



Aquatic Event Application Process

Check List

June 2017

Aquatic event authority application

The following is required for Gold Coast Waterways Authority (GCWA) to consider an aquatic event authority application:

- » A completed [Aquatic Event Authority Application form](#)
- » The payment of the prescribed fee. Payments may be made by mail or in person. Payment options include: cash, cheque, money order, EFTPOS (in person) debit and credit card

The following information is also required to process an aquatic event authority application. Please use it as a checklist to ensure you have all the required information before lodging your application.

Evidence of identity

- Individuals** – examples include Queensland driver licence, adult proof of age, industry authority or marine licence indicator card. Any copies provided should be certified.
- Organisations** – examples include certificate of association/incorporation, certificate of registration as a business name/charity, Australian company number, Australian business number, or a cheque displaying the company number.

Event details

- The title of the proposed event.
- Marine incident history.
- A description of the type of event to be held.
- The number and type of ships participating in the proposed event.
- Licensing and registration requirements.
- The date/s of the proposed event.

- The name and contact details of the marshal/coordinator/organiser during the event.
- The location of where the proposed event is to be held.

Note: A copy of either a detailed chart/map (Google Earth) or a copy of a legible extract of a UBD/Beacon to Beacon is acceptable and must include details such as proposed courses, distances and area – coordinates; position and number of any temporary marker buoys and other placements. If the event program is available, include it with the application.

Safety and emergency system documentation

A safety and emergency system is a very important document and is to cater for any incidents or situations that may pose a threat to life, health or property. The safety management plan is required to be signed off by a suitably accredited person or company.

Examples include:

The Safety Management Plan should include the following information:

- An assessment of the risks associated with the event. Consideration must be given to prevailing conditions on each part of the event area rather than a single assessment for the entire area.
- Communications arrangement (between safety ships, event organisers, officials, marshals, participants, safety authorities and emergency services).
- Provision of emergency, lifesaving and safety equipment for the immediate use of all participants in the event of an emergency.



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- The positioning of suitably crewed and equipped safety ships.
- Provision of first aid facilities.
- Arrangements to ensure material safety and the personal safety of all spectators, non-participants and participants.
- Arrangements to ensure that spectators are kept at a safe distance (this may require the services of Gold Coast Water Police).

The Emergency Response Procedure should include the following information:

- Responsibilities and duties of relevant personnel. (Race Director/Marshals/Support Staff)
- Anticipated types of emergencies.
- A contingency plan for response to emergency situation. The safety management and emergency response arrangements must recognise the need to maintain control over the event area and should the need arise, suspending the event if there be a risk of serious injury to participants or nonparticipants entering the event/race zone.
- Emergency response team should be trained to carry out the contingency plan.
- Location of suitable Medivac or emergency area.
- Life Support rendezvous point.
- Emergency communications.
- Emergency contact numbers.

Public liability insurance

Evidence of current public liability insurance for the proposed event that provides cover for participants involved with the event and any damage to ships or property associated with the event.

Fireworks displays

The use of fireworks in Queensland is administered by the Department of Natural Resources and Mines (DNRM). If a fireworks display is part of the proposed aquatic event, applicants are advised to contact that Department. For additional information refer to the [DNRM website](#).

Exemption from Queensland maritime legislation

Aquatic event authority applicants may apply to GCWA for an exemption of a provision under the *Transport Operations (Marine Safety) Regulation 2004* for participants and/or ships participating in the proposed event. For example competitors in your event wanting to exceed a gazetted speed limit for the area. GCWA will forward this exemption application onto MSQ for appraisal.

These applicants need to supply:

- A copy of the public liability insurance certificate must be submitted with the application.
- The insurance must provide cover for at least \$10 million.
- The 'State of Queensland' must be noted on the insurance certificate as an interested party.

Additional signage, gazettal and public notice costs are borne by the applicant.

Maritime Safety Queensland must be satisfied that by granting the exemption, it will not adversely affect marine safety or the effectiveness and efficiency of the Queensland maritime industry.