating appropriate controls such as social distancing measures; protective barriers for staff; extra cleaning/sanitising measures for frequently touched surfaces; and provision for hand washing facilities and/or hand sanitiser for patrons and staff.

# Environmental management



In conducting an event, you must take all reasonable and practical measures to minimise environmental impacts from your event.

## These include:

- preventing the release of any material that may cause environmental harm to land, water or waterways via the stormwater system
- ensuring that liquid spills are cleaned up immediately using sawdust and/or other absorbent materials which are then bagged and disposed of responsibly
- preventing the release of materials into the air such as dust, fumes and smoke

## Waste

As the event organiser, you are responsible for supplying additional bins for rubbish generated at the event site and surrounding areas. Council recommends the following minimum bin numbers for attendee use (in addition to any existing bin infrastructure):

- 1x 240L bin per 100 attendees – if no food or drinks served or sold
- 2 x 240L bins per 100 attendees – if food or drinks served or sold
- 2 x 240L recycle bin per 100 attendees
- 1 x 3m front load skip bin for more than 1,000 attendees

## Minimise waste at your event by:

- providing bins that are clearly signed and strategically placed to make it easy for people to do the right thing
- organising a bin servicing and litter collecting regime that encourages everyone to keep the site clean
- working with stallholders and food vendors to use recyclable and biodegradable packaging wherever possible
- allocating designated smoking only areas with butt out facilities and infrastructure to assist smokers to “butt it and bin it”

You can also reduce waste at your event by encouraging people to use reusable water bottles rather than single-use plastic water bottles and providing Water Refill Stations that connect to a tap. Contact Council’s IndigiScapes on 07 3829 8999 to discuss free hire of a water refill station.

For more information on hosting a sustainable event visit the **Tourism and Events Queensland website** and search ‘sustainable events’.

## Entertainment

### Noise

When planning your event you must consider potential noise impacts on neighbours, especially if your event includes amplified music, PA systems, fireworks, loud machinery etc. You must take all reasonable and practical measures to minimise noise nuisance from bump in (event set up) to bump out (event pack up).

If your event involves live performances give consideration to the placement of your stage area to assist with this (including directing speakers away from residents and businesses). We recommend you engage a professional to use sound level monitoring equipment throughout the event to monitor noise levels.

Any noise generated by the event must comply with the *Environmental Protection Act 1994*. Penalties may apply if noise levels are exceeded. Please note that if the event holds a liquor permit alternate noise criteria will apply. For more information on noise standards contact Council’s Environmental Health Team at [rcc@redland.qld.gov.au](mailto:rcc@redland.qld.gov.au) or 07 3829 8999.

### Amusement Operators

Ensure all amusement ride operators give you copies of their Certificate of Registrable Plant to provide to Council. For more information on amusement device regulation refer to the Queensland Government website [worksafe.qld.gov](http://worksafe.qld.gov) and search ‘Amusement device regulation’.

### Animal Management

Providers of animal contact activities have a responsibility to provide a safe environment for themselves, staff and event patrons. Animals can carry micro-organisms potentially harmful to humans. It is recommended that event organisers identify potential health risks and implement preventative measures such as:

- provide only healthy animals for public contact



- monitor behaviour of patrons within any animal enclosure, e.g. no eating food or kissing animals
- ensure animal enclosures are regularly cleaned and all animal waste is disposed of responsibly
- provide hand washing facilities for patrons after contact with animals

For more information refer to Queensland Health's website

If your event includes domestic animals, *Local Law No. 2 (Animal Management)* requires that all animals be under effective control or contained within an appropriate enclosure at all times. Protecting the community against risk of injury and damage is paramount while ensuring animals do not create a nuisance. For more information please contact Council's Animal Management Team on 07 3829 8999.

### Movies and Music

Sound recordings and the composition of musical works are protected under copyright. This means you may need approval from the owners to play them in public.

To find out whether you need a licence for your use of music, contact either the:

- **Australasian Performing Rights Association Limited/Australasian Mechanical Copyright Owners Society Limited** or
- **Photographic Performance Company of Australia Limited**

Similarly, you may need to pay a separate license fee to screen a movie or TV show in public. For more information, contact the distributor of the film or TV program. To show a movie at a Council venue, you will need to provide documentation confirming the movie rating is G or PG and that you have been given the distributor's permission to screen the movie or Television program in public.



### Fireworks

Carefully consider the appropriateness of the event site for a fireworks display, considering potential environmental and social impacts. The event organiser, working with their fireworks contractor, must take all reasonable and practical measures to minimise the impact of noise from fireworks. Some sites are unsuitable for fireworks displays.

If you include a fireworks display at your event, you must engage an authorised fireworks contractor to carry out the display in accordance with legislation and the ***Queensland Code of Practice – Control of Outdoor Fireworks Displays***.

#### **Please supply copies of the following to Council:**

- Fireworks display notification form (submitted by the authorised fireworks contractor to the Explosives Inspectorate, Department of Natural Resources, Mines and Energy)
- Fireworks contractor's public liability insurance policy
- Fireworks contractor's licence
- Fireworks contractor's safety management system
- Fireworks operator's licence (usually the person conducting the show)
- Site plan showing exclusion zones (the fireworks contractor should provide this)

Event organisers are responsible for the security of the exclusion zone around the fireworks during the display.

Ensure you notify the local fire station about the fireworks display at least seven days in advance and notify all neighbours up to 200 metres away or 800 metres away for larger displays, at least 4 days before the display.

Local police should be contacted by the event organiser and fireworks contractor if a fireworks display may impact trafficable routes (road or river), neighbours or other facilities.

Fireworks over and/or on water, usually from barges or boats, must be approved by Maritime Safety Queensland. An application must be lodged at least 30 days prior to the proposed event date. Provide a copy of the Aquatic Event Authority to Council at the time of application.

For more information on planning a fireworks display please visit the Queensland Government website and search 'planning a fireworks display'.

## Signage/advertising

Signage for events is regulated by Council. Advertising banners or flags, sponsorship signage and other attention attracting signs placed on, or that are visible from, public land or roads may require a permit. Please note signage cannot be erected on electrical poles.

The following types of community event signs are permitted on local controlled roads and at the event location.

Community organisation site sign (onsite at event)

Described as being displayed at the site of festival or event providing it meets the following criteria:

- Not illuminated;
- Only displayed for a maximum of 30 days prior to the event;
- Has a maximum face area of 2.5m<sup>2</sup> in a residential zone or 5m<sup>2</sup> in all remaining zone categories;
- Is removed within 2 days of event finish; and
- There are no more than 2 signs per location.

This means you could have 2 corflute or canvas style event signs at the location of your event (e.g. Redland Showgrounds).

## Directional community organisation site sign (roadside signs)

Described as not being at the site of the festival or event and has the primary purpose of directing traffic to the event providing it meets the following criteria:

- Not illuminated;
- Has a maximum face area of 0.6m<sup>2</sup> when placed on a road or public place;
- Has a maximum face area of 2.4m<sup>2</sup> when placed on private property;
- Is displayed for a maximum period of 14 days prior to the event advertised on the sign and is removed within 2 days of the event finishing; and
- Is situated so as not to cause unsafe movement or obstruction of pedestrian or vehicular traffic.

You must also comply with the following:

- For signs placed on a public road, you must have public liability insurance at a minimum of \$20,000,000 against claims for personal injury or property damage resulting from displaying the sign
- Place no more than 15 signs on private property
- Place no more than 10 signs on roads and public places

This means you could have 10 roadside signs on Council local controlled roads no bigger than 0.6m<sup>2</sup> (standard corflute signs with timber spike at 900mm x 600mm fit within this criteria) providing you have Public Liability Insurance for \$20,000,000 and installed 14 days prior to event and removed 2 days after event in a safe location not impeding or obstructing pedestrian or vehicular traffic.

Any signage placed along a State-controlled road must be approved by the Department of Transport and Main Roads. Visit [tmr.qld.gov.au](http://tmr.qld.gov.au) for further information.

For further guidance on the requirements for advertising signs, contact Council's Development Control Unit on 07 3829 8999 prior to your event.



## Sponsorship

Redland City Council provides financial assistance and in-kind support in the forms of grants and sponsorship to help local community organisations and individuals with projects and events that will benefit the Redlands Coast community.

Grants and sponsorship are offered across economic development, arts, culture, environment, community development and sport and recreation.

Public funded events and activities are not intended to be used for electioneering, political activism, protests or petitions.

For information about Sponsorship visit [www.events.redland.qld.gov.au](http://www.events.redland.qld.gov.au) or contact the Grants Team via phone 07 3829 8999 or email [grants@redland.qld.gov.au](mailto:grants@redland.qld.gov.au). Provision of sponsorship or grant funding for events will be dependent on funding criteria including approval of a Temporary Entertainment Event Approval.

## Promoting your event

When planning an event it is important consider who you want to attract to your event and the best way to promote it to the target audience. Ideas for getting the word out about your Redlands Coast event include:

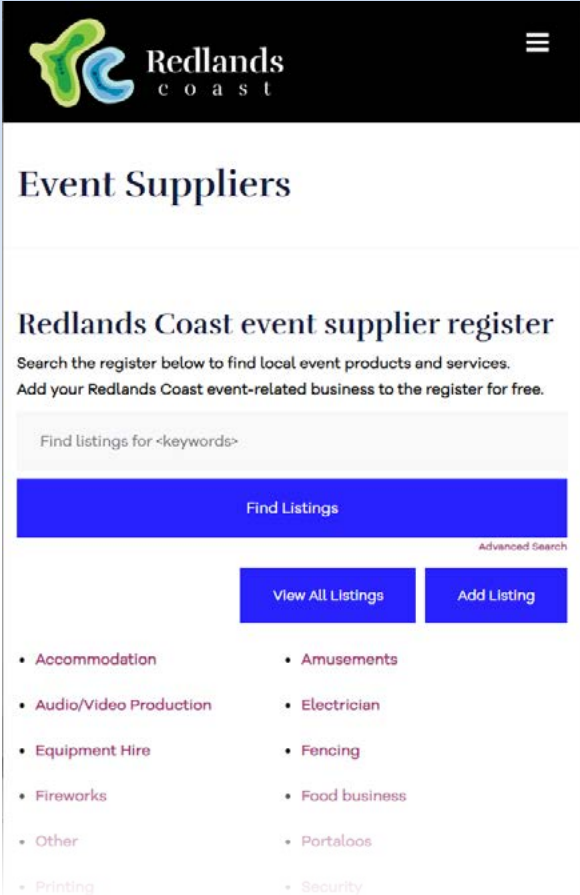
- Adding your event to Redland City Council's What's On Calendar
- Listing your event for free on the Australian Tourism Data Warehouse (ATDW) and it may be promoted on sites, including Visit Brisbane and the Visit Redlands Coast What's On Calendar [visitredlandscoast.com.au/whats-on](http://visitredlandscoast.com.au/whats-on)
- Once your event has a listing on the Australian Tourism Data Warehouse (ATDW), you can provide 50 flyers (A5 or DL size) to be displayed at the Redlands Coast Visitor Information Centre located at Raby Bay Harbour Park, Cleveland. We also suggest printing 20 A3 and 20 A4 posters to be displayed on local community noticeboards.
- Develop an online presence by posting your event on social media
- Develop a media release using the template at [events.redland.qld.gov.au/event-planning-tools](http://events.redland.qld.gov.au/event-planning-tools)

For more details about how to promote your event visit [events.redland.qld.gov.au](http://events.redland.qld.gov.au)

## Redlands Coast Event Supplier Register

Consider if there are opportunities to involve Redlands Coast businesses in your event. Event organisers often partner with; venues, accomodation providers, food businesses, transport servives, equipment hire companies and tourism operators.

Search the Redlands Coast Event Supplier Register to find local event products and services at [events.redland.qld.gov.au/event-suppliers](http://events.redland.qld.gov.au/event-suppliers)



The screenshot shows the Redlands Coast Event Supplier Register website. At the top, there is a navigation bar with the Redlands Coast logo and a hamburger menu icon. Below the navigation bar, the page title is "Event Suppliers". The main content area is titled "Redlands Coast event supplier register" and includes the text: "Search the register below to find local event products and services. Add your Redlands Coast event-related business to the register for free." There is a search bar with the placeholder text "Find listings for -keywords->". Below the search bar is a "Find Listings" button. To the right of the "Find Listings" button is a link for "Advanced Search". Below the "Find Listings" button are two buttons: "View All Listings" and "Add Listing". Below these buttons is a grid of categories, each with a small red dot next to it: Accommodation, Amusements, Audio/Video Production, Electrician, Equipment Hire, Fencing, Fireworks, Food business, Other, Portaloos, Printing, and Security.

# Temporary buildings and structures



Under the *Building Act 1975* certain buildings and structures require a Development Permit for Building Work (building approval), before they are erected on the site. If you require a permit please contact a private building certifier for further information on application requirements. Please note that you will need to allow sufficient time for an application to be assessed prior to your event.

Below is a list of different structure types and a guide to whether they need a Development Permit for Building Work.

Note: Temporary buildings and structures that don't need a Development Permit for Building Work are still required to comply with relevant provisions of the Building Code of Australia, Australian Standards, manufacturer's requirements and industry standards.

Type of Structure	Criteria	Building Permit Required
Toilet blocks, sheds, huts or the like (attached to or required to be attached to the ground)	<ul style="list-style-type: none"> <li>• structure has a plan area more than 10m<sup>2</sup></li> <li>• more than 2.4m above the ground level</li> <li>• has an average height of more than 2.1m above the ground level; or</li> <li>• has any side longer than 5m</li> </ul>	Yes
Signs	<ul style="list-style-type: none"> <li>• detached from a building and</li> <li>• higher than 2m and</li> <li>• wider than 1.2m</li> </ul>	Yes
Stages or grandstand	Attached to the ground or required to be attached to the ground	Yes
Mobile Stages (stage on trailer or truck) Excluding grandstands on a trailer or truck/mobile stage	Not attached to the ground or required to be attached for structural purposes	No – however a Design Certificate (Form 15) will need to be completed by a Registered Professional Engineer of Queensland (RPEQ). A Form 16 will also be required after the stage has been installed and a copy provided to the Environmental Health Team
Art work structures, sculpture	If the height of the structure is greater than 3m above the ground surface	Yes
Tents	If the floor area of the tent is greater than 500m <sup>2</sup>	Yes
Tents	If the plan area of the tent is more than 100m <sup>2</sup> and less than 500m <sup>2</sup>	No – however must comply with the requirements of Queensland Development Code MP3.2 – Tents
Tents	With a floor area less than 100m <sup>2</sup>	No
Fences	Not higher than 2m above the ground level; and Not used for swimming pool fences	No
Scaffolding (light towers, viewing platforms)	More than 3m above the ground surface	Yes
Light poles	More than 3m above the ground surface	Yes
Caravans		No





## Advice and assistance from Council

Event organisers are encouraged to contact Council's Community Events Team for assistance with application procedures and expert advice on producing their event in Redlands Coast.

email: [events@redland.qld.gov.au](mailto:events@redland.qld.gov.au)

phone: 07 3829 8999

## Timeframes

To ensure Council has adequate time to review your submission, request further information if required and process any approvals or licences, applications for events with less than 3000 people attending must be submitted at least six weeks prior to the event. Applications for events with more than 3000 people attending are to be submitted at least three months prior to the event.

## Fees

Fees may apply to the approvals or licences discussed in this kit.

For a full list of Council's fees refer to [redland.qld.gov.au](http://redland.qld.gov.au)

## Lodging your event application with Council

Please complete the relevant event application forms and send them to Council via:

email: [rcc@redland.qld.gov.au](mailto:rcc@redland.qld.gov.au)

post: Att: Environmental Health Team  
Redland City Council  
PO Box 21  
Cleveland QLD 4163

or in person: Redland City Council  
Administration Building  
Cnr Bloomfield & Middle Streets  
Cleveland QLD 4163



## Checklist

Use the checklist below to help you keep track of what requirements are relevant for your event. For more information refer to the contact details outlined below or visit [events.redland.qld.gov.au](https://events.redland.qld.gov.au)

Items	Relevant		What action is required?	For more information contact
	No	Yes		
<b>1. What's On Calendar</b>			Check your event dates for potential clashes.	Council's Events Team on 07 3829 8999
<b>2. Redlands Coast Event Portal</b>			Book a meeting with Community Events Team to discuss event proposal and requirements.	Community Events Team on 07 3829 8999 or <a href="https://events.redland.qld.gov.au">events.redland.qld.gov.au</a>
<b>3. Temporary Entertainment Event Approval</b>			Complete an online application form and submit to Council.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>4. Event Management Plan</b>			Provide Council with a copy of your Event Management Plan.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>5. Emergency Management Plan</b>			Provide Council with a copy of your Emergency Management Plan.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>6. Public Spaces</b>			If your event is on Council land, a park booking will be required.	Council's City Sports & Venues Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>7. Site Plan</b>			Provide Council with a copy of the Site Plan.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>8. Public liability insurance</b>			Submit a copy of your Public Liability Insurance (\$20million) to Council.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>9. Risk management</b>			Conduct a Risk Assessment of your event.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>10. Traffic management</b>			Provide Council with a Traffic Management Plan and/or Parking and Pedestrian Management Plan developed by an accredited Traffic Control Provider. If the event requires a road to be closed, follow the requirements discussed in the Traffic Management section of this kit.	Council's City Infrastructure Group on 07 3829 8999
<b>11. Community awareness</b>			If your event will affect the amenity of the surrounding neighbourhood notify the community of the event in advance.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>12. Community safety and security</b>			Consider this as part of your Risk Assessment and address community safety and security measures in the Event Management Plan you submit to Council.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>13. First aid</b>			Refer to the First Aid section of this kit to determine the level of first aid services you will need to provide and include this in the Event Management Plan you submit to Council.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>14. Electrical safety</b>			Address electrical safety including the use of generators in your Risk Assessment.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>15. Gas safety</b>			Mobile food vendors are required to have a copy of their Gas System Compliance Certificate available for inspection by Council officers at the event. Address gas safety in your Risk Assessment.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999

Items	Relevant		What action is required?	For more information contact
	No	Yes		
<b>16. Amenities</b>			Refer to the Amenities section of this kit to determine the number of toilet facilities you will need to provide and include in the Event Management Plan.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>17. Food</b>			Each food business seeking a licence should complete a Temporary Food Business Licence form, refer to the <a href="http://events.redland.qld.gov.au">events.redland.qld.gov.au</a> for more information.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>18. Liquor</b>			If applicable, provide a copy of your liquor permit to Council as part of your Event Management Plan.	Office of Liquor and Gaming Regulation on 13 74 68 or <a href="http://business.qld.gov.au">business.qld.gov.au</a>
<b>19. Public Health</b>			Consider any requirements to prevent the spread of infectious conditions at your event.	Council's Environmental Health Team via email to <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or by telephone on 3829 8999.
<b>20. Environmental Management</b>			Consider and manage potential environmental impacts in your Risk Assessment, e.g. spills, dust. You must address waste management and include it in the Event Management Plan.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>21. Noise</b>			Consider effective control of noise nuisance in your Event Management Plan.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>22. Entertainment – Amusement operators</b>			Provide Council with copies of certificates of registrable plant for all amusement rides.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>23. Entertainment – Animal management</b>			Consider effective control of animals in your Risk Assessment.	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>24. Entertainment – Movies &amp; Music</b>			Determine if you need a permit to play a movie, TV show or play music.	APRA/AMCOS – 1300 852 388 PPCA 02 8569 1100
<b>25. Entertainment – Fireworks</b>			Provide a copy of the following documents to Council: - fireworks display notification form - fireworks insurance policy - fireworks contractor licence - fireworks operator licence	Department of Natural Resources and Mines on 13 74 68 or visit <a href="http://dnrm.qld.gov.au">dnrm.qld.gov.au</a>
<b>26. Signage/advertising</b>			Consider if you need signage approval from Council.	Council's Development Control Unit at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>27. Sponsorship</b>			Complete an online application for the Community Grants and Sponsorship Program	Council's Community Grants Team on 07 3829 8999
<b>28. Redland's Coast Event Supplier Register</b>			Consider using local event suppliers. Search the Redlands Coast Event Supplier Register at <a href="http://events.redland.qld.gov.au/event-suppliers">events.redland.qld.gov.au/event-suppliers</a>	Council's Environmental Health Team at <a href="mailto:rcc@redland.qld.gov.au">rcc@redland.qld.gov.au</a> or 07 3829 8999
<b>29. Event Promotion</b>			Register your event on the Australian Tourism Data Warehouse and Council's What's On Calendar	Council's Community Events Team at <a href="mailto:events@redland.qld.gov.au">events@redland.qld.gov.au</a> or 07 3829 8999
<b>30. Temporary buildings and structures</b>			If applicable, apply for a Development Permit for Building Work through a Private Building Certifier.	For further advice on application requirements contact a private building certifier.

# Guide for the design and operation of a temporary food premises (stall)



1. Provide walls and a ceiling where they are needed to protect food - made of easy to clean, impervious material.
2. Keep potentially hazardous food under temperature control (see over).
3. Protect displayed food (see over).
4. Flooring must be unlikely to pose any risk of food contamination.
5. Prevent food being contaminated by people, animals, pests, chemicals and foreign matter during food storage, preparation and display.
6. Protect food preparation areas (e.g. walls, away from customers).
7. Ensure food handlers have skills and knowledge (see over).
8. Provide hand washing and utensil and food washing facilities (see over).
9. Waste storage must have ability to be enclosed (lids) if necessary to keep pests and animals away.
10. Protect stored food (e.g. off the ground and well covered).

(Image provided courtesy of City of Gold Coast)

### Hand washing facilities and utensil and food washing facilities



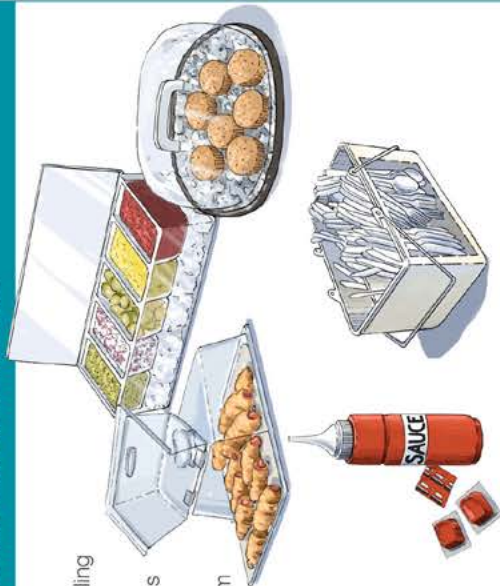
1. Container of sufficient size (e.g. 20 litres) with tap and potable water (warm running water is required unless written approval from enforcement agency).
2. Liquid soap and paper towels.
3. Container for waste water. The waste water is to be disposed of appropriately (e.g. to sewer or without risk of entering stormwater/waterways).
4. Provide separate washing and rinsing containers for food and for utensils as needed.
5. Hot water and/or food grade chemical sanitiser for sanitising if needed.

### Food handlers



- Ensure food, utensils and food contact surfaces are not contaminated by hands, hair, jewellery, wounds, coughs, etc.
- Clean person, attire and habits.
- No smoking in stall.
- Money and food handled separately.
- Must have skills and knowledge in food safety and food hygiene matters.
- Exposed wounds covered with waterproof covering.
- Avoid unnecessary contact with food by using utensils or gloves.
- Hands must be washed whenever they are likely to contaminate food.

### Food display, single use items and condiments



- Protect displayed food from contamination (e.g. using lids, cling wrap or sneeze barriers).
- Provide separate serving utensils for each self-serve food.
- Protect single serve utensils from contamination (e.g. store handle up) and do not reuse.
- Clean the outside and top of dispenser bottles and do not top-up bottles.

### Temperature control of potentially hazardous food



- Check food temperature with thermometer (accurate to +/- 1°C)
  - Cold food - ensure 5°C or below
  - Hot food - ensure 60°C or above
- Note: Please seek advice from your local enforcement agency if planning to use an alternative method of temperature control for the storage and display of potentially hazardous food.

# Food Hygiene Standards for Temporary Food Business

### Food Business Licence

The operation of a licensable temporary food business requires an application to be submitted to Council for approval and must comply with both the *Food Act 2006* and the Food Safety Standards.

It is the responsibility of the licensee to ensure the operation of the temporary food business complies with their approval and its conditions at all times.

The layout of your temporary food stall must match the design that you have submitted with your application. An Environmental Health Officer will liaise with you if changes are required. Approvals granted are provisional and are only valid for the dates stipulated on the licence. All standards are to be met to the satisfaction of Council's Health and Environment Unit.

### General Requirements

- Toilet facilities must be provided or be accessible for food handlers.
- It is recommended that suitable fire extinguishers be provided where cooking/electrical appliances are in use.
- A suitable number of refuse containers must be provided for both the public and the temporary food business operations.
- Your food business licence (or a copy) must be on display during operation.

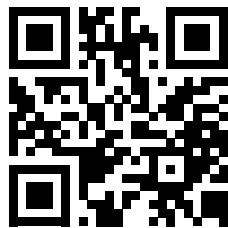
### Stall Requirements

- Temporary food businesses must have a ceiling and three (3) sides covered or constructed of vinyl, plastic or another approved impervious material. A suitable floor material/surface must also be provided.
- Food on display must not be accessible to the public. A physical barrier must be provided such as a glass or Perspex sneeze guard.
- All food must be stored off the ground and stored covered and protected from contamination e.g. in lidded containers.
- Separate hand washing and utensils washing facilities must be provided within the temporary food business.
- Disposable hand towels and soap must be provided.
- All waste and waste water must be stored and removed in an approved manner. An adequate supply of potable water must be supplied; a second container must also be supplied to collect waste water (size and volume of containers will be dependent on the food handling activities of the business).
- All waste water must be disposed of appropriately and cannot be released to stormwater.
- All equipment must be maintained in a clean condition free of all potential contaminants.
- All work benches, tables, trestles and the like must be of a sturdy construction and work surfaces should be of a smooth and impervious material.

### Food Safety

- A Food Safety Supervisor must be reasonably available at all times the food business is operating.
- All food must be stored in conditions that protect it from deterioration and contamination. Suitable equipment must be provided to store potentially hazardous food at 5°C or below and hot food at 60°C or above.
- The temperature of potentially hazardous foods should be monitored during all processing steps such as defrosting, cooking, cooling and reheating. Potentially hazardous food should be processed quickly to reduce the amount of time outside of temperature control.
- Pre-cooked food made prior to the event must be prepared and packaged in licensed premises.
- Food products containing fresh cream or custards and similar desserts must be kept refrigerated or chilled.
- Food must not be stored or displayed outside the temporary food business or any other areas accessible to the public.
- All food businesses utilising potentially hazardous foods must have a digital probe thermometer available to monitor food temperatures during all stages of processing including storage, preparation and display. A suitable method for sanitising the probe thermometer between uses should also be in place.
- A food grade sanitiser must be on site and in use.
- Cooking equipment e.g. grills, hot plates or open flame barbecues must be protected from dust, flies and other contaminants. All cooking equipment must be undercover and not located outside of the stall.
- All perishable food should be shielded from direct sunlight.
- It is recommended that all condiments such as sauces, mustards etc. that are available to the public be contained in individual single use packs or pump style dispensers.
- Only single use pre-wrapped eating utensils should be provided to customers. Straws are to be protected from contamination also in a single use dispense container.
- The public is to be excluded from all cooking and food storage areas.
- All animals are to be excluded from temporary food business areas.





 [events.redland.qld.gov.au](https://events.redland.qld.gov.au)  3829 8999

