

Entertainment venue

Licence application

Local Law No. 16 (Licensing) 2008

Council of the City of Gold Coast
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Please use **BLOCK LETTERS** and complete all details in full.

About this form

This application is to be used to request approval to operate an entertainment venue on private land or state-controlled land. If you are proposing to operate an event on City-controlled land, please complete the [Application for use of City of Gold Coast controlled land \(community or major events\)](#)

Licensee details

Person/s or organisation/company applying to be the licence holder (must be a legal entity). Provide the full names of all proposed licensees. If address and contact details differ for each licensee, provide these details as an attachment.

Licensee name(s)			
Postal address			
Suburb			
State		Postcode	
Email			
Phone (mobile)		Phone (b/hours)	
Preferred method to receive correspondence	<input type="checkbox"/> Post <input type="checkbox"/> Email		

Business name details

Provide your business name (trading name). Include address /contact details if different from licensee.

Business name			
Postal address			
Suburb			
State		Postcode	
Email			
Phone (mobile)		Phone (b/hours)	

Contact person details			
Provide details if contact person is different from the licensee.			
Contact name			
Postal address			
Suburb			
State		Postcode	
Email			
Phone (mobile)		Phone (b/hours)	
Preferred method to receive correspondence	<input type="checkbox"/> Post		<input type="checkbox"/> Email

Location details			
For activities conducted on multiple parcels, provide additional location details as an attachment.			
Location name			
Unit number		Street number	
Street name			
Suburb			
Parcel (RPD)	Lot		Plan

Entertainment venue details			
Provide details of your entertainment venue below, ensuring all relevant information is provided.			
Type of entertainment venue	<input type="checkbox"/> Circus / carnival <input type="checkbox"/> Cultural / community event <input type="checkbox"/> Festival <input type="checkbox"/> Market		<input type="checkbox"/> Music concert <input type="checkbox"/> Sporting event <input type="checkbox"/> Expo <input type="checkbox"/> Other
Description of entertainment			
Event name			
Start date	/ /	End date	/ /
Hours of operation			
Bump-in date	/ /	Bump-out date	/ /
Have you obtained town planning advice / approval?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Is the land owner aware of this application and granted their consent? Note: Written consent from the land owner must be provided with this application	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Expected patron numbers			
Will there be a patron age restriction?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Patron age restriction			

Will alcohol be sold?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Alcohol consumption area	<input type="checkbox"/> Restricted area/s	<input type="checkbox"/> Whole venue	
Do you have a patron management plan?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be acoustic music?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Detail acoustic music			
Will an amplifier be used for announcements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Detail amplifier use			
Will there be animals?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Detail number and type of animals			
Toilet numbers			
Detail provision of waste removal service			

Live music details			
Provide details of live or amplified music at the entertainment venue and any noise management assessments undertaken or plans to manage the impacts.			
Type of music/artists			
Number of stages			
Amplified music hours of operation			
Sound check times			
Has a noise impact assessment been conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has a noise management plan been developed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will a complaints hotline be provided for duration of event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Complaints hotline number			
How will the neighbouring community be informed of the event?			
Letterbox drop distance around venue			

Food operations details	
Provide details of all food operations. If unknown at this stage, details must be submitted prior to the event. Details must include the licensee name and contact number, business name (trading name) and licence number for each food business. For mobile food businesses that are licenced by another Queensland local government, provide a copy of their licence.	
Will food businesses be operating?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food operations organiser	
Organiser contact number	
Number of food premises	
Type of food premises	<input type="checkbox"/> Mobile premises (e.g. vans) <input type="checkbox"/> Temporary premises (e.g. stalls) <input type="checkbox"/> Fixed premises
Are all the food premises licensed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Supporting information
Supporting information is required to be submitted with this application, as indicated below and throughout this form. Failure to provide the required information may delay the processing of your application. Indicate below the supporting information you have attached to this application
<input type="checkbox"/> Broadform public liability insurance certificate of currency for at least AU\$10 million
<input type="checkbox"/> Site plan
<input type="checkbox"/> Written consent from the land owner
<input type="checkbox"/> Additional supporting information (e.g. waste management plan, traffic management plan, liquor patron management plan)
<input type="checkbox"/> Noise impact assessment report / noise management plan
<input type="checkbox"/> Food business details
<input type="checkbox"/> Evidence of nil fee eligibility

Fees	
The fee for this application may be reduced to nil if you (the applicant) can demonstrate that you own, rent or lease a rateable property within the City of Gold Coast, or are a registered charity, voluntary sporting, community, religious or incorporated not for profit organisation. If claiming eligibility, you must attach evidence with this application. Evidence may include a signed lease agreement, details of property ownership, ASIC documentation detailing 'Principal place of business', two bills (within last six months) detailing residential address or registration with the Australian Charities and Not-for-Profits Commission (ACNC).	
Please determine whether you meet the eligibility conditions and select one box only.	
Note: 'Live music' fee below relate to commercial open-air live entertainment (including DJ performance).	
<input type="checkbox"/> Eligible for nil fee	nil
<input type="checkbox"/> Not eligible - Entertainment venue (private land live music) fee	\$2,279.00
<input type="checkbox"/> Not eligible - Entertainment venue (private land no live music) fee	\$277.00
<input type="checkbox"/> Not eligible - Entertainment venue (public land live music) fee	\$3,925.00
<input type="checkbox"/> Not eligible - Entertainment venue (public land no live music) fee	\$551.00

These fees are in accordance with the City of Gold Coast's (City) regulatory fees and non-regulatory charges. A copy of our regulatory fees and non-regulatory charges can be found on our website, cityofgoldcoast.com.au/fees.

Payment options (no cash transactions are available)

- MasterCard, Visa, debit card or cheque at any of the City's branch offices. Our branch office locations and operating hours can be found on our website cityofgoldcoast.com.au/contactus
- Cheque or money order - make payable to: Gold Coast City Council. Postal address at top right of first page. Please ensure that you provide e reference details or attachments to allow the cheque to be appropriately receipted

Note: Please be advised that payments by credit card will incur a surcharge.

Declaration			
This section must be completed by, or for each applicant. Where a person is signing on behalf of a corporation or person (the 'signatory'), they must occupy a position that is legally entitled to make that application and complete the details below. Documentation must be provided if a power of attorney (POA) signs on behalf of a person.			
I understand and verify that:			
<ul style="list-style-type: none">▪ I am duly authorised to make this application▪ The statements and information provided are accurate, true and complete▪ I have received all relevant third party consents and authorisations▪ It is an offence to knowingly provide false or misleading information▪ Approval of this application does not extend to the approval of any other statutory or local government requirements relating to this premises or activity			
Applicant one (person or organisation)			
Licensee name			
Signature		Signatory name	
Date		Position/role	
Additional applicant (if required)			
Licensee name			
Signature		Signatory name	
Date		Position/role	

Privacy statement

Council of the City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the *Information Privacy Act (Qld) 2009* and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to cityofgoldcoast.com.au/privacy.

Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.

Office use only			
Date received		Fee paid	
Received by		Receipt number	