



Townsville City Council Events Risk Assessment Form

IMPORTANT: this form is to be completed by all individuals, organisations or groups applying to participate at a Townsville City Council Event, who do not have their own Public Liability Insurance.

PRIVACY STATEMENT:
Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which council manages personal information is governed by the Information Privacy Act 2009 (Qld). We are collecting your personal information in accordance with *Local Government Act 2009* so that we can assess and manage your stall application and to contact you regarding future events. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our [Information Privacy Policy](#).

EVENT DETAILS

Name of Event:
Date of Event:
Location of Event:

YOUR DETAILS

*Contact Name:
Organisation: (if applicable)
*Mailing Address
Suburb; Postcode:
Phone: (w)..... (h)..... (mob)
*Email: Fax:.....

YOUR INVOLVEMENT DETAILS

What is your involvement in the above event? (please circle):

Entertainer Food Vendor Market Stall Holder Other (please specify)

1. Please describe your activity
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2. What electrical equipment will you be using

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.....

3. Has this equipment been Tagged and Tested by a qualified Electrician **YES** **NO**

4. Has your activity an element of risk involved **YES** **NO**

If **Yes**, please describe

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5. Have you ever had a Public Liability Insurance Claim lodged against **YES** **NO**

If **Yes** please give details

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6. What measures have you taken to minimise risk to the public and yourself? (ie No sharp objects, securing equipment etc)

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I hereby state that the above information is true and correct to the best of my knowledge.

Signed _____ Date _____

Please return the completed form to:

Protocol & Events Team
Planning & Community Engagement
Townsville City Council
PO Box 1268
Townsville QLD 4810
Ph: 4727 9573
Email: events@townsville.qld.gov.au