**QUEENSLAND HEALTH NOTIFICATION PROCESS – INDOOR EVENTS ONLY**

Organisers of **indoor events** operating in accordance with an Approved Plan (Swimming Pool & Aquatic Centre Industry Plan) that have **more than 500 people per day** must notify the Public Health Unit of the event a **minimum of 10 business days** before the event, via the [COVID Safe Event Plan Submission Portal](https://healthserviceportal.health.qld.gov.au/hdsp).

The information that will be required in the portal include:

* Business name of the company/organisation which is holding the event
* Trading name of the company/organisation which is holding the event
* Key contact person(s) that can answer queries regarding the event (before/during/after)
	+ Position in organisation
	+ Phone number(s)
	+ Email
	+ Postal address
* Name of the event
* Date(s) the event will be held
* Duration of the event (start and finish times)
* Location of the event (if multiple locations, each location & start/finish time for each)
* Which Approved Plan/s they are intending to operate under
* Estimated/known number of people attending the event (including staff)
* Overview of activities that will be occurring at the event e.g. sport competition, food stalls, merchandising, entertainment, rides, fireworks etc.

**EXAMPLE**

**Business name of the company/organisation which is holding the events**

Queensland Swimming Association

**Trading name of the company/organisation which is holding the event**

Swimming Queensland

**Key contact person(s) who can answer queries regarding the event (before/during/after)**

Example Person

**Position in organisation**

President

**Phone number(s)**

04XX XXX XXX

**Email**

president@exampleswimclub.com

**Postal address**

PO Box 1279

CAPALABA BC QLD 4157

**Name of the event**

2020 McDonald’s Queensland Short Course Championships

**Dates the event will be held**

Fri, Sat & Sun, 25, 26 & 27 September 2020

**Duration of the Event (start and finish times)**

Fri, Sat & Sun: Warm-up at 7.00am

Fri, Sat & Sun: Competition at 8.30am

Estimated finish time each day 6.00pm

**Location of the event (if multiple locations, each location & start/finish time for each)**

Brisbane Aquatic Centre

Sleeman Sports Complex

Corner Old Cleveland & Tilley Roads

CHANDLER QLD 4155

**Which Approved Plan/s they are intending to operate under**

Swimming Pool and Aquatic Centre Industry Plan, in conjunction with the Sleeman Sports Complex Site-Specific COVID Safe Plan

**Estimated/known number of people attending the event (including staff)**

Spectators in Western grandstand (upper & lower): 1000 seat-specific tickets per day x 3 days

Active Participants in Eastern grandstand (upper & lower), outdoor pool areas and competition pool deck level: 2,160 inclusive of swimmers (1,600), coaches, club managers, volunteers, staff and officials per day x 3 days

Total attendees for each day 3,160

**Overview of activities that will be occurring at the event - e.g. sport competition, food stalls, merchandising, entertainment, rides, fireworks etc.**

State-level Championship event for swimming with third party catering vendors and merchandise located around the grassed areas of the venue outside of the Brisbane Aquatic Centre.