

**Cairns Regional Council Local Law No. 1 (Administration) 2016**

**Cairns Regional Council Local Law No. 11 (Local Government Controlled Areas and Roads) 2016**

**Cairns Regional Council Subordinate Local Law No. 11 (Local Government Controlled Areas and Roads) 2016**

All required sections must be fully completed and required documentation submitted with this application together with payment of the required fee. An incomplete application may not be accepted and will delay assessment.

**PLEASE NOTE:** It can take a minimum of 30 days to assess a fully completed application

## 1. Type of Application

New Application	<input type="checkbox"/>
Renewal Application	<input type="checkbox"/>
Amendment to Permit	<input type="checkbox"/>

## 2. Applicant Details

Is the applicant a Not-For-Profit Organisation?	Yes	<input type="checkbox"/>	Please attach supporting documents from ATO	
	No	<input type="checkbox"/>		
Who is making this application:	Individual	<input type="checkbox"/>	Complete section 2A	
	Corporation	<input type="checkbox"/>	Complete section 2B and <u>attach</u> names of Directors	
	Incorporated Association <u>with</u> poker machines	<input type="checkbox"/>	Complete section 2B and <u>attach</u> names of members of management committee	
	Incorporated Association <u>without</u> poker machines (please provide supporting documentation from ATO)	<input type="checkbox"/>		
<b>2A Individual</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Applicant name:	First/Given Name(s):		Last/Family Name:	
Trust name: (if applicable) as trustee for				
ABN: (attach copy of ABN)				
Contact Number/s:	Phone Number:		Mobile Number:	
Contact Email:				
Residential Address:				
Postal Address: (if different to above)				
<b>2B Corporation / Incorporated Association</b>				
Name:				
Trust Name: (if applicable) as trustee for				
ABN: (attach copy of ABN)				

Contact Name:		
Contact Number/s:	Phone Number:	Mobile Number:
Contact Email:		
Corporation Registered Address:		
Incorporated Association Nominated Address:		
Postal Address: <i>(if different to above)</i>		

### 3. Description of Proposed Activity

<b>Proposed Location:</b>	Street Address:	
	Locality/Suburb:	
	Entry & Exit Point/s:	
<b>Business Trading Name:</b>		
<b>Description of Activity:</b> Provide a brief description of the proposed General Activity detailing the days and hours of operation.		
<b>Personnel/ Customers:</b> <i>Insert the number.</i>	How many persons will be employed as part of the general activity?	
	How many customers are to be taken to the proposed site at any one time?	
	What is the total number of customers proposed to be taken to the proposed location per year?	
<b>Motorised Vehicles used for Activity:</b> Provide a brief description of the number and types of vehicles associated with the operation of the proposed General Activity.		
<b>Total area used for the activity (square metres):</b> i.e. trailer, storage of equipment on CRC land. <i>Please note: This section does not apply for touring activities or exercising activities.</i>		

**4. Mandatory supporting documents, information and materials required to complete this application. Please complete this checklist in full and attach the following.**

<b>Risk Management Plan</b> – provide a letter of no objection from the Queensland Surf Lifesaving Squad if the activity is water based or to be conducted in a bathing reserve, foreshore or beside any water course ( <i>further details attached below</i> )	<input type="checkbox"/>
<b>Environmental Management Plan</b> ( <i>further details attached below</i> )	<input type="checkbox"/>
<b>Recreation Activity Management Plan</b> ( <i>further details attached below</i> )	<input type="checkbox"/>
Letter of <b>consent</b> from the owner of the land.	<input type="checkbox"/>
Statement detailing <b>experience and copies of qualifications including first aid certificate</b> of all staff.	<input type="checkbox"/>
<b>Site plan</b> of the proposed location and layout of the activity including details of temporary structures, all entry and exit points to the site; and any other commercial operators who are currently operating from the proposed site or adjacent to the proposed site.	<input type="checkbox"/>
<b>Certificate</b> of business/ company name registration.	<input type="checkbox"/>
<b>Public Liability Insurance</b> to the value of \$20,000,000.00 noting Cairns Regional Council as an interested party.	<input type="checkbox"/>

**5. Fee Schedule**

Application Fee - Prescribed/Restricted/Non-prescribed Activity not otherwise specified (eg. Commercial Recreation, Exclusive Commercial Recreation, unspecified General Activity) Note: Does not include rental fees as per fees and charges	<b>\$255.00</b>
Application Fee Category C - Prescribed/Restricted Activity requiring a decision by resolution of Council (as determined by authorised officer)	<b>\$710.00</b>
Minor Amendment (basic administrative changes only)	<b>No Fee</b>
Major Amendment (any amendment requiring an authorised officer assessment and/or inspection)	<b>50% of Application Fee</b>

**Term of approval:** The term of approval is the period stated on the approval.

**Term of renewal of approval:** The term of any renewal of an approval is the same term as the original approval subject to compliance with all conditions stated on the approval.

**6. Declaration**

<p>To the Chief Executive Officer, Cairns Regional Council</p> <p>I make application under <i>Cairns Regional Council Local Law No. 1 (Administration) 2016</i> and <i>Cairns Regional Council Local Law No. 11 (Local Government Controlled Areas and Roads) 2016</i> for approval to conduct a General Activity.</p> <p>I acknowledge that the application fee may not be refundable if assessment of the application has commenced. The application fee includes one inspection, any additional inspections may incur further fees.</p> <p>I declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regard to any matters relevant to this application.</p> <p>I am aware that it is an offence to knowingly provide false or misleading information. I am also aware that it is an offence to commence this activity without the appropriate approval.</p>
Name of Individual / Organisation:
Name of Signatory: <i>If applicant is an organisation</i>
Signature:
Date:

**Cairns Regional Council – Information Privacy Statement**

Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission, or the disclosure is required by law.

**OFFICE USE**

Does the application fit the criterion for granting of approval?		YES		NO	
<b>4. Additional criteria for the granting of approval.</b> <i>The following criteria are criteria that must be considered for the granting of approval –</i> (a) <i>whether in the opinion of an authorised person the proposed activity would –</i> (i) <i>adversely effect the amenity of the area or road and/or the environment; or</i> (ii) <i>adversely effect existing services located in, on or over an area or road.</i>					
<b>PAYMENT DETAILS:</b>	<b>Receipt Type 164</b>	<b>Payment Amount \$</b>		<b>Receipt No:</b>	

## **GUIDE TO RISK MANAGEMENT PLAN**

### **Section 3 – Documents and materials that must accompany applications for approval**

The following documents and materials must accompany an application for an approval –

- (a) application form
- (b) application fee (determined within Council's Schedule of Fees and Charges); and
- (c) documents, information and materials identified within the relevant approved application form.

A Risk Management Plan (RMP) relating to your proposed Commercial Recreation Activity should be submitted with your proposal. Your RMP may contain the following components:

**(1) Duty of care to workers and contractors**

The operator should demonstrate that it has strategies in place that can be immediately implemented for the safety and welfare of its employees, contractors and subcontractors using the area of operation. Examples of documentation that demonstrate appropriate measures include:

- Workplace Health and Safety Manual, including standards for such considerations as sun protection and lifting procedures, training for operation and maintenance of equipment etc.
- Hazard Inspection Forms
- Incident Report Forms
- Training Itineraries
- Code of Conduct handout for employees, etc.

**(2) Duty of care to participants and customers**

The operator should demonstrate that it has strategies in place that can be immediately implemented for the safety and welfare of customers and other participants, including potential bystanders. Examples of documentation that demonstrate appropriate measures include:

- Tour Itinerary and map indicating "no go" zones (if applicable)
- Qualifications of leaders and emergency contacts
- Contingency measures if staff become unable to lead (through injury, sudden illness, attending to another emergency etc)
- Educational handout that identifies potential risks and hazards and corresponding precautions for fire, injury, fatigue, dehydration etc.
- Training checklist for participants that use equipment (e.g. snorkels, diving equipment, abseiling equipment, etc)
- Quantity list of safety equipment, such as life jackets, two-way radios, compasses and maps (if applicable), First Aid Kits, vehicles
- Procedure for assessment of participants ability/suitability for the activity and use of equipment (if applicable)
- Indemnity forms

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## **GUIDE TO ENVIRONMENTAL MANAGEMENT PLAN**

### **Section 3 – Documents and materials that must accompany applications for approval**

The following documents and materials must accompany an application for an approval –

- (a) application form
- (b) application fee (determined within Council's Schedule of Fees and Charges); and
- (c) documents, information and materials identified within the relevant approved application form.

An Environmental Management Plan (EMP) relating to your proposed Commercial Recreation Activity should be submitted with your proposal. Your EMP may contain the following components:

- Details of activity
- Details of location from which the activity is launched
- Area required for operation and possible routes proposed to be used
- Efforts to protect animal life on land and in water in the area proposed for the activities, particularly rare or threatened species, but also general wildlife integral to the experience (e.g. dolphins, turtles) and endemic to the area, where such efforts might include prevention of killing, injuring, collection (e.g. coral), frightening, disrupting the traffic of, or displacing the feeding areas of the animals
- Efforts to protect plant life on land or in the water in the area of your activities, particularly rare or threatened species, but also general vegetation integral to the experience and endemic to the area, where such efforts might include prevention of removal, damage or contamination of plant life. Contamination would include the introduction of weeds and pest species
- Efforts to minimize the potential effects of erosion that your commercial recreation activity might cause, where such erosion might include introduction of tracks and channels, removal of vegetation that binds the soil or prevents the effect of wind and water, impacts on embankments, etc
- Efforts to protect areas or items of historical and cultural heritage, particularly aboriginal and pioneering sites
- Efforts to minimize the potential effects of material pollution that your commercial recreation activity might cause, where such pollution may include litter, fuel spillage, soaps and chemicals, toilet stops, animal droppings, turbidity of clear water etc
- Efforts to minimize impacts on the visual amenity that your commercial recreation activity might cause, where such pollution might include signage, inappropriate structures, poorly presented equipment, etc
- Efforts to minimize noise pollution that your commercial recreation activity might cause, where such pollution might arise from engine noise, equipment such as radios or television, overly rowdy behaviour, whistles or horns, etc.

## **GUIDE TO RECREATION ACTIVITY MANAGEMENT PLAN**

### **Section 3 – Documents and materials that must accompany applications for approval**

The following documents and materials must accompany an application for an approval –

- (a) application form
- (b) application fee (determined within Council's Schedule of Fees and Charges); and
- (c) documents, information and materials identified within the relevant approved application form.

A Recreation Activity Management Plan (RAMP) relating to your proposed Commercial Recreation Activity should be submitted with your proposal. Your RAMP should contain the following components:

- Details of Activity
- Details of Location
- Area required for operation (especially applicable to beach hire operations)
- Times of Operation (i.e. months, days, times)
- Number of Trips per day (and times of each trip)
- Maximum number of participants to be catered for (per trip, per day, & per year)
- Expected number of participants (per year)
- Exact Location of activity including map showing exact locations including entry and exit points and any significant points of the tour (eg lunch stop)
- Vehicles or Vessels to be used
- Number of staff required to undertake the activity
- Tour Itinerary (if applicable)
- Details of any equipment display (eg Beach Hire Equipment, Signs etc in compliance with Australian Standards & ISO)
- Safety Management
- Any other details in relation to your activity