

Application form to Undertake Community Activities 2026

Form Preview

Acknowledging Guidelines

* indicates a required field

Before you begin

As part of your submission, we will require certain documentation to assess your application. The following documents may be required to be submitted:

- Public Liability Insurance
- Volunteer Personal Accident Insurance
- Workers Compensation Insurance (where applicable)
- Certificate of Incorporation, Certificate of registered Charity, Constitution, By-Laws, Model Rules, or similar as proof of not-for-profit status
- Plans
- Engineering certification (if required)
- Artist Concept Drawings
- Product specifications
- Photographs
- Risk assessment
- Traffic/Pedestrian plan (if required)
- Safe Work Method Statement (where required)

Purpose

This application is for incorporated Not-for-Profit (NFP) organisations seeking approval to undertake activities in public spaces, including but not limited to:

- Installation of community infrastructure, artworks, signage or fixtures
- Painting of signs, murals or community assets
- Beautification and landscaping projects
- Community maintenance activities
- Volunteer-led improvement projects
- Cultural and community activation initiatives

Approval is required to ensure activities are conducted safely, comply with relevant legislation and standards, protect public assets, and appropriately manage volunteer participation.

To be eligible to apply, groups/organisation's are required to:

- Be a Bundaberg Regional Council based legal not for profit organisation, or registered charity.

Please confirm that you have read and understood the NFP Application to Complete Projects in Public Spaces Guidelines *

☐ Yes

Please read the Community Services Funding Program guidelines before commencing this application.

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Contact Details

* indicates a required field

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to [Privacy – Bundaberg Regional Council](#)

Applicant Details

Organisation Name *

Organisation Name

Organisation primary address

Address

Organisation postal address

Address

Organisation primary phone number *

Must be an Australian phone number.

Organisation email address *

Must be an email address.

Organisation website

Must be a URL.

Primary Contact Details

Primary contact *

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Title	First Name	Last Name

This is the person we will correspond with about this application.

Position held in organisation *

e.g., Manager, Director or Fundraising Coordinator.

Primary contact primary phone number *

Must be an Australian phone number.

Alternate phone number

Must be an Australian phone number.

Primary contact email address *

This is the address we will use to correspond with you about this application.

ABN Information

Does your organisation have an ABN? *

- ☐ Yes
☐ No

ABN Details

Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

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Statement of Supplier - Australian Tax Office Requirement

Please upload completed Statement of Supplier Form.

Attach a file:

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application. [Download the form from the ATO website](#). Max 25mb per file uploaded.

Incorporation Details

Do you have an incorporation number from the Office of Fair Trading? *

- ☐ Yes
☐ No

What is your incorporation number?

Incorporated Association or Australian Company Number

Please confirm what proof of not-for-profit status you will be providing

E.g., Constitution, ACNC certification, etc.

Please attach a copy of your organisation's Certificate of Incorporation, Certificate of registered Charity, Constitution, By-Laws, Model Rules, or similar as proof of not-for-profit status. (Note: not-for-profit clause must highlight how the organisation's assets and income are to be used and distributed. Further information can be found at <https://www.acnc.gov.au/for-charities/start-charity/not-for-profit>) *

Attach a file:

Organisation Details

* indicates a required field

What is your organisation's purpose or mission? *

Word count:

Must be no more than 300 words.

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Please select the category/s that best describe your type of organisation *

- ☐ Sport and Recreation
- ☐ First Nations
- ☐ Community Services
- ☐ Arts
- ☐ Social Club
- ☐ Advocacy
- ☐ Progress/ Show association
- ☐ P&C/ not-for-profit in Education
- ☐ Religious
- ☐ Community events
- ☐ Multicultural
- ☐ Other:

Project Details

* indicates a required field

Project Title/Name *

Word count:

Must be no more than 25 words.

Provide a name for your project/program/initiative. Your title should be short but descriptive

Proposed location *

Anticipated start date *

Anticipated end date *

Proposed working hours *

Please provide a brief description of the proposed activity, installation or works. *

Expected number of people to benefit from the project/event? *

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Community Benefit - describe how the project will benefit the community *

Activity Details

Please tick all applicable activities

- ☐ Painting signs
- ☐ Mural or public art project
- ☐ Installation of signage
- ☐ Installation of street furniture
- ☐ Landscaping or gardening
- ☐ Minor maintenance activities
- ☐ Community clean up
- ☐ Event related infrastructure
- ☐ Other:

Public Safety Assessment

* indicates a required field

Will the activity impact public access? *

- ☐ Yes
- ☐ No

If yes, describe how access will be managed. *

Traffic & Pedestrian Management

Will traffic or pedestrian controls be required? *

- ☐ Yes
- ☐ No

If yes to traffic or pedestrian controls; *

- ☐ Traffic Management Plan Attached
- ☐ Pedestrian Management Plan Attached

Upload traffic and/or pedestrian management plans *

Attach a file:

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Safety Controls

Select all controls that will be implemented *

- ☐ Barriers or temporary fencing
- ☐ Warning signage
- ☐ Work area exclusion zones
- ☐ Spotters or supervisors
- ☐ First aid kit available on site
- ☐ Emergency procedures developed
- ☐ Communication devices available
- ☐ Weather monitoring procedures
- ☐ Other:

Safe Work Method Statement (where required)

Attach a file:

Volunteer Management

Number of volunteers *

Must be a number.

Name of volunteer co-ordinator *

Phone Number *

Must be an Australian phone number.

Volunteer Requirements - Organisation Confirms *

- ☐ Volunteers will receive a project induction
- ☐ Volunteers will receive safety instructions
- ☐ Volunteers will be supervised at all times
- ☐ Volunteers are physically capable of their assigned tasks
- ☐ Volunteers will use required personal protective equipment (PPE)
- ☐ Volunteer attendance records will be maintained
- ☐ Incident report procedures are in place

Risk Assessment

Upload project specific risk assessment *

Attach a file:

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The risk assessment must address:

- Slips, trips and falls
- Manual handling risks
- Working near roads or pathways
- Public interaction
- Environmental hazards
- Weather conditions
- Use of tools and equipment
- Hazardous substances (if applicable)
- Working at heights (if applicable)
- Volunteer safety
- Child safety requirements (if applicable)

Insurance

Public Liability Insurance - Insurer *

Policy Number *

Coverage Amount *

Must be a dollar amount.

Upload Public Liability Certificate *

Attach a file:

Upload Volunteer Personal Accident Insurance *

Attach a file:

Workers Compensation Insurance (where applicable) *

- ☐ Certificate Attached
- ☐ Not Applicable

Upload Workers Compensation Insurance (where applicable) *

Attach a file:

Proposed Installations or Assets

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* indicates a required field

Complete only if infrastructure, signs, artwork or other physical assets are proposed.

Asset Description

Materials to be used

Dimensions

Expected lifespan

Maintenance responsibility

Asset ownership following completion

Supporting documentation attached

Plans *

Attach a file:

Engineering Certification (if required)

Attach a file:

Artist Concept Drawings

Attach a file:

Product Specifications

Attach a file:

Photographs

Attach a file:

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Other Supporting Documents

Attach a file:

Environmental Conditions

Will the project involve

- ☐ Vegetation removal
- ☐ Soil disturbance
- ☐ Painting or chemicals
- ☐ Waterway impacts
- ☐ Heritage considerations
- ☐ Cultural Heritage considerations
- ☐ None of the above

If yes, provide details

Required Documentation

Relevant licenses or certifications

Please attach all relevant licenses or certifications.

Attach a file:

Additional Information

For example:

- A letter of support or approval from landowner.

Upload here:

Attach a file:

Certification and Feedback

* indicates a required field

Compliance Declaration

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The organisation acknowledges and agrees that:

- ☐ All activities will comply with applicable laws, regulations and Council requirements.
- ☐ Appropriate safety controls will be implemented throughout the activity.
- ☐ Volunteers will be appropriately managed, supervised and trained.
- ☐ Required permits, certifications and approvals will be obtained prior to commencement.
- ☐ Any incidents, injuries or property damage will be reported immediately.
- ☐ The organisation accepts responsibility for project delivery and ongoing obligations outlined in the approval.
- ☐ Council reserves the right to inspect works, request additional information, impose conditions, or suspend activities where safety concerns arise

Select yes if you agree to the above *

☐ Yes

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved, we will be required to accept the terms and conditions as outlined in the letter of approval, and any special conditions assigned.

I agree *

☐ Yes

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, trustee or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

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Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button, please take a few moments to provide some feedback.

Please indicate how you found the online application process:

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.