

# Market Approval

## Subordinate Local Law 1.12 (Operation of Temporary Entertainment Events)

### Application Details

If it is for a one-off market, please complete the Temporary Entertainment Event form (this form is for regular operation markets only).

Please note the following application processing timeframes:

Minimum of six weeks for minor markets (< 3000 people).

Minimum of three months for major markets (> 3000 people).

### Application Type

- New Approval** – Complete sections 1, 2, 3, 4, 5 & 9
- Amendment** – Complete sections 1, 3, 6 & 9
- Transfer** – Complete sections 1, 2, 3, 7 & 9  
(Only transferable if no changes are being made to the Event Management Plan etc. The current owner must complete a separate Market Approval form to surrender their approval.)
- Surrender** – Complete sections 1, 3 & 9

### 1. Applicant Details

Title:  Mr  Mrs  Ms  Miss

Given name(s)

Surname

Company (if applicable)

ABN

Postal address

Suburb

Postcode

Phone  (W)  (H)

Mobile

Email address

Please note the email address listed above will be used for the delivery of your renewal notice/inspection report. Text message reminders will also be sent to the above mobile number. It is important these remain up to date at all times. If you would prefer to receive your renewal notice via post, please advise Council's Health & Environment Unit in writing.

### 2. Certificate of Approval

Who is to be listed as the Approval Holder on the Certificate of Approval?

- Company  Person

The Approval Holder must be a legal entity (e.g. Person(s) or Company). A business name, trust or shop name is not a legal entity and cannot be the approval holder.

### 3. Market Details

Name of Market

Date

Start time

End time

Expected number of people at market

**Note:** Setup and dismantling to be included in booking time for all activities.

Is your market at a Council venue? e.g. hall or park

- Yes  No

Have you made a booking for the Council venue?

- Yes  No  N/A

Venue Name

Venue Address

Suburb

Postcode

### 4. Application Requirements

Provide copies of the following documents:

- Event Management Plan
- Emergency Management Plan
- Event Site Maps
- Public Liability Insurance certificates
- Safety certificates
- Liquor Licence certificate
- Temporary Food Business applications

### Office Use Only

MK Number

CSC

Amount

Date

Receipt #

Relevant sections completed

CSHE021 – 18/10/2019

### CREDIT CARD DETAILS – VISA / MASTERCARD ONLY

Charge amount \$

Expiry

Card holder name

Card number

Signature

**Information Privacy Act 2009** – Redland City Council is collecting your personal information in order to process this application. The information will only be used by authorised Council Officers for the purpose of this Temporary Entertainment Event application and ensuring our records are accurate. Your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so.

# Further Information

## 5. Checklist

Complete and tick the following to assist with your application:

1. Will you be selling liquor to the public?  
(Liquor Licence from the Office of Liquor, Gaming & Regulation may be required)

Yes  No

2. Will you be selling food to the public?  
(RCC Temporary Food Business Licence may be required)

Yes  No

3. Will a marquee, tent or other structure be erected?

Yes  No

If yes, please specify who will erect structure:


4. How many toilets will be provided at the market?

Male  Female  Disabled

5. Will you have any amplified entertainment at the market?  
(Noise Management Plan may be required)

Yes  No

6. Will fireworks be part of the market?  
(Permit from QLD Fire and Emergency Services is required)

Yes  No

7. Will you be erecting jumping castle/rides?  
(Public Liability Insurance is required and Safety Certificates may be required for this activity)

Yes  No

If yes, name of operator:

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8. Will animals be displayed or involved in the market?  
(Public Liability Insurance is required for this activity)

Yes  No

If yes, name of operator:

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9. Will you be closing roads/altering traffic flow?  
(Traffic Control permit from RCC/DTMR may be required)

Yes  No

10. Will your event impact on surrounding traffic and/or residents?  
(Consider suitability of roads and existing car park availability)

Yes  No

11. Will your event have allocated car parking for patrons?  
(Parking & Pedestrian Management Plan may be required)

Yes  No

## 6. Amendment to Approval

Are you applying for an Amendment to Approval?

Yes  No

**Note:** You already hold the approval and plan on making changes.

Amendment to Market name ONLY (no fee applies)

Current Market name

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Proposed Market name

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All other amendments – please provide details below:


## 7. Transfer of Approval

Does the market hold a current approval?

**Yes** – The current Licensee must complete a separate Market Approval form to surrender their approval (please attach)

**No** – A transfer application is not applicable as there is no current market approval.

Are any changes being made to the approved market?

No  Yes – please note changes below:  
(a transfer application may not be applicable):


Please ensure you attach a copy of your Public Liability Insurance certificates. The Environmental Health Team will contact you to pay the pro-rata Approval Fee.

## 8. Surrender of Approval

Are you surrendering your approval?

Yes  No

Date operation ceased:

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Is someone taking over the market?

No  Yes – new owner must complete a separate Market Approval form to transfer the approval.

**Note:** The approval that is to be surrendered must accompany this application.

## 9. Applicant's Declaration

I hereby declare that the above information is true and correct.

Title:  Mr  Mrs  Ms  Miss

Applicant's name

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Signature

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Date

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