

Community Land Permit

Community Kit:

- Event permit information guide
- Event permit application form

Council permission is required for any temporary event held on council controlled land i.e.:

- Australia Day
- ANZAC Day
- Concerts
- Music Festivals
- Community Group Functions
- Fun Runs
- Carols by Candle Light
- Private Functions etc.



<https://www.sunshinecoast.qld.gov.au/Pay-and-Apply/Events-and-Entertainment/Application-for-Weddings-Ceremonies-and-Events>



Why do I need a permit?

- Under Local Law No. 1 (Administration) 2011 a temporary event is considered to be a prescribed activity that requires a permit when being held on council controlled land. Council regulates temporary events to ensure community safety, balance temporary events with community use and maintain relevant infrastructure.
 - Please always refer to your Permit Approval conditions.
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In this section

[Application for Weddings,
Ceremonies and Events](#)[Buskers and Street Performers](#)[Filming on Council Land](#)[Food and Market Stall Applications](#)

Application for Weddings, Ceremonies and Events



Last updated: 03 Nov 2016

The Sunshine Coast has many outdoor venues where you can hold an event, wedding or ceremony.

Events

If you are planning an event on the Sunshine Coast please contact council's [customer service centre](#) before completing the application form. This applies to both new and recurring events.



Council staff will check if the location is free and make a tentative booking for you.

For some venues you can [check availability online](#) or search the [Facilities and Recreation Directory](#).

Application process

If you wish to hold an event in a park, on a beach or road, you will need a permit from council.

You must complete the application in full and submit it to council at least six weeks before the event. For major events, you should make the application at least six months before the event. Applications may need to be lodged earlier for larger scale, high impact events. You should submit your application before advertising your event. For help completing the application form and planning your event, please refer to the information pack.

- [Application form](#) [503KB] 
- [Information pack](#) [2253KB] 

Costs

All fees for holding an event are in accordance with council's [fees and charges](#). Fees are listed on the application form.

Applying for a Temporary Event Permit

“High Impact” - a higher intensity of use and more significant impact on the use of community land.

- regular community use is heavily impacted upon;
- the event involves road closures and/or major traffic interruptions;
- the event includes food stalls, temporary structures and/or other high risk activities.

“Low Impact” events will have a lesser intensity of use.

- regular community use and/or events can easily be accommodated in the area,
- the event is minor use, and
- the event involves low risk activities only.

Applying for a Temporary Event Permit

Public Liability Insurance

It is a requirement of council's local laws that all events held on council-controlled land are covered by \$20 million public liability insurance.

A certificate of currency must be provided to council and include the following:

- must not be less than \$20 million
- list Sunshine Coast Regional Council as an interested party
- be issued in the applicants name
- contain the certificate expiry date
- provide insurance cover for the duration of the event.

Applying for a Temporary Event Permit

Electricity / Generator use

A site inspection will reveal if there are council controlled electrical facilities in appropriate locations at the event site. If assistance is required in obtaining details of power supplies available refer to the Community Land Permits Team.

After approval of the application and payment of the electricity connection fee, access to these facilities is provided via key access. Details on how to gain access will be provided in the approval documentation.

Current 2017/18 fees for electricity access is \$125.00



Applying for a Temporary Event Permit

How long will my application assessment take?

Six (6) weeks to assess if all the relevant information has been provided.

Major events may take longer to process.

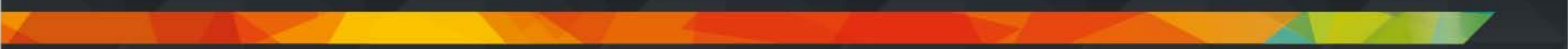
Checklist for submitting my application:

- Fully completed application

- Event Management Plan

- A site plan of the event

- Proof of not-for-profit or charitable status (to claim reduced fees)



Applying for a Temporary Event Permit

How can I lodge my application?

Applications can be submitted using any of the contact methods for council below:

- Email at **communitylandpermits@sunshinecoast.qld.gov.au**
- In person at one of council's customer contact centres
 - Caloundra Office – 1 Omrah Avenue, Caloundra QLD 4551
 - Maroochydore Office – 10 First Avenue, Maroochydore QLD 4558
 - Nambour Office – Cnr Currie and Bury Streets, Nambour QLD 4560
 - Post to Locked Bag 72, Sunshine Coast Mail Centre, QLD 4560