

Use of Council Parkland / Reserve Land

PRIVACY COLLECTION NOTICE: South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. **A hard copy of this electronic document is considered uncontrolled when printed.**

Applications must be submitted a minimum of 14 business days prior to the event			
Applicant/s details			
Company name			
Given/Surname			
Address			
Contact phone		Email	
I/We declare the information provided to be true and correct.			
Date		Signature	
Event details			
Name of park or reserve			
Street address of park / reserve			
Type of function			
Name of event		Approx. number attending	
Dates required			
Start time	<input type="checkbox"/> am <input type="checkbox"/> pm	Finish time	<input type="checkbox"/> am <input type="checkbox"/> pm
Access to power required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Access to water required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will food / drink vendors be engaged for this event?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please ensure a current or temporary food licence has been granted by South Burnett Regional Council.			
Attachments required for event			
<input type="checkbox"/> Copy of Public Liability Insurance		<input type="checkbox"/> Details sketch plan clearly showing a plan of the proposed area	
No approval will be granted if the above documentation has not been provided with application.			
Lodgement			
Please return your completed form to the following address, or email info@sbrc.qld.gov.au for enquiries, please contact (07)4189 9100 South Burnett Regional Council PO Box 336, Kingaroy Qld 4610			
Office Use Only			
Application approved	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Date		Signature	