



Diamantina Shire Council

Expression of Interest Event Vendor

25/26
CS01

Purpose

Commercial use of Local Government controlled areas and roads is assessed in accordance with Subordinate Local Law No.1 (Administration) 2016. Vendors must also comply with all relevant legislation including but not limited to the *Food Act 2006* and Food Safety Standards.

All applications must be submitted electronically to info@diamantina.qld.gov.au . If you have any further queries, please contact the Diamantina Shire Council on (07) 4564 2000.

Submission of application **does not** guarantee a vendor site at the events.

New Process for Event Vendors

- February 28 - Expression of Interest Open (EOI)
- April 30 - Expression of Interest Close (EOI) - late applications may not be accepted
- May 11 - Notification of outcome sent, invoices sent to successful applicants
- May 30 - Deadline for Payment

There are two event periods annually and an application for each event must be submitted separately.

- Birdsville Carnival - 8-9 July 2026
- Bedourie Camel and Pig Races - 11 July 2026
- Betoota Races 28-30 August 2026
- Birdsville Races Town Festival - 1-7 September 2026
- Bedourie Races 12 September 2026

Applicant Details

Business Trading Name

Full Name				
Postal address				
Suburb		State		Postcode
Contact Phone Number				
Email Address				

Proposed Activity

Event	<input type="checkbox"/> Birdsville Carnival <input type="checkbox"/> Birdsville Races <input type="checkbox"/> Other
Type of Stall	
Goods offered for Sale	
Location of Activity <small>(e.g. Town Centre, Warrarri Centre)</small>	
Council Power Source	<input type="checkbox"/> No <input type="checkbox"/> Yes Please provide details -
Council Water Source	<input type="checkbox"/> No <input type="checkbox"/> Yes Please provide details -
Own Generator	<input type="checkbox"/> No <input type="checkbox"/> Yes Please provide details -
How many people at site	
Animals on Site	<input type="checkbox"/> No <input type="checkbox"/> Yes Please provide number of animals and breed



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Public Liability	<input type="checkbox"/> No <input type="checkbox"/> Yes Please provide details and copy of Policy
Mobile Food Licence	<input type="checkbox"/> Not applicable <input type="checkbox"/> Yes Please provide copy of Licence
Cooking & Heating appliances used	<input type="checkbox"/> No <input type="checkbox"/> Yes Please provide details of firefighting equipment available (e.g. dry chemical extinguisher and fire blanket)
Use of LPG at stall	<input type="checkbox"/> No <input type="checkbox"/> Yes Please attach copy of certificate and LPG safety checklist to be submitted with application
Request to Camp at stall	<input type="checkbox"/> No <input type="checkbox"/> Yes Please complete camp layout diagram on separate page
Trading details (One completed application form to be submitted for each event)	Please note there are restrictions for access once event has commenced
	Set Up
	Start Trading
	Finish Trading
	Total Trading Days -
How will you dispose of waste and wastewater	
Does stall include portable signage	<input type="checkbox"/> No <input type="checkbox"/> Yes Please provide description and location of signage below:

Vehicle Details

Vehicles Details:	Type	State and Rego Number	Use
NB: No more than 1 car and 1 additional Cold Room / refrigerated truck per site	(e.g. Food Van)		(e.g. Stall Front)

Fees - DSC Fees and Charges Schedule

Event	Duration	Fee Description	Amount (GST Free)
Birdsville Carnival - 8-9 July 2026 - Town/Wirrarri Centre	Day Trade	Non-Food Holder Licence	\$224.52 (Day)
Birdsville Carnival - 8-9 July 2026 - Town/Wirrarri Centre	Day Trade	Food Holder Licence	\$277.98 (Day)
Betoota Races 28-30 August 2026	3 to 5 Days Trade	Non-Food Holder Licence	\$250.00
Betoota Races 28-30 August 2026	3 to 5 Days Trade	Food Holder Licence	\$400.00
Bedourie Camel and Pig Races - 11 July 2026	Day Trade	Non-Food Holder Licence	\$224.52 (Day)
Bedourie Camel and Pig Races - 11 July 2026	Day Trade	Food Holder Licence	\$277.98 (Day)
Birdsville Races Town Festival 1-7 September 2026	5 to 7 days Trade	Non-Food Holder Licence	\$300.00
Birdsville Races Town Festival 1-7 September 2026	5 to 7 days Trade	Food Holder Licence	\$450.00
Bedourie Races 12 September 2026	Day Trade	Non-Food Holder Licence	\$224.52 (Day)
Bedourie Races 12 September 2026	Day Trade	Food Holder Licence	\$277.98 (Day)

17 Herbert Street, BEDOURIE QLD 4829

07 4746 1600

www.diamantina.qld.gov.au

Doc ID:

07 4746 1272

admin@diamantina.qld.gov.au

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Document Checklist

Please note - All documentation is required before your EOI will be processed

- A copy of your current public liability insurance (Required)

N.B. Each Stall holder MUST carry public liability. A copy of the policy MUST accompany your application.

NO Stall holder will be admitted without insurance cover.

- Your current Mobile Food Business licence /application and receipt of Temporary Food Licence (if applicable)

N.B. All Food Licences must be from QLD or a Temporary Food Licence from QLD will be required.

- Photo of Stall frontage (Required)

- Plan of Stall Layout (Required)

- Letter requesting donation (if applicable)

- Gas System Compliance Certificate (if applicable)

- LPG Safety Checklist (if applicable)

Terms and Conditions

Your application is at the sole discretion of the Diamantina Shire Council and is subject to the compliance by you with the terms and conditions listed below:

1. No refund of site fees will be given on any cancellation.
2. All site holders report to the Wirrarri Visitor Information Centre, before setting up.
3. Please note that we do NOT recognise any permanent tenure of site allocation. Site allocation is at the discretion of Council.
4. Each Stall holder **MUST** carry public liability. A copy of the policy **MUST** accompany your application. NO Stall holder will be admitted without insurance cover.
5. No subletting under any circumstances.
6. Your co-operation is sought in reporting to Council any situation you may consider a potential hazard or a danger to public safety.
7. Any site serving Food or Beverages must display a Food Business Licence.
8. All stalls and visible camping areas must be kept clean, tidy and free from rubbish.
9. All electrical equipment must be tested and tagged. All equipment will be checked by Council and if found to be noncompliant will not be permitted to be used.
10. BBQs, grills and heat sources must be protected to prevent public access and accidental burning.
11. Stalls using gas must have a Gas System Compliance Certificate.
12. All electrical installations must comply and be fully tested to meet the current Australian Standard.
13. Butane canister cookers are not permitted to be used for commercial food preparation.
14. All gas cylinders must be less than 10 years old and in good condition.
15. LPG Safety Checklist **MUST** be complete (if applicable).
16. Firefighting equipment is to be provided by operators where cooking and heating appliances are used.
17. Generators must make minimal noise and be safely secured from the public's harm at all times.
18. All dogs are to be kept on a lead at all times and remain in your camp area, and away from customers. You are required to clean up after your dog.
19. Camping is not guaranteed near your stall.



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- SUSTAINABLY DEVELOPING THE OUTBACK
20. Your site must be left clean and ALL rubbish put in bins provided. LARGE cardboard boxes must be cracked, before placing in wheelie bins.
 21. For safety reasons vehicle movements in vendor areas must be kept to a minimum, vehicles requiring daily use and movement should use allocated public parking areas.
 22. On-the-spot fines or cancellation of your licence may apply for failure to comply with the general stallholder rules including cleanliness and tidiness. Should your permit be cancelled, Council will not be held responsible for any expenses incurred or any loss of business.
 23. Stall holders need to provide their own power leads and water hoses.
 24. Applicants are required to complete the form and return to the Diamantina Shire Council together with all required documentation. Failure to provide complete information at the time of application will result in your application being refused.

Applicant Signature:

It is an offence to make a statement on this application which you know to be false or misleading.

I have read the above terms and conditions and agree to abide by them. I certify that the above information and the information on all attachments, to the best of my knowledge is true and correct.

Name:

Signature:

Date:

Privacy Collection Notice

Diamantina Shire Council (Council, we, our, us) 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 contact you regarding your application. 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 [Queensland Privacy Principles \(QPP\) Privacy Policy](#).



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Stall Layout

Please complete the drawing below or provide your own drawing of your stall layout identifying the shop front, hitch (A frame length) if applicable, and include the full length and width in metres.

..... metres

..... metres

..... metres

A Frame

..... metres

Camp Layout

Please complete the drawing below or provide your own drawing of your camp area including full length and width in metres.

..... metres

..... metres



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LPG Safety Checklist

Business Name:

Please complete the below safety checklist if your stall uses LPG

Has all gas work been undertaken by a licensed gas fitter?

- Have connection joints been tested for gas leakages?
- Is there a suitable fire extinguisher available?
- Are cylinders secured in an upright position, on a level, non-combustible surface?
- Are cylinders in a well-ventilated location?
- Are cylinders positioned at least 1.5 m from an ignition source (such as an electric socket or naked flame)?
- Is test date not more than 10 years ago on LP gas cylinders?
- Are any spare cylinders (i.e. not in use) stored externally?
- Do you have clear access to the gas cylinder valve if you need to turn the gas supply off in an emergency?
- Are supply hoses from cylinder to appliance in good condition (without kinks or abrasions)?
- Do the hoses pose a trip hazard?
- Have all appliances been approved and do they display a certification badge?
- Are appliances secured against falling or tipping?
- Are appliances clear of combustible/flammable materials (such as cardboard, oil containers, wall partitions)?
- Are ring burners secured (or fixed) to a stable, non-combustible base?
- Do you have operating instructions for the use of all appliances?

If in doubt about what to do, contact a licensed gas fitter.

If a gas leak is suspected:

- Turn off gas supply at the appliance
- Turn off the cylinder
- Do not use ignition sources (such as mobile phones or lighters)

In an emergency telephone 000

Note: This is not a complete guide to LPG safety and compliance. For more information, visit www.dnrm.qld.gov.au or contact the Petroleum and Gas Inspectorate at gassafe@dnrm.qld.gov.au Other legislative requirements may apply in relation to matters such as food safety and general workplace health and safety.

LPG Safety Declaration

It is an offence to make a statement on this application which you know to be false or misleading. I have completed the above LPG safety checklist and I certify that the above information and the information to the best of my knowledge is true and correct.

Name

Signature

Date



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Office Use Only

Date Received:

Document Checklist

- A copy of current public liability insurance (Required)
- Photo of Stall frontage (Required)
- Stall Layout (Required)
- A copy of a current Mobile Food Business Licence (if applicable)
- Letter requesting donation (if applicable)
- Gas System Compliance Certificate (if applicable)
- LPG Safety Checklist (if applicable)

Application complete: Yes No - Notify applicant to resubmit complete application

Application Assessment: Application recommended for approval Not recommended for approval

Comments:

Director Communities Signature:

Date:

CEO Approval

Council Donation Approval: Yes No N/A

CEO's Signature:

Date:

Comments:

Notifications

Community Coordinator

Director Communities

Customer Notified

Receipting Fees

No - Donation Debtors Raise Invoice

Invoice No:

YES - Donation or Community Grant: Journal required

Journal No:

Payment Details (if Required)

Yes - Invoice Raised

Receipt No:

No - Donation or Community Grant: Journal Required

Account/Work Order: