



(This form is to be handwritten—please PRINT CLEARLY)

QUEENSLAND POLICE SERVICE

APPLICATION FOR A SPECIAL EVENT PERMIT

Transport Operations (Road Use Management) Act 1995

Applicant Details

Title: _____ Full Name: _____

Residential Address: _____

Postcode: _____

Business Telephone: _____ Residential Telephone: _____

Mobile Telephone: _____ Facsimile Number: _____

Email: _____

Name of Organisation: _____

Address of Organisation: _____

Postcode: _____

Telephone: _____ Facsimile Number: _____

Event Details

I hereby apply for a SPECIAL EVENT PERMIT to conduct (*name of event*):

Event Type: (*e.g. motorcycle, bicycle ride, fun run, walkathon, concert, motoring, convoy*)

Is event a Charity Event? Yes No (specify beneficiaries and % to charity below)

Beneficiary(ies): _____ % to charity: _____ No. of

Participants: _____ Other (*e.g. animals*): _____

No. of Support Vehicles: _____ Types of Vehicles: _____

Start: Date: _____ Day: _____ Time: _____

Starting Location: _____

Finish: Date: _____ Day: _____ Time: _____

Finishing Location: _____

Are details of all 'planned events / celebrations' included in this application? : Yes No

If details not included, when will this information be available? : _____

Route

(Name and direction of travel for all road/s or footpath/s to be traversed during event - include a map showing all road/s. Route must be broken down road by road, day by day and may be attached as a separate document depending on size)

Are any road/s to be closed during the event? : Yes No

If yes, contact your local station and request an application for Road Closure Permit.

Have the Queensland Fire and Rescue Authority and the Queensland Ambulance Service been advised regarding the event? : Yes No

If yes, provide contact details *(name of organisation, contact person and phone number)*

How will emergency vehicle access be maintained? *(Include a diagram)*

Have all affected residents and businesses consented to this road closure? Yes No

(please note a signed petition is required to be signed by residents/businesses effected noting no objection to the proposed road closure/s)

Who will be the person in charge on the day of the event? *(i.e. the Event Co-ordinator)*

How can this person be contacted by Police? : _____

Details of any stalls / structures etc. to be placed on carriageway *(include map showing location/s of stall/s)*

Is a permit or permission required for stalls or structures? (e.g. food & beverage) : Yes No

If yes, provide permit details and issuing organisation (include a copy of all permits and a contact officer's details)

Name of Organisation: _____ Type of Permit : _____

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Will marshals be employed at the event? : Yes No **No. of Marshals:** _____

If yes, how will Marshals be identified? : _____

What type of communications will Marshals have with the Event Coordinator? : _____

What First Aid will be provided and by whom? (include contact name/s and telephone number/s)

Where will First Aiders be located? (include a map showing their location)

What facilities will be provided? (e.g. toilets, rubbish bins, etc.. Include a map showing the location of facilities)

Has public liability insurance been obtained? Yes No (include a copy of the policy)

Have these organisations been contacted regarding event? (include contact name/s and telephone number/s)

Brisbane City Council: Yes No _____

Local Council/Government: Yes No _____

Brisbane Transport: Yes No _____

Dept of Transport and Main Roads: Yes No _____

Queensland Taxi Council: Yes No _____

Liquor Licensing: Yes No _____

I declare that the information and particulars set out herein are true and correct

Signature of Applicant: _____ Date: _____

Return this signed application via one of the following methods:-

Single Region Events

For single region events submit your application to the Officer in Charge of your local Police Station. Queensland Police regions are quite large; an event commencing in Caloundra and concluding in Mackay is still within one region i.e. both are within Central Region. Submit the application to the Officer in Charge of the Station covering the event start location.

For station locations refer <https://www.police.qld.gov.au/apps/stationlocator>

**Does your event cross a Queensland Police Regional Boundary – refer link:
<https://www.police.qld.gov.au/RegionalPolicing/>**

Cross Regional Events

For events that cross Queensland Police regional boundaries e.g. commence Gold Coast (South East Region) and concludes Warwick (Southern Region) submit your application to RPC.RoadBasedEventPermits@police.qld.gov.au. Applications relating to events remaining in a single region are **NOT** to be submitted to this email address.

This application does not exempt the applicant from obtaining any relevant permit or authority required by another authority, occupier or owner, e.g. Local Government, Main Roads Department, private property owner, lease holder, etc.

Privacy Collection Statement

The collection of this information is authorised by the *Police Service Administration Act 1990*. The information may be used to assist in performing the statutory functions and responsibilities of the Queensland Police Service (QPS). The QPS may disclose some or all of this information to other State and Federal Government agencies as provided for by legislation or in accordance with the *Information Privacy Act 2009*.