



Application to hold an Organised Event on the Brisbane Valley Rail Trail (BVRT)

Please allow a minimum of four weeks to process your permit application. Please read the *Guidelines for Holding Organised Events on the Brisbane Valley Rail Trail* prior to completing this application form.

Privacy Statement: The Department of Transport and Main Roads (TMR) is collecting the information on this form for the purposes of processing your application to hold an event on the Brisbane Valley Rail Trail. Where necessary, TMR may give some or all of this information to relevant local councils, community groups or any other Queensland Government agencies involved with the management of the rail trail. Your personal details will not be disclosed to any other third party without your consent unless required or authorised to do so by law.

1. Applicant's details

Name of applicant/s

Address

Postcode

Postal address (if different from above)

Postcode

Email address

Mobile number

Phone number

If an organisation, company or incorporated body

ABN (if applicable)

Name of person with authority to apply for permit

Position in organisation, company or incorporated body

2. Event details

Type of event: Commercial Competitive Social (non-competitive) Fundraiser/charity

Other (please specify)

One-off event: Proposed date of event Proposed start and finish time Approximate number of participants

Recurring events: ^ Weekly Fortnightly Monthly

Please provide further details (e.g. second Saturday of every month, proposed start/finish times, approximate number of participants)

Other recurring events

Please provide further details (e.g. proposed date/s, start/finish times, approximate number of participants)

^ In some instances, an event permit may be issued for a specified time (maximum 12 months) to cover recurring events. Refer to guidelines for further information.

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Please provide any other relevant information specific to your event (e.g. requirements for support/emergency vehicle access to the BVRT). If more space is required, please attach a separate page to this application.

3. Event location

Please indicate which section/s of the BVRT you will require for your event

In which council area/s will your event be held?

Ipswich City Council South Burnett Regional Council
Somerset Regional Council Toowoomba Regional Council

N.B.: An event permit will cover your use of the BVRT only. If you plan to use any facilities or park reserve that does not form part of the rail trail, then you will need to seek approval from the relevant local authority by contacting them directly.

4. Insurance

The applicant must hold, at a minimum, \$20 million public liability insurance. The policy must list the Minister for Transport and Main Roads, the State of Queensland represented by Department of Transport and Main Roads, and any relevant local council/s, as 'interested parties'.

A copy of the Certificate of Currency must be attached to this application showing a current policy period during the time of the event, and any interested parties.

Insurer

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Policy number

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Cover

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Insured amount

\$	
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Expiry date

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5. Lodgement

I/We declare the information provided in this application to be true and correct.

Name (please print)

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Name (please print)

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Signature

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Signature

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Date

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Date

	/		/	
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Important: A Risk Management Strategy must be provided to TMR, no later than two weeks prior to the scheduled event.

Submit completed application form via one of the below methods:

Email: brisbane_valley_rail_trail@tmr.qld.gov.au

Post: Department of Transport and Main Roads
C/- Rail Corridor Management
GPO Box 1412
BRISBANE QLD 4001