



Guidelines for holding an organised event on the Brisbane Valley Rail Trail (BVRT)

The Department of Transport and Main Roads (TMR) is responsible for the management of organised events on the BVRT. You must first get an event permit from TMR to run an event on the BVRT.

Types of organised events include but are not limited to:

- commercial events – an event where a business or organisation charges money or obtains another benefit from supplying goods and services (for example, guided or organised tours)
- competitive events
- social (non-competitive) events
- fundraising and charitable events.

Private groups (30 people or less) and individuals involved in recreational activities, other than for commercial purposes, **do not** require a permit. Examples include bushwalking or nature study groups, bird watching, or general outdoor activities.

For the avoidance of doubt, the following types of organised activities are **excluded** from this application process:

- any council-led activities or events
- markets held on former railway station sites including the Esk Markets and the Toogoolawah Railway Markets.

If you are unsure whether a permit is required or not, please contact the BVRT project team with details of your event. If a permit is required, an application form will be sent to you.

Events can be one-off events, or they could be recurring. In some instances, an event permit may be issued for a specified term (maximum 12 months) to cover recurring events. However, the event organiser must advise TMR of each individual event, in advance (minimum of two (2) weeks' notice is required).

Prior to lodging your application, you should also ensure that your planned event does not conflict with other events on the BVRT.

Check the online calendar of events on [TMR's webpage](#) to find out if there are any other events scheduled for the same date as your planned event.

Once all the required information is received, TMR will assess your application and consult with the relevant local council/s, community group or any other Queensland Government agency involved with the management of the BVRT, which may be affected.

Event permit

Applying for a permit does not guarantee approval. If approved, a permit will be issued and your event will be added to the event calendar on TMR's webpage.

A permit does not guarantee exclusive use. The BVRT is a shared-use recreational trail that is available for the public to use.

All trail users must abide by the BVRT Code of Conduct. It is the responsibility of the event organiser to obtain written acknowledgement from all event participants that they are using the BVRT at their own risk and that they will abide by the Code of Conduct. Event participants **do not** have right-of-way over other trail users.

The event permit will cover your use of the BVRT only. If you plan to use a park reserve or other facility that does not form part of the rail trail, then you will need to seek approval from the relevant authority by contacting them directly.

For your information, details of the local councils are provided below.

Ipswich City Council



(07) 3810 6666



council@ipswich.qld.gov.au



Queensland
Government

Somerset Regional Council

 (07) 5424 4000

 mail@somerset.qld.gov.au

South Burnett Regional Council

 (07) 4189 9100

 info@southburnett.qld.gov.au

Toowoomba Regional Council

 131 872

 info@tr.qld.gov.au

Event management

If you are organising an event, you should refer to the Queensland Government's *Best practice guidelines for event delivery in Queensland*. This outlines the guiding principles for event organisers interacting with the Queensland Government to enable them to successfully plan and manage an event including risk management, traffic and transport, and marketing and promotion. For information about managing events in Queensland and access to this guide, please visit [Help with running special events](#).

It is up to the event organiser conducting the event to undertake a risk assessment and prepare a risk management plan (RMP) that identifies all the potential risks associated with the event along with appropriate measures that will be put in place to minimise their impact.

TMR has developed some guidelines and a RMP template to assist event organisers with risk management planning. For more information, please refer to *Risk management planning for events on the BVRT*.

For recurring events or where an event permit has been granted for a specified period, the RMP must be broad enough to cover ALL types of activities being conducted.

A RMP should be submitted with your event permit application. An event permit will be issued on the condition that a RMP is provided to TMR, no later than two (2) weeks prior to the scheduled event.

Support/emergency vehicles

Only authorised motorised vehicles are permitted on the BVRT. TMR will consider allowing support vehicle/s onto the BVRT in emergency situations only, for instance, if someone is injured while participating in your organised

event. Generally, support vehicles should not be travelling on the rail trail. Support vehicles are encouraged to travel by road to crossing points to gain access to the BVRT in an emergency.

Details of any proposed support vehicle/s should be included in your RMP and provided to TMR prior to the scheduled event.

Should support vehicles be required, keys to any gates in relevant sections will be provided or gates will be left open to allow freedom of access for the duration of the event.

Public Liability Insurance

All organised events are required to have Public Liability Insurance.

Public Liability Insurance must:

- have a minimum cover of \$20 million
- cover the dates of the event or cover the duration of the event permit
- be held with an insurance company licensed to operate in Australia
- list the Department of Transport and Main Roads, and any relevant local council/s, as an 'interested party'
- be included in your application before your application will be assessed.

Application process

To apply for your permit, please complete the online or printable application form for assessment of your proposed organised event. Please allow a minimum of **four (4) weeks** to process your permit application.

Please submit your applications by email or post:

 brisbane_valley_rail_trail@tmr.qld.gov.au

 Department of Transport and Main Roads
C/- Rail Corridor Management
GPO Box 1412
Brisbane Qld 4001

To ensure a timely application process, please ensure you have completed and attached the following with your application:

-  Application form
-  Risk Management Plan
-  Copy of a Certificate of Currency (Public Liability Insurance)