



Application for Trustee Permit

(TRUSTEE PERMIT / DEED OF INDEMNITY)

You must submit this application for a trustee permit to Gold Coast Waterways Authority (GCWA) at least **30 business days** before the proposed event.

QUESTIONS? If you have any questions about completing this application, please contact GCWA at 40-44 Seaworld Drive, Main Beach, on phone **(07) 5539 7350**.

1. APPLICANT

Individual / Corporate Entity (the Permittee): _____

ABN / ACN: _____

Address: _____

Corporate entity's representative (name and position): _____

Phone(Work): _____ Mobile: _____ Email: _____

Contact person responsible for the day-to-day management of the event: _____

Phone(Work): _____ Telephone (Home): _____

Mobile: _____ Email: _____

Status of Corporate Entity (Charitable, Not-for-Profit, Club, Promotional etc.): _____

If a Charitable or Not-for-Profit organisation, please attach a copy of certificate of registration to this application.

2. EVENT

Location: Doug Jennings Park Moondarewa Spit The Promenade Wave Break Island

Name of event: _____

Will this be a fundraising event?: Yes No

If **yes**, purpose of funds raised: _____

Area required (*refer to map*) – mark requested area: _____

Bump-in Date: _____ Start Time: _____ Finish Time: _____

Event Date: _____ Start Time: _____ Finish Time: _____

Bump-out Date: _____ Start Time: _____ Finish Time: _____

Target group: _____ Anticipated attendance: _____

Brief description of event: _____

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3. INSURANCE

You must attach copies of your current certificates of currency for insurance with the application. Public liability insurance must be to value of \$20 million and property damage insurance to an appropriate value for the term of a permit to occupy the trust land (Trustee Permit/Deed of Indemnity). Please ensure you fulfil your duty of disclosure to your insurer by informing the insurer of the full scope of activities of this event to ensure adequate cover is available. You must nominate Gold Coast Waterways Authority for the State of Queensland as an interested party for your insurance policy.

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4. WASTE

Does your event require additional rubbish disposal? Yes No

If **yes**, please provide site plan indicating location, type and quantity of bins identified as follows: (G) General Waste
(R) Recycle
(S) Front Load Bin

Name of person handling waste management for your event: _____

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5. FOOD

Will food be served or given away at the event? Yes No

Will food be sold at the event? Yes No

If **yes**, please provide details as to the type of food that will be available at your event: _____

Where food is being sold, you must comply with the Food Act 2006, Food Regulation 2016, and the relevant Food Standards Code. You must obtain approval for a Limited Term Food Business Licence from the City of Gold Coast. You must provide a copy of this licence to Gold Coast Waterways Authority at least **2 weeks prior** to the event.

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6. ALCOHOL

Will alcohol be available at the event?

Yes - alcohol will be sold or served at the event between the hours of: _____ am / pm to: _____ am / pm
on the following days: _____

No - alcohol will not be served or consumed at the event. **Go to question 8**

If **yes**, a Community Liquor Permit/Commercial Public Event Permit application must be obtained from the Office of Liquor & Gaming Regulation (OLGR). You must provide a copy of the permit to Gold Coast Waterways Authority at least **2 weeks prior** to the event.

Who will be the holder of the liquor permit?

Name: _____ Phone: _____ Fax: _____

Address: _____

How many alcohol dispensing and consumption areas will be available?

Dispensing Areas: _____ Consumption Areas: _____

How will the boundaries of the dispensing and consumption areas be defined? _____

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7. TOILETS

The Permittee must provide ablution blocks to the satisfaction of the City of Gold Coast. How many portable toilets will you be providing?

Male: _____ Female: _____ Disabled: _____

Who will be supplying the portable toilet facilities? _____

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8. ELECTRICITY/WATER

There is no electricity supply or water available on the trust land. The Permittee must supply electricity with portable generators and water.

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9. TEMPORARY STRUCTURES/SIGNS

Will you be erecting temporary structures at this event? Yes No

If **yes**, please describe the type of structures (e.g., marquees, tents, stalls, stage, food vendor, amusement rides): _____

Will you be erecting advertising or promotion signs at this event? Yes No

If **yes**, please describe type of signs: _____

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10. EAST-WEST ROAD CLOSURE

Will you require closure of the east-west road during the event? Yes No

If **yes**, please provide detailed road closure plans showing traffic management plan/devices, diversionary route/s for traffic affected by any road closure, road closure times, and wording for closure signs. Please note you must ensure access to the Seaway Kiosk, the Gold Coast Seaway training wall and the Sand Bypass System jetty at all times. Please refer to the site map on back page for reference.

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11. AQUATIC ACTIVITIES

Is there an aquatic-based activity as part of the event? Yes No

If **yes**, please provide details of all activities, water safety management plan, and a detailed map showing location and proximity to the trust land. Please provide this information to Gold Coast Waterways Authority, to ascertain the need for an aquatic event authority. An aquatic event authority is separate to a trustee permit (Trustee Permit/Deed of Indemnity) and will require a separate application.

Will you require removal of watercraft in the Marine Stadium? Yes No

If **yes**, you must notify Gold Coast Waterways Authority at least **30 business days prior** to the event.

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12. NOISE

Will there be any amplified music or announcements at the event? Yes No

If **yes**, please describe the type to be used, and hours during which the music will be played and/or announcements made:

*You must provide an approval from the Licensing and Permits Section of City of Gold Coast to Gold Coast Waterways Authority at least **2 weeks prior** to the event.*

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13. SECURITY

For some events, the Gold Coast Waterways Authority may require security services.

Does your event require security? Yes No - **Go to Question 14**

If **yes**, please provide details of the company providing security services, including the number of security officers and their licence numbers:

Security company: _____ Officer/s and license number/s: _____

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14. ACCESS AND EQUITY

Is the site accessible for wheelchairs and for people with disabilities? Yes No

Does advertising or promotional material for the event specify if the event is wheelchair accessible? Yes No

If the event is a regional/large public event, will you provide appropriate disability access toilets? Yes No

Have you incorporated adequate and suitable disability parking into site plans? Yes No

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15. FIRST AID AND MEDICAL SERVICES

Who is supplying the first aid service? _____

Number of first aid personnel: _____ Number of first aid posts: _____

Times/Dates services will start: **Date** _____ **Start** _____ am / pm **Date** _____ **Finish** _____ am / pm

Emergency Procedures: Describe the process of how all event staff, security staff, police and emergency services will be informed of the emergency evacuation plan: _____

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16. FIREWORKS

Will there be fireworks at the event? Yes No - **Go to Question 17**

If **yes**, on what days? _____ Time : _____ Location: _____

Licensed Contractor supplying the fireworks: _____

Phone: _____ Mobile _____ Fax: _____

Licensed Operator conducting the show: _____

Phone: _____ Mobile _____ Fax: _____

You must provide a copy of the Fireworks Operator's Insurance Policy, Fireworks Contractor's Licence, Fireworks Operator's Licence, and a copy of the fireworks display notification form (submitted to the Resources Safety & Health Queensland).

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17. WET WEATHER CONTINGENCY

Please detail the contingency plans in case of inclement weather: _____

18. SITE PLAN

Please attach a site plan, which clearly indicates, but is not limited to, any of the following applicable to the event. A blank site map is provided overleaf for ease of use:

- All entrances and exits
- Emergency access routes
- Parking (note parking is only permitted in marked bays)
- Stage location
- Seating arrangements
- Entertainment sites
- Security and police locations
- First aid posts
- Lost children/property
- Drinking water sites
- Food/vendors/stalls
- Liquor outlets
- Approved liquor consumption areas
- Non-alcohol areas
- Portable toilet facilities
- Fire extinguishers
- Litter/refuse containers
- Temporary structures
- Advertising signage
- Fireworks launch site

19. APPLICATION CHECKLIST

You must attach all relevant supporting information with your application:

- Copy of City of Gold Coast permits/approvals
- Event Management Plan
- Food Business Licence
- Copies of Public Liability Insurance and Property Damage Insurance certificates of currency
- Road Closure Plans/Traffic Management Plan
- Aquatic Activities Plan
- Emergency Evacuation Plan
- Copy of Certificate of Registration as a Charitable or Non-Profit Organisation
- Copy of Liquor Licence approval (if applicable)
- Copy of Fireworks documentation (if applicable)
- Site Plan
- Queensland Police Service comments/requirements

20. DECLARATION AND SIGNATURE

I declare that all information supplied in this application is true and correct. If Gold Coast Waterways Authority decides to issue a trustee permit (and execute a deed of indemnity), I agree to comply with all conditions contained in this permit and its attachments.

Name: _____ Signature: _____ Date: _____

21. FEES

Please refer to schedule 1 of the *Operational Policy–Trust Land* for current fees and rent
[Operational Policy–Trust Land](#)

Application for Trustee Permit must be submitted to:

Gold Coast Waterways Authority
40-44 Seaworld Drive, Main Beach, Queensland 4127
mail@gcwa.qld.gov.au | www.gcwa.qld.gov.au

Privacy Collection Statement: Gold Coast Waterways Authority may collect personal information from you (such as your name, address, email address, telephone number) if directly related to our functions. We will only use your personal information for the purpose for which it was collected. We will not otherwise use or disclose your personal information unless authorised or required by law. We will handle your personal information in accordance with the *Information Privacy Act 2009*. For further information, please refer to our *Privacy Policy*.

Legend

-  Gate
-  Parking
-  Doug Jennings Park
-  Services

WARNING
Electrical, communications and low pressure water pipe installed in shared trench
DO NOT DRIVE PEGS, PICKETS OR OTHER DEVICES INTO THE GROUND AT THIS LOCATION

The Broadwater

Moodarewa Spit

Marine Stadium

Seaworld Drive

Seaway Wall

Kiosk

Jetty Access

P

P

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X

