

Event Customer Guide



Dedicated to a better Brisbane

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Acknowledgement

This document was influenced by the Western Australian Department of Health's Guidelines for Concerts, Events and Organised Gatherings 2022. Their support in sharing their content was much appreciated.

Hello from Council

Council is committed to delivering positive outcomes and value to Brisbane by supporting a range of events including festivals and live entertainment. Events bring together, and celebrate, local communities and cultures and elevate Brisbane's reputation as a vibrant, liveable city.

To provide a balance between the delivery of events and safeguarding the health and safety of event patrons as well as maintaining the amenity of the area in which the event is situated, Council has developed the *Events Local Law 2022* (the local law). This local law requires organisers of prescribed events to obtain a permit.

About this guide

Council has created this guide to support you through the process of planning and holding a prescribed event in Brisbane. It contains useful information on the event permit application process, including how and when to apply and who to contact if you require support.

This guide contains extracts from the local law and local law rules, and should be read in conjunction with these documents. For clarity, should there be any inconsistencies between this guide and the local law or local law rules, the content of the local law and local laws rules is to be used.

Organisers of events that are exempt from the application of the local law, or do not meet the definition of a prescribed event, may still find this guide useful in planning and holding their event.

Council support

Council has a dedicated team to assist you through the event planning process – the Festival and Events Liaison Officers (FELO), part of Council's Business Hotline.

At all stages of the event planning process the FELO is available to work with you to define your requirements, possible event spaces and application timeframes. The FELO will serve as your primary contact for planning your event permit application and can assist you to navigate Council's requirements

FELO is there to support you and can assist with:

- identifying which Council parks and venues may be suitable for your event
- understanding what other approvals are required for your event (Council, Queensland Government or other agency)
- facilitating engagement between Council, event stakeholders, public authorities and any third parties.



You can reach FELO by calling Council's Business Hotline on 133 BNE (133 263) between 8am-6pm Monday to Friday.

Prescribed events

Events have the potential to impact the health and safety of patrons and surrounding residents as well as the amenity of the area in which the event is held. This can be in the form of noise, impacts to road use and access to public transport or simply due to the large number of people attending the event.

Council regulates prescribed events to:

- safeguard the health, safety and amenity of people attending the events,
- safeguard the health, safety and amenity of the community in which the event is undertaken,
- protect the environment in which the event is held,
- support you in delivering a well-managed event that activates Brisbane,
- ensure it is an event valued by the community.

For the purposes of this guide, an 'event' means a 'prescribed event' as defined in the local law. A prescribed event is either an assessable event or a self-assessable event.

Assessable events

Certain events have been identified as assessable events and require an assessable event permit. Generally, these events have the potential to impact the amenity of a broader area or have potential safety and public health aspects that require assessment by Council. Applications for an assessable event permit need to be assessed on a case-by-case basis by Council Officers to ensure that the impacts from the event are adequately managed.

Events that fall within the assessable event criteria, as defined in the local law, will require an assessable event permit.

Assessable events are events that:

- involve firearm activities or motorsport activities.
- events with an expected attendance of 1,000 people over the duration of the event and the event includes one or more of the following [assessable risks](#):
 - commence before 7am on any day (excluding bump-in times)
 - finish after 10pm on any day (excluding bump-out times)
 - involve the service or consumption of alcohol
 - involve road closures or traffic management
- for any outdoor musical performance – a sound pressure level that is expected to exceed 95dBC when measured 15 metres from any speaker.
- any event with an expected attendance of 5,000 or more people at any one time.
- Any event with an expected attendance of 10,000 or more people over the duration of the event.

Examples of events requiring an assessable event permit include:

- an outdoor musical performance at a showground with an expected attendance of 20,000 people



- fairs, festivals, or circuses (e.g. local food festival with an expected attendance of 10,000 people over two days).

Self-assessable events

A self-assessable event is:

- Events with an expected attendance of 2,000 and 9,999 people over the duration of the event; and
- Does not include any of the [assessable risks](#); and
- Do not expect more than 5,000 people to attend at any one time; and
- Do not run for more than 5 consecutive day or more than 30 non-consecutive days.

Examples of events requiring a self-assessable permit include:

- a food and drink event held in a council park with an expected attendance of 5,000 people over the duration of the event where the event starts after 7am and finishes before 10pm
- a cultural event with live acoustic music and dancing.

Local Law Rules

Council has created two statutory rules to support the local law.

The two rules are the:

- Assessable Events Rule
- Self-Assessable Events Rule.

The rules detail what is required to apply for an event permit and details the types of conditions Council may impose on a permit.

Events not requiring a permit

Not all events require an event permit, some events may have an expected attendance that falls below the threshold for requiring a permit whilst others may be in locations that have an exemption under the local law or have approval under another law.

You do not require a permit under the local law if your event does not meet the definition of a prescribed event (either an assessable event or a self-assessable event).

Examples of events that would not require a permit include events where:

- the attendance at the event is expected to be below 1,000 people; or
- the attendance at the event is expected to be below 2,000 people and the event does not involve any of the following:
 - commence before 7am on any day (excluding bump-in times)
 - finish after 10pm on any day (excluding bump-out times)
 - involve the service or consumption of alcohol
 - involve road closures or traffic management
- for any outdoor musical performance – a sound pressure level that is expected to exceed 95dBC when measured 15 metres from any speaker.



Some events have been deemed exempt from the application of the local law. This may be because the event is being undertaken in a facility that is regulated by another agency or the event has approval under another law.

Regardless of whether your event requires a permit under the local law or not, your obligations in hosting an event include:

- managing noise and light so as not to disrupt the amenity of the area
- ensuring disruptions to the normal flow of traffic are minimised
- managing waste generated during the event
- providing sufficient sanitary facilities for the expected number of patrons
- ensuring the safety of the patrons is maintained, including the provision of first aid and security, and identifying emergency exit/escape routes
- having suitable contingencies for potential severe weather events or other situations that may impact on the safe running of the event
- cleaning, maintaining or repairing the site; when required, during and after the event
- ensuring that any structure (stages, tents, marquees etc.) are constructed in accordance with all legislative requirements or standards
- where animals are involved, ensuring that their needs are met.

General overview of the end-to-end event permitting and hosting process

The process for hosting an event in Brisbane can be broken up into 5 Stages:

1. Understanding your event
2. Apply and pay fees
3. Council's assessment of the application
4. Hosting your event
5. Follow-up and evaluation.

Understanding your event

To assist with your application and event planning, it is useful to consider the full specifications and activities being undertaken at your event. This will help structure your approach to obtaining any necessary approvals and supporting documentation and understand how the event will run. This is the best time to contact FELO. They will work with you to identify what is required based on the description of your event, including assistance with choosing a suitable location for your event and guidance on what additional approvals may be required.

Apply and pay fees

Once you have determined the details of your event and identified a suitable location, you will need to submit an event permit application, along with any supporting documentation. You may also wish to make a venue booking at this time if you are holding your event in a Council venue such as a park or hall.



You can submit your event permit application and park booking application at the same time, using the online event permit application form, or separately should you prefer. If you choose to apply separately, Council cannot guarantee that your preferred park will be available at the time you require it. Bookings for other Council venues, such as halls, must be done using booking process on [Council's website](#).

You will need to pay the associated fees at the time of lodging your application. These fees differ depending on the type of organisation you represent and the number of people anticipated to attend your event. For a list of application fees associated with events, please refer to the 'Event Permit Fees' on [Council's website](#).

Applications for an event permit must be submitted at least 30 business days (6 weeks) before the event to allow Council sufficient time to assess your application. The more detailed information you provide at this time, the faster Council's assessment process will be.

Suggested Application timeframes:

High-level planning phase

Up to 12 months before the event: if you plan on holding your event in a Council facility, explore your options with FELO who can put a placeholder on your chosen park or direct you to the Council venue booking web page.

Detailed planning phase

At least 12 weeks before the event:

- discuss event permit requirements with FELO
- prepare site plan and other supporting documents.

Application phase

At least six weeks (30 business days) before the event: submit your assessable event permit application form, supporting documents and park booking request with appropriate fees to Council

Important note: if your event is less than six weeks away and you have not yet lodged your application, please call FELO as soon as possible to discuss. Applications can be lodged any time, even up to 12 months in advance of the event.

Paying fees

You will be charged a fee when you submit your assessable event permit application form. Information on event permit application fees can be found on Council's website.

Fee reductions and waivers

Council offers concessions on event permit applications for eligible charitable, religious and not-for-profit organisations.

Type 1 – Charitable and religious organisations

Charitable and religious organisations listed in the [Qualifying Type 1 Religious or Charitable Organisations Register](#) in Council's Budget for the current financial year are eligible for a 50% fee reduction.



Type 2 – Not-for-profit essential welfare or community service

Not-for-profit organisations that provide or support welfare services or community services may be eligible to apply for a type 2 concession which provides a 50% fee reduction on the event application. The type 2 concession is applied for at the same time as lodging an assessable event permit application. You will need to provide a description of the services provided by your organisation and how these activities align to the principal objectives of Welfare or Community services. As well as evidence that you are a not-for-profit established for essential welfare or community services. Unsuccessful applications for a type 2 concession will be sent an invoice for the balance of the fees and the application will not proceed to assessment until this invoice has been paid.

Type 3 – Not-for-profit community

Incorporated not-for-profit community organisations which are established for sporting, educational, recreational, cultural or community purposes may be eligible for a type 3 concession. The type 3 concession, which provides an upfront 50% reduction on the event application fee, is applied for at the same time as lodging an assessable event permit application. You will need to provide a description of the services provided by your organisation and how these activities align to the principal objectives of Welfare or Community services. As well as evidence that you are a not-for-profit community organisation established for sporting, education, recreational, cultural or community purposes. Unsuccessful applications for a type 3 concession will be sent an invoice for the balance of the fees and the application will not proceed to assessment until this invoice has been paid.

Council's assessment of the application

Assessable Event Permit

Council will assess your application against the requirements of the local law to ensure the delivery of a safe, well managed event. Assessment of your application starts with a review of the information provided to ensure it is sufficient to decide the application. If the information provided isn't sufficient to decide the application you may be asked for further information or to provide clarification on information already provided. If this is the case, you will be sent a Further Information Request outlining what information is required. To speed up your application assessment it is helpful to provide the requested information as soon as possible.

Once the assessment has been completed you will be advised of the outcome. If your application is successful, you will be issued with an event permit including conditions. These conditions are important as they detail the requirements of holding your event.

Self-Assessable Event Permit

For self-assessable event permit applications a permit with conditions will automatically be generated upon submission of the online application form.

Hosting your event

Once your application is approved by Council, you can proceed with hosting your event. Make sure you read and understand the conditions of your event permit as you are required



to hold your event according to these conditions. If you are holding your event in a Council park, you will also need to hold your event according to any conditions included in your park use consent.

In most circumstances a representative from Council will attend the event to meet with you and to assess the event against the conditions of the permit.

Follow up and evaluate

After your event, Council may organise a formal follow up meeting to debrief about the event. The aim of this meeting is to identify any learnings for your next event and for Council to consider opportunities to improve the application process.

Assessable Events

Assessable event permit applications must include all relevant supporting information to enable Council to process it in a timely manner.

Applications submitted without all the mandatory documentation will be considered incomplete applications and will not progress to the assessment stage.

Mandatory documentation

All assessable event permit applications must be accompanied by the following mandatory documentation, in accordance with the local law and Assessable Events Rule:

- a site plan of the event
- an emergency response and evacuation plan
- certificate of currency for public liability insurance.

Site plan

Site plans help to demonstrate that the proposed event location and set up is suitable for the event activities and anticipated attendance. They can also help staff and patrons navigate your event easily by indicating where areas of interest are located. The site plan submitted to Council must clearly show all elements of the event and the locations of important items.

A site plan should include the following, where applicable:

- a map of the broader area, including surrounding roads and proximity to noise sensitive place
- location of nearby public transport stops
- drop-off and pick-up zones
- any potentially hazardous or sensitive locations (e.g. steep slopes, waterways or garden beds)
- entry and exit points from the event and adjoining buildings
- first aid points, emergency services designated areas and access points
- evacuation and muster points
- location and arrangement of noise sources (e.g. generators or compressors)
- location and arrangement of light sources (e.g. spotlights or lasers)



- location of any temporary structures (e.g. stages, rides, bars and fencing)

- method of proposed ventilation (for any indoor event)
- location and number of bins
- location and number of toilets
- location of food and drink stalls including licensed areas and potable water supply source
- a key or legend
- any other areas, structures or items that would assist event organisers or patrons.

Emergency Response and Evacuation Plan

The Events Local Law requires an emergency response and evacuation plan to be submitted by an event organiser with their application.

An emergency is an any unplanned event that can cause deaths or significant injuries, disrupt operations; cause physical or environmental damage, threaten the reputation of the event, or decrease revenue from the event.

Emergency management is a process to reduce loss of life and property and to protect assets from all types of hazards through a comprehensive, risk-based, emergency management program of mitigation, preparedness, response and recovery.

An emergency response and evacuation plan outlines this process in relation to an event. The plan should detail how potential emergencies are managed and communicated to ensure the safety and security of all event patrons, residents, and local businesses.

Event organisers or appropriately qualified persons may wish to consider Australian Standard AS 3745:2010, Planning for Emergencies in Facilities. This standard outlines procedures for safety during emergencies.

The plan is to consider emergencies such as medical, weather or security incidents. These can include, but not limited to, the following:

- Crowd crush
- Fire
- Flood or flash flood
- Severe weather
- Earthquake
- Civil disturbance
- Loss of key supplier or customer
- Explosion
- Biological agent release (bioterrorism)
- Communications failure
- Security incident



In addition to the requirements outlined in the Assessable Event Rule, emergency management plans may also encompass:

- Emergency and disaster planning and preparedness
- Hazard identification and mitigation
- Emergency response
- Evacuation

It's a good idea for event organisers to communicate their events emergency management plan or simply event details, to local emergency services prior to the event. This can include event dates and times, emergency contact details and venue access requirements. Security and key personnel must be familiar with the emergency procedures within the emergency management plan and should be briefed immediately before each event.

Consideration should be given to people with disabilities in emergency management plans. As it is imperative for emergency procedures to evacuate as many people as possible within the shortest possible time, emergency management plans should provide for safe refuge for individuals who are mobility impaired so that they can be evacuated after the majority of patrons have left.

Appropriately Qualified Person

The emergency response and evacuation plan is to be developed and endorsed by an appropriately qualified person. As noted in 1(a) of the Assessable Events Rule, an 'appropriately qualified person' means a person with either a qualification in a relevant area, such as emergency or disaster response or workplace health and safety; or someone with demonstrated experience in developing effective emergency response plans.

The aim of this requirement is to ensure an appropriately skilled or experienced person generates a thorough, robust plan specific to the emergency risks identified for the event, minimising harm to event patrons, the surrounding community and environment.

To demonstrate the plan has been generated by an appropriately qualified person, Council recommends the event organiser submit a statement demonstrating the plan author or endorser has either qualification or experience within an appropriate field or context. This statement can be stand alone or incorporated within the plan, however, should be submitted with the plan at least 6 weeks prior to the commencement of the event.

The definition is broad in scope to enable consideration of emergency management related qualifications or experience in context to the diverse events industry.

Experience of the plan author or endorser should be commensurate to the risk of the event. This will ensure the person generating the plan is able to consider emergency risks and evacuation options appropriate for the nature and risk of the event. Higher risk events may require substantial experience in emergency management to satisfy this provision. Council may consider appropriate experience as implementing several emergency response and evacuation plans at events of similar nature or risk.



Some basic training options are available should a person wish to satisfy the qualification component of this requirements. Below are suggested training courses however there are a range of qualifications that will be considered to satisfy this requirement.

- [PUAFER001 – Identify, prevent and report potential facility emergency situations](#)
- [AS 3745 Planning for Emergencies in Facilities](#)
- [Course Set – Facility Fire Safety \(PUAFER001; PUAFER002; PUAFER004; PUAFER005; PUAFER006; PUAFER008\)](#)

Event organisers may consider engaging a suitably qualified consultant to assist generating or endorsing an emergency response and evacuation plan.

Certificate of currency for public liability insurance

Council requires all event permit holders to have appropriate public liability insurance. The insurance must be current for the duration of the event including bump-in and bump-out times and must be in the same name as the event permit holder.

To meet this requirement, as a minimum, Council requires Public Liability Insurance of at least \$20 million, which lists Council as an interested party. This cover may be split across multiple policies, as long as the aggregate cover of all policies is at least \$20 million.

Supporting documents that may be requested

Depending on the activities being undertaken at the event, you may be required to submit other supporting documents with your application.

This may include:

- landowner's consent
- noise management plan
- traffic management plan
- event risk assessment and event risk management plan
- evidence that other relevant approvals have been sought.

Landowner's consent

If you are proposing to hold your event on private property and you are not the owner of that land, you must obtain landowner's consent. This must be in the form of written consent and must be submitted to Council with your application.

For events being held in a Council facility, such as a park, the park booking and park use consent serves as the landowner's consent.

Noise management plan

Managing noise levels at events is an important part of Council's commitment to protecting the amenity of the community. Proactive measures such as prior notification to neighbours, crowd control, positioning of stages and loudspeakers, and timing of events can improve control of noise.



A noise management plan must be submitted along with the application for an event permit where the event:

- involves a firearm activity
- involves a motorsport activity
- is an outdoor musical performance and the sound pressure level is expected to exceed 95dBC when measured 15 metres from any speaker.

Events not likely to exceed 95dBC at 15 metres from the speaker

Most community events and fetes can be expected to operate below 95dBC at 15 metres from the speakers.

Examples of these events include:

- traditional cultural music
- folk music
- small performances typical at markets or food festivals
- school bands, brass bands or choirs
- bagpipes
- dance classes or dance performances
- theatre, plays or classical music
- some small scale, lower intensity bands.

It isn't necessary for these types of musical performances to have a noise management plan. However, these types of events should still minimise noise impacts to their neighbours by positioning speakers as far away as practical and directing the speakers away from sensitive areas.

Events likely to exceed 95dBC at 15 metres from the speaker

The types of events likely to exceed 95dBC at 15 metres from any speaker are generally dedicated music concerts or music festivals involving louder genres of music such as:

- Rock
- Indy, Alternative
- Punk
- Metal
- Reggae and Dub
- DJ and electronic production styles of music.

A noise management plan is required for the types of events above. A noise management plan must include the following:

- The location, height and direction of any stages and speakers.
- The expected sound pressure level needed to practically conduct the assessable event.
- Noise measurement procedures, including a measurement monitoring point located at the event, so that the permitted sound pressure levels can be confirmed during the performance. This can often be done at the sound mixing desk/front of house, for operational practicality.
- Identify forecast sound levels. Any noise sensitive place forecast to experience noise levels exceeding 70dBA $L_{Aeq,5min}$ must be clearly identified.
- A community notification and engagement strategy.



Forecast sound pressure levels must be developed or endorsed by a suitably qualified person. The Association of Australian Acoustical Consultants provides a list of member [Acoustical Consultants](#) suitable for these assessments.

For further information on noise limits for events, phone Council's Business Hotline on 133 BNE (133 263).

Traffic Management Plan

Managing the impacts of events on the operation of the road network or traffic flow is an important part of Council's commitment to protecting the health and safety of event patrons, staff, residents and road users. Events that are likely to impact the operation of the road network or traffic flow are required to obtain a temporary road closure certificate from Council. All applications for a temporary road closure certificate will need to include a traffic management plan. Council may request a copy of that traffic management plan to be submitted as supporting information for assessable event permit applications.

Events that have been deemed to not require a temporary road closure certificate from Council may still be required to provide a traffic management plan as part of the assessable event permit application.

This plan may be required to show how you intend to manage some, or all, of the following:

- **Event shuttles** – are any vehicles shuttling people to and from the event, and where are they going to set people down appropriately (including accessibility requirements)?
- **Public transport** – What bus/rail/ferry services would people use to get to/from the event, where are the stops located, and what is the likely pedestrian route from those stops?
- **Public transport** – Are any bus/rail/ferry services going to be impacted by an increase in general traffic going to/from the event? How can this be mitigated (e.g. tickets/advertising/incentives for people to use public transport instead)? Do Translink need to be notified?
- **Taxi services** – Are there taxi stands in the vicinity of the event that could potentially be used more heavily, or have operations impacted?
- **Rideshare** – Where will rideshare vehicles be directed to pick up/drop off? Will there be a defined location? Does the kerbside allocation facilitate this?
- **V.I.P.s** – Are there any limousines or dignitary vehicles attending the event, and where will they be dropped off?
- **Shared device schemes** – (e.g. scooters and bikes) Will there be a geofence preventing drop off and/or travel around the event area, or dedicated spaces for people to place these when not in use?
- **Accessible parking and suitable access** – where is this located and is it sufficient for the likely expected demographic for this event?
- **Private pick up/drop off** – private vehicles dropping off/picking up patrons – where will this occur? Does the kerbside allocation facilitate this?
- **Surrounding kerbside allocation and land use impacts:** e.g.



- hospital/schools/emergency services depots/shopping centres nearby that increase either vulnerable road/footpath users, or add risk of unusual vehicle movements

- each of these will influence peak movement activities, as well as the general traffic peak periods associated with standard office working hours
- resident parking schemes – does this limit the availability of street parking for the event?
- Other event locations, and/or conflicts, e.g. is there a sports field/stadium, or music venue, or other events programmed on the same day/time, that will increase the impacts of any of the other factors?
- Is the event providing off-street parking, and could this lead to queuing of vehicles on public roads before, during and after the event, particularly around expected mass ingress/egress times for the event? How will vehicles be marshalled into designated parking areas?
- Are there any impacts to public roads/footpaths in relation to bump-in/bump-out activities, such as vehicles delivering marquees, AV equipment etc.?

Event risk assessment and risk management plan

Risk management is a logical and systematic method to identify, analyse, treat, monitor and communicate risks associated with any activity, function, or process. Effective risk management is essential for the success of any public event and enables effective preventive and corrective actions to be implemented. Refer to the following section, Developing a Risk Management Plan.

The Events Local Law 2022 requires a risk assessment and management plan to be developed in accordance with ISO 31000:2018 – Risk Management Guidelines and ISO 31010:2019 – Risk Management Risk Assessment Techniques. The event manager is responsible for preparing the plans which must be submitted to Council at least 6 weeks prior to the event.

Risk management plans are owned by the event manager and will be treated as confidential.

Risk Management Guidelines and Risk Management Risk Assessment Techniques

ISO 31000:2018 – Risk Management Guidelines and ISO 31010:2019 – Risk Management Risk Assessment Techniques is a generic, best practice approach to establish and implement a risk management plan. It outlines steps which, when taken in sequence, will enable continual improvement in decision making. Risk Assessment is defined as “the overall process of risk analysis and risk evaluation”.

Risk Management

Is about	Is not about
Ensuring safety	Creating a totally risk-free society
Balancing benefits and risk, with a focus on reducing real risks	Generating useless piles of paperwork
Enabling innovation and learning	Scaring people by exaggerating or publicising trivial risks



Ensuring that those who create risks manage them responsibly

Stopping important recreational and learning activities where the risks are managed

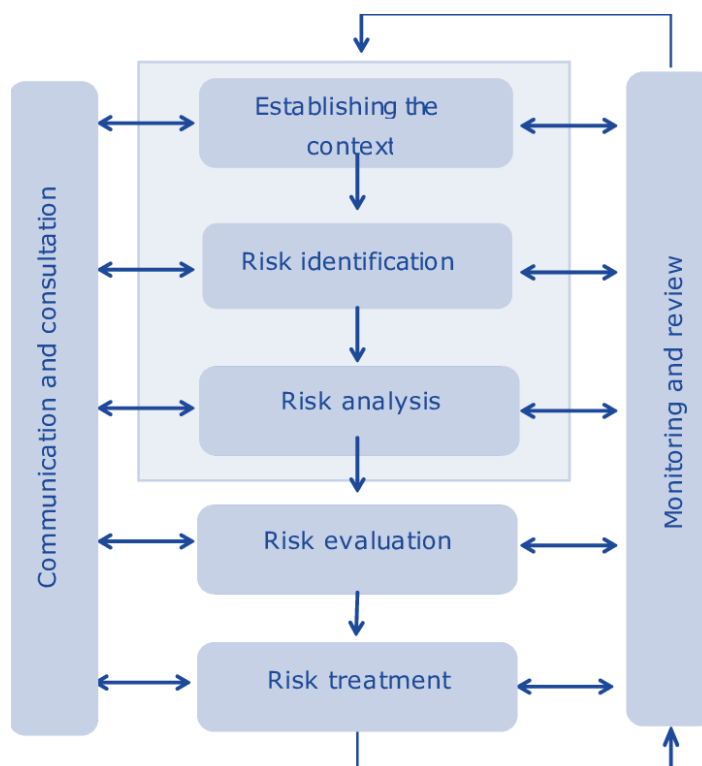
Enabling individuals to understand that as well as the right to protection, they also must exercise responsibility

Reducing protection of people from risks that cause real harm and suffering.

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Developing a Risk Management Plan

If required, an event risk assessment and management plan should be developed in accordance with ISO 31000:2018 and ISO 31010:2019. A [risk management plan template](#) is available on the Queensland Government, Best practice guidelines for event delivery in Queensland [webpage](#). The risk management process model is outlined below.



The risk management plan should include:

- Event details
- Stakeholders
- Consequence and likelihood descriptors
- The risk matrix analysis
- Risk register
- Action response plans, which should include the treat risk descriptors.

For large event sites, it is suggested to break up the site into segments like security operational zones and assess each segment separately.

Step 1: Establishing the Context

- Identify the event details
- Identify stakeholders

Step 2: Identify Risks

- Hold a brainstorming session with stakeholders
- Identify all potential risks
- Log these risks on a risk register

Table 1: Likelihood of Risk Criteria

Level	Description	Examples	Frequency
1	Rare	May occur, only in exceptional circumstances	Less than once in 15 years
2	Unlikely	Could occur at some time	At least once in 10 years
3	Possible	Might occur at some time	At least once in 3 years
4	Likely	Will probably occur in most circumstances	At least once per year
5	Almost certain	Expected to occur in most circumstances	More than once per year

Table 2: Consequence of Risk Criteria

Level	Description	Financial Impact	Health & Safety	Reputation	Operations
1	Insignificant	Less than \$10,000	No injuries	Unsubstantiated, low impact, low profile or no news item	Little impact
2	Minor	\$10,001 - \$100,000	First aid treatment	Substantiated, low impact, low news profile	Inconvenient delays
3	Moderate	\$100,001 - \$1 million	Medical treatment	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to deliverables
4	Major	\$1 million - \$10 million	Accidental death, extensive injuries or permanent disability	Substantiated, public embarrassment, high impact news profile, third party actions	Significant delays to major deliverables
5	Catastrophic	Greater than \$10 million	Multiple deaths or severe permanent disablements	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Non achievement of key objectives

Step 3: Analyse Risk

A risk is the combination of the likelihood (table 1) and consequence (table 2) of an incident occurring.



The levels and descriptors in these tables may change and the descriptions will vary greatly depending upon the events under consideration.

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At the risk analysis stage, risks should be evaluated with existing or known controls in place, unlike the identification phase where known treatments are ignored.

Step 4: Evaluate Risks

- For risk evaluation it is recommended table 3 is used.
- By comparing the likelihood (table 1) and consequence (table 2) values, table 3 identifies a risk rating of either:
 - Low
 - Moderate
 - High
 - extreme

Table 3: Level of Risk

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	1	2	3	4	5
1 Rare	Low	Low	Moderate	High	High
2 Unlikely	Low	Low	Moderate	High	Extreme
3 Possible	Low	Moderate	High	Extreme	Extreme
4 Likely	Moderate	High	High	Extreme	Extreme
5 Almost certain	High	High	Extreme	Extreme	Extreme

Step 5: Treat Risks

- Table 4 shows the level of treatment required to respond to the risk.
- Not all risks will be able to be treated; some will require mitigation to share the risk with other relevant stakeholders.

Generally, once risk treatments are applied the likelihood rating will decrease but the consequence rating usually remains the same or similar.

Table 4: Treatment of the Risk Rating

Low Risk	Manage by routine procedures
Moderate Risk	Management responsibility must be specified
High Risk	Senior management attention needed
Extreme Risk	Immediate action required

Submitting a Risk Assessment and Management Plan to Council

Risk assessments and risk management plans are required to be submitted to Council at least 6 weeks prior to the event and remain a working document. This will assist in identifying where amendments may be necessary due to infrastructure and other changes that cannot be identified until the planning is complete. It is unacceptable to only submit the documentation immediately prior to an event. A well-prepared plan submitted early in the approval process is an indication of the organiser's knowledge of the process and potential issues associated with the event.

Implementing the Risk Management Plan



Monitor the event risks throughout the event and log any inappropriate treatments (which show as injuries or disruption to plans).

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In response to logged incidents, changes should be made to the RMP and its implementation as the event progresses, with emergency evacuation being the worst-case scenario.

Post Event

After the event an evaluation of the RMP should be carried out. At the debriefing, improvements and successful elements should be identified. The review process should be completed prior to planning the next event.

Council's Risk Management Role

Council role is to receive the risk assessment and management plan and review the documents. Council will not endorse or approve a risk assessment or management plan. To ensure the risk assessment and management plan is as effective as possible, Council will consider the following:

- Does the plan identify the objectives?
- Does the plan establish the context?
- Has the plan included relevant stakeholders in its development?
- Are the risks clearly defined?
- Are the likelihoods and consequences used to determine the risks defined and relevant?
- Does the plan address all public areas or areas likely to impact upon the health, safety or amenity of the public?
- Are the risk treatments appropriate and known to be effective?
- Have large events been dissected into manageable areas and key risk words used to identify specific risks and processes?

Sanitary management plan

A sanitary management plan may be required to demonstrate how you have calculated the number of sanitary conveniences required for your event and how they will be maintained during the event.

Stakeholder notification plan

A stakeholder notification plan may be required to demonstrate how you have identified all the key stakeholders for your event and how you will notify these stakeholders about your event. Stakeholders may include Emergency Services, the local Councillor or local residents and businesses. Notification may be delivered to these stakeholders via letter drop, social media updates or direct contact.

Waste management plan

A waste management plan may be required to demonstrate how you have calculated the number of bins required for your event and how they will be maintained during the event.



First-aid and medical services plan

A first-aid and medical services plan may be required to demonstrate how you have calculated the number of first-aid and medical staff required to support your event, where they will be located and how they will be contactable during the event.

Evidence of other relevant approvals that may be required

You may need to obtain other relevant approvals, from Council, the Queensland Government, other agencies or private certifiers, depending on the type of event and activities you have planned. Evidence that these approvals have been sought or obtained may be requested by Council. These approvals may include:

Other Council permits or approvals

You may need to obtain the following permits and documents from Council. These approvals are in addition to the event permit and must be applied for, and obtained separately:

- advertising devices permit
- commercial filming and/or photography permit
- footpath permit (for placing equipment on, or closing off, part or all of a footpath)
- temporary road/lane closure certificate (for partial or full road closures)
 - If Council has provided this certificate, you must contact Queensland Police Service for a road closure permit
- Council/landowner's consent for a temporary liquor licence application.

FELO can assist you with the following consents and permits that are administered by Council or require Council involvement.

Advertising devices permits

All proposed advertisements or signs used at your event must comply with Council's *Advertising Devices Local Law 2021*. To find out if your proposed advertising device requires a permit, check Council's dedicated [Advertising devices website](#).

Commercial filming and photography permit

Council regulates film production and still photography on Council land to ensure that activities are carried out safely, and disruption to residents and businesses is minimised. Before submitting an application, check if filming consent will be required [here](#). If consent is required, you will need to submit an application to Council a minimum of five working days before the filming.

If you propose to film on a road including placing equipment, props, or talent on the road, you will need to apply for a road closure as part of your Filming in Brisbane consent application. Information on Council's dedicated [road closures for filming](#) page.



Food business licence(s)

Food businesses are regulated by Council (or other councils in Queensland). A food business licence from Council may be required for businesses at your event that involve the sale of food and non-alcoholic beverages, such as: mobile food vendors (e.g. food trucks), temporary food stalls (e.g. donut stall, freshly made pizza stall) or community organisations (e.g. sports club canteens).

You can find out the requirements for temporary food stalls and mobile food vehicles on [Council's website](#). There are some exemptions that apply for non-profit organisations. You can also contact FELO to discuss food business licence requirements. Food business licences do not need to be provided; however, it is the event organiser's responsibility to ensure all food vendors have a food business licence and that it is displayed on the day of the event.

Please note, Council may require a list of all food businesses that will be at your event prior to the day.

Footpath permits

If you intend to use, occupy or close part of the footpath for your event, you may need a footpath permit. Information on the activities that require a permit, and how to apply, can be found on [Council's website](#).

Off-road shared pathway/bikeway permits

A permit is required to partially or fully close a section of Council's off-road pathway network. Applications can be submitted [online](#).

Temporary road closures

To temporarily close any road, or part of any road, for your event you must obtain a road closure permit which can only be obtained from the Queensland Police Service (QPS). Obtaining this permit from QPS is a two-step process:

Step 1 is managed by Council and is required if you intend to temporarily close any road during your event (including during bump in/out). You must apply for a temporary road closure certificate separately from your assessable event permit application. Applications for a temporary road closure certificate can be lodged on [Council's website](#).

Please contact FELO to discuss requirements.

Step 2 of this process is regulated by the QPS. The QPS has the authority to order the closure of any road temporarily. QPS will only issue a permit if the local government's authority has issued their approval. You must apply to QPS well in advance of your event.

Other approvals or certifications



The following list contains examples of approvals or permits that are often required from external agencies for activities included as part of an event in Brisbane. While it is not an

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exhaustive list, it covers many of the common permits or approvals. You are required to ensure that all relevant permits and approvals have been obtained for your event.

- amusement rides and devices (plant registration)
- animal approvals
- drone license, registration or accreditation
- electrical and/or gas safety certification
- fireworks approval
- road closure permit from the Queensland Police Service (for partial or full road closures)
- temporary liquor licensing approval or community liquor permit.

Amusement Rides and Devices

Some amusement rides and devices are considered 'Registerable Plant' and must have a certificate of [registration from Workplace Health and Safety Queensland](#). The ride owner should be able to provide you with this certificate.

You must also ensure that all sub-contractors have appropriate public liability insurance (e.g. electricians, ride operators, stage/marquee/grandstand erectors etc.).

Animals

If the event includes domestic animals, the *Animal Management (Cats and Dogs) Act 2008* requires all animals be under effective control or contained within an appropriate enclosure.

If the event involves exhibiting animals in temporary exhibits, such as to educate members of the public about the species, you may require approval from the Queensland Government.

If you are having any animal contact activities, for example animal farms or petting zoos, you need to ensure they operate within the [Queensland Government's Infection Control Guidelines for Animal Contact](#).

Drone licence, registration or accreditation

The operation of drones is regulated by the [Civil Aviation Safety Authority](#) (CASA). A licence, registration or accreditation may be required to operate a drone.

Electrical and gas safety

The installation and use of electrical equipment may require a certificate of compliance from the electrical contractor. Electrical compliance is managed by Worksafe Queensland.

The installation of gas systems must be undertaken by a licensed or authorised person may require a compliance certificate from the contractor. Gas system compliance is managed by the Petroleum and Gas Inspectorate of the [Queensland Government](#).



You need to ensure you follow the electrical and gas safety guidelines and have relevant certification completed and available to provide to the inspecting Council officer on the day of the event, should it be requested.

Fireworks and laser light shows

Fireworks can only be bought, stored, transported and used by professionals licensed by the [Queensland Government](#). If you plan to have fireworks at your event, you will need to engage an authorised fireworks contractor.

Laser and high-intensity light shows may impact on pilots and endanger the safety of aircraft. Consideration must be given to the location of such shows and the proximity of these shows to aircraft flight paths. The [CASA website](#) provides guidance on laser and light shows.

Road closure permit (QPS)

After receiving a Temporary Road Occupation certificate from Council, you will need to obtain the [Road Closure Permit](#) from the Queensland Police Service. The Queensland Police Service (QPS) has the authority to order the closure of any road temporarily. QPS will only issue a permit if the local government authority has issued their approval. You must apply to QPS and/or other relevant authorities well in advance of your event.

Temporary buildings and structures

It is recommended that anyone erecting a tent or other temporary structure for an event engage a suitably qualified professional to ensure the structure meets all legislative requirements and is safe and fit for purpose. While some tents and temporary structures may not require a building development approval issued by a building certifier, they may still need to meet certain standards. In some instances, a [development approval](#) may be required from Council.

Temporary liquor licence

These licences are regulated by the Queensland Government Office of Liquor and Gaming Regulation. If you intend to sell or serve alcohol at your event, you will require a liquor licence (under the *Liquor Act 1992*) from [Queensland Government](#).

Please contact the Office of Liquor and Gaming Regulation to discuss liquor licence requirements.

If you are proposing to have alcohol available for sale and/or consumption on Council property, then you will require written endorsement from Council for your application. If you require this endorsement, you can apply at the same time as applying for your event permit, using the application for event approvals form available on Council's website brisbane.qld.gov.au/ and search for 'event permit'.

Working with children

Known as a Blue Card, these are regulated by Queensland Government's Blue Card Services. A blue card may be required if event involves working with children.



Self-Assessable events

Organisers of events that meet the self-assessable event eligibility criteria may apply for a self-assessable event permit in accordance with the local law and self-assessable events rule. To apply for a self-assessable event permit, all applicants will need to submit a completed self-assessable event permit application using the online application form.

While there is no requirement to submit any additional supporting information with the permit application, the conditions of the permit will require some documents to be developed and available for inspection by a Council officer for a minimum of 20 business days after the event.

The required documentation for a self-assessable event includes:

- a detailed site plan drawn to scale
- copy of the event notification letter, or similar (including the time, date, place of the event and the Event Hotline) sent to all affected residents and businesses
- evidence of consultation with the relevant stakeholders (i.e. Queensland Fire and Emergency Services, Queensland Police Service, Queensland Ambulance Service, the local Councillor, surrounding residents and businesses)
- landowners consent (if you are not the owner of the land upon which the event will be held)

Additional information may be required depending on the activities being undertaken at the event. This may include:

- permits or approvals as required by other laws
- other documentation, such as management plans.

Holding events at a Council facility

If you intend to hold your event at a Council facility, such as a community hall or park, then you will need to book the venue for your exclusive use.

Community halls

Information on community halls, including the booking form, can be found on [Council's website](#).

Council parks

The use of a Council Park for prescribed events will require a park booking and a park use consent, as well as an event permit, which FELO is able to assist you with. A variety of different parks may be suitable to cater for the function and needs of your event. When choosing a location for your event, it is important to consider the factors that will influence the size and structure of your event. Some of these factors are outlined below.

- permits or approvals as required by other laws
- Park features - What are the key physical features required for your event?
 - Vehicle access
 - Electricity



- Event attendees - How many people will be using the venue or park on your scheduled event date?
- Event dates - Is the venue or park available to be booked?
- Amenities - Are there amenities such as toilets, bins and barbecues available, and will these be impacted for other venue or park users?
- Public transport - Is there access to public transport? Will this support the number of people anticipated to attend your event?
- Impact to surrounding area - What impact will your event have on surrounding residents and businesses (such as noise and traffic)?

Choosing a location with the right combination of these features will ensure that your event runs as smoothly as possible. For example, a large-scale sporting event might be best suited to a park with a large amount of parking and grass fields. In contrast, a live music concert might be best suited to a park with minimal noise sensitive places surrounding it but close to public transport.

Booking a park and obtaining a park use consent

Holding a prescribed event in a park will require a park booking and a park use consent. FELO can assist you to identify the most appropriate and available park for your event (prior to an application being lodged). They have visibility of other event bookings in Council parks as well as planned Council works and upgrades. FELO can assist by placing a hold on the park for your preferred date and assist with the process of obtaining a park use consent.

Council strongly advises that you request to book your preferred park six-to-twelve months in advance to ensure it is available for your event.



Application checklist – Assessable Events

The checklist below provides an overview of documents and approvals that may be required for your event permit application.

All Mandatory supporting information must be submitted to Council when lodging an Assessable Event permit application.

Checklist

Application information		
Event permit application	Submit to Council at least 30 business days prior to the event	<input type="checkbox"/>
Application fee	Paid at time of application	<input type="checkbox"/>
Mandatory supporting information for ALL Assessable Event applications		
<u>Site plan</u> Detailed site plan, showing the location of stages and structures, location of event activities, food stalls, toilets, waste facilities, exits, emergency vehicle access, first aid stations and any other facilities.	Submitted with application	<input type="checkbox"/>
<u>Emergency response and evacuation plan</u> Including a site map indicating paths of exit, emergency vehicle access and first aid locations. Emergency response procedures should also include procedures in the event of inclement weather, the responsible person, contact details and information on how patrons are to be notified of an emergency or evacuation.	Submitted with application	<input type="checkbox"/>
<u>Public liability insurance</u> A Certificate of Currency for Public Liability Insurance of at least \$20 million and in the same name as the event permit holder.	Submitted with application	<input type="checkbox"/>
Other supporting documentation that may be required		
<u>Event risk assessment and management plan</u> Identifying all risks that could occur during the event and detailing how these risks will be managed.		<input type="checkbox"/>
<u>Noise management plan</u> Detailing site layout, stage and speakers, noise monitoring point and procedure, forecast noise levels, and community notification details.		<input type="checkbox"/>
<u>Traffic management plan</u> Detailing: road closures, transportation to/from the event, event parking, traffic/crowd control.		<input type="checkbox"/>
<u>Waste management plan</u> Detailing number of facilities and their location, provider details and the cleaning and maintenance schedule.		<input type="checkbox"/>



<u>Sanitary management plan</u>		<input type="checkbox"/>
Detailing number of facilities and their location, provider details and the cleaning and maintenance schedule.		
<u>Stakeholder notification plan</u>		<input type="checkbox"/>
Detailing all relevant stakeholders and how/when they will be notified of the event		
<u>First-aid and medical services plan</u>		<input type="checkbox"/>
Detailing what first-aid/medical services are to be provided at the event to deal with any possible injuries or accidents		
Other permits or approvals		
Temporary road/lane closure permit		<input type="checkbox"/>
Shared pathway/bikeway closure permit		<input type="checkbox"/>
Temporary liquor license or community liquor permit		<input type="checkbox"/>
Fireworks approval		<input type="checkbox"/>
Plant registration certification for amusement rides		<input type="checkbox"/>
List of all food business operators and their licence details		<input type="checkbox"/>
Public liability insurance for sub-contractors		<input type="checkbox"/>
Engineers certificate for temporary structures		<input type="checkbox"/>
Electrical safety report		<input type="checkbox"/>
Venue applications and approvals		
If your events is being held in a Council park:		<input type="checkbox"/>
Park booking application		<input type="checkbox"/>
Other supporting documentation requested by Council		
Park bond and electricity charges.		<input type="checkbox"/>
Park booking fee waiver request (for eligible charitable/non-profit organisations)		<input type="checkbox"/>
Written consent from community lessee and Council's Community Leasing (if applicable)		<input type="checkbox"/>
For events not on Council land, written consent from the registered owner of the land where the event will be held		<input type="checkbox"/>



Other useful resources and contacts

Organisation	Phone Number	Website
Brisbane Metropolitan Transport Management Centre	07 3292 6095	bmtmc.com.au
Council's Business Hotline (FELO)	133 BNE (133 263)	BL-Business-Hotline@brisbane.qld.gov.au or visit Council's website brisbane.qld.gov.au
Council's Congestion Reduction Unit for temporary road closures	07 3403 9769	brisbane.qld.gov.au
Department of Transport and Main Roads	07 3137 8363	tmr.qld.gov.au
National Public Toilet Map		toiletmap.gov.au
Office of Liquor and Gaming Regulation	13 QGOV (13 74 68)	justice.qld.gov.au/about-us/services/liquor-gaming
Queensland Ambulance Service	13 QGOV (13 74 68)	ambulance.qld.gov.au
Queensland Fire and Emergency Services	13 QGOV (13 74 68)	qfes.qld.gov.au
Queensland Government	13 QGOV (13 74 68)	qld.gov.au
Queensland Government COVID-19 related enquiries	134 COVID (13 42 68)	covid19.qld.gov.au
Queensland Health	13 QGOV (13 74 68)	health.qld.gov.au
Queensland Police Service	131 444	police.qld.gov.au
Safe Food Production Queensland	07 3253 9810	safefood.qld.gov.au
TransLink	13 12 30	translink.com.au
Queensland Government Department of Natural Resources and Mines (for fireworks)	13 QGOV (13 74 68)	dnrme.qld.gov.au
Resource Safety and Health Queensland Explosives Inspectorate	07 3199 8023	rshq.qld.gov.au/contact/explosives-inspectorate