

Place of Assembly – Mass Outdoor Event Application

The attached Information Sheet provides additional information to assist you with your application.

PART 1: APPLICANT DETAILS

Given name/s

Family name

Company name

ABN/ACN

Date of birth

Postal address

Business phone number

Mobile number

Email address

PART 2: EVENT DETAILS

Event name

Event location

Start date & time

End date & time

Venue capacity

Total Patron attendance expected

Max. Patron numbers at any given time

Male toilets

Male urinals

Male hand wash basins

Female toilets

Female hand wash basins

Accessible toilets

Accessible hand wash basins

Describe any activities that could generate noise, odour or other pollution / nuisance

Examples include amplified music, fireworks, etc.

PART 3: SUPPORTING DOCUMENTATION

Please ✓ tick box of those that are included with this application.

- Event Site Plan
- Smoke Free Management Plan and approval letter from Department of Health
- Event Management Plan (Risk Assessment and Emergency Management Plan)
- Event Program (if applicable)
- Traffic Management Plan (if applicable)
- Food registration certificates or list of food and beverage vendors/stalls (if applicable)
- Written permission from the Land Owner for use of the land for the event
- Temporary Occupancy Permit/s (if required for structures such as stages, tents, marquees)
- Copy of Public Liability Insurance (minimum cover of \$20 million if event on Council land)

PART 4: APPLICANT DECLARATION

- I declare that the information provided on this form is accurate, complete, and correct.
- I acknowledge that this application is not valid, and assessment of the application will not commence until the application fee is paid in full.
- I acknowledge and agree that if an email address is provided on this application, I consent pursuant to Section 6 of the *Electronic Transaction Act 2000* to the Council using that email address as a method of contact and for the provision of information by the Council.
- I understand that this is an application, and approval of this application is not guaranteed.

Applicant Name

Applicant Signature

Date

Submit your completed application to Dorset Council to:

Postal address: PO Box 21 Scottsdale TAS 7260

Council Office: 3 Ellenor Street Scottsdale TAS

Email: development@dorset.tas.gov.au

Personal Information Protection Act 2004

The personal information requested on this form is personal information for the purposes of the Personal Information Protection Act 2004 ("the Act") and will be managed in accordance with the Act.

The personal information is being collected by the Dorset Council ("the Council") for the purposes of managing, assessing, advising on and determining the relevant application in accordance with the Food Act 2003 and other related purposes. The personal information may also be used for the purpose of data collection.

The intended recipients of the personal information are Council officers, agents of the Council and/or data service providers and contractors engaged by the Council from time to time.

The supply of this information is voluntary. However, if you cannot provide, or do not wish to provide, the information sought, the Council will be unable to accept and/or process your application.

PLACE OF ASSEMBLY INFORMATION SHEET

INTRODUCTION

This fact sheet has been developed to assist event organisers/managers in compiling all the required information that needs to be submitted with the place of assembly application. Under the *Public Health Act 1997*, Place of Assembly is defined as a mass outdoor public event (including, but is not limited to any performance, exhibition, circus, festival, food festival, rodeo, pageant, regatta, sports event, dance, publicly advertised lecture) with one thousand people or more, present for two hours or more. A complete application must be submitted at least four weeks prior to the event date to allow time for assessment and approval.

SITE PLAN

A site plan is a map detailing the layout of facilities and activities of the event and is essential for event planning and management and is a mandatory document to be provided with the Place of Assembly application. A site plan should identify items such as entry / exit points, designated smoking areas, marquees and stalls, parking, road closures, toilets (location and number), stages, information point/station, first aid post, wet areas, amusement rides, lighting, rubbish and recycling bins, firefighting equipment, and other infrastructure.

EVENT MANAGEMENT PLAN

An event management plan (or risk assessment and emergency management plan) covers all the safety and organisational aspects of your event. The purpose of a Risk Assessment is to identify potential risks and determine the best treatment to manage them. In addition, plans must be in place in case an emergency incident occurs. This is to ensure a systematic response ensues to reduce the negative impact/result of said incident.

Council can provide a template should you wish to utilise this. To obtain a copy of this document please contact Council's Environmental Health Officer on 03 6352 6500 or development@dorset.tas.gov.au

TOILET FACILITIES

The number of toilets you will need to provide will depend on anticipated crowd numbers, If the permanent public toilets at the event venue are not available or inadequate, the event organiser may need to hire additional portably amenities. The following table can be used as a guide to determine the number of toilets for an event:

Toilet facilities for events with no service of alcohol						Toilet facilities for events with service of alcohol					
Patrons	Male			Female		Patrons	Male			Female	
	WC	Urinals	Hand basins	WC	Hand basins		WC	Urinals	Hand basins	WC	Hand basins
<1000	2	4	4	9	4	<1000	5	10	4	16	4
<2000	4	8	6	12	6	<2000	9	15	7	18	7
<3000	6	15	10	18	10	<3000	10	20	14	22	14
<5000	8	25	17	30	17	<5000	12	30	20	40	20

For events with >5000 please discuss requirements with Council.

NOTE: At least one unisex facility must be provided for people with disabilities and this facility must comply with AS1428.1.

SMOKE FREE PUBLIC EVENTS MANAGEMENT PLAN – DEPARTMENT OF HEALTH

All Place of Assembly events must have a Smoke Free Public Events Management Plan approved by the Department of Health. For further information:

<https://www.health.tas.gov.au/publications/smoke-free-public-events-management-plan>

TEMPORARY STRUCTURES

Please note that if you are intending to utilise a temporary structure for your event, you may be required to obtain a Temporary Occupancy Permit. The *Building Act 2016 & Building Regulations 2016* define what a temporary structure is, and some examples include marquees, temporary stages or platforms, prefabricated buildings intended to be used on a temporary basis and temporary seating structures.

Temporary Occupancy Permits are issued by licenced building surveyors. It is recommended that you contact a building surveyor as early as possible to prevent delays with your event. Penalties do apply if a Temporary Occupancy Permit is not obtained when required.

For further information on temporary structures and the legislative requirements, please contact a licensed building surveyor or see the CBOS website:

<https://www.cbos.tas.gov.au/topics/technical-regulation/building-standards/permit-authorities/temporary-occupancy-permits>

TRAFFIC MANAGEMENT PLAN

When an event involves road closure or the managing of traffic/pedestrians then a Traffic Management Plan (TMP) may be required. This needs to be undertaken by a competent traffic management company or individual holding a RIICWD503E qualification. The applicant needs to engage with Council and consultation needs to occur with affected properties and road users prior to the event, to Councils satisfaction.

Either Council or Police approval is required to close a road for an event. For any road closures, a notice is required in the paper at the applicants' expense and approval is required from the Council or the Commissioner of Police. For further information please contact a traffic management company, or Council's Infrastructure team on 6352 6500 or infrastructure@dorset.tas.gov.au.

FOOD BUSINESSES

The *Food Act 2003* requires that all food businesses provide notification and/or be registered with the local council in which they are located. All proposed food vendors must have and be able to produce a copy of their current certificate of registration.

ALCOHOL SALES

If you intend to sell or supply alcohol at your event a liquor licence must be obtained from the Tasmanian Government: Liquor and Gaming Branch. For further information:

<https://www.treasury.tas.gov.au/liquor-and-gaming>

FIREWORKS

Fireworks displays require a permit issued by WorkSafe Tasmania. For further information:

<https://worksafe.tas.gov.au/topics/licensing-permits-and-registration/fireworks-permits>