

PLACE OF ASSEMBLY - MASS EVENT APPLICATION

Only mass outdoor public events require a Place of Assembly licence. A mass event means an outdoor event with 1000 people or more, present for two hours or more.

I hereby apply for a Place of Assembly Licence pursuant to Part 5 of the Public Health Act 1997:

EVENT DETAILS

Name of event: _____
 Date/s of event: _____
 State time: _____ Finish time: _____
 Location of event: _____
 Event description: _____

Maximum number of people to be in attendance at any one time: _____

APPLICANT DETAILS

Full name of applicant: _____
 Postal address: _____
 Phone: Email: _____
 Emergency contact: Emergency phone: _____

Number of sanitary facilities provided water closets (WCs) and hand wash basins (HWB):

Male WCs: _____ Female WCs: _____
 Male HWB: _____ Female HWB: _____
 Urinals: _____ How many WCs are disability accessible: __

Recommended number of sanitary facilities.

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 >5000 patrons please contact Council's Environmental Health Officer to discuss. The above figures may be slightly reduced for shorter duration events.

REQUIREMENTS CHECKLIST - PLEASE TICK AND PROVIDE THE FOLLOWING WHEN SUBMITTING YOUR APPLICATION:

- Detailed event site plan
- Event Program (if applicable)
- Approval for your Smoke Free Management Plan
- Risk/Emergency Management Plan
- Copy of Public Liability Insurance with minimum cover \$20 million (if event is on Council land)

SIGNATURE

I, _____
(Print Full Name)

- have read the information pre-printed on this application; and
- have inserted and completed any and all information required on this application; and
- have amended any and all incorrect pre-printed information on this application; and
- declare that all information on this application, both pre-printed and inserted by me, is true, accurate and complete; and
- acknowledge this application is not valid and assessment of the application will not commence until all application fees are paid in full; and
- acknowledge and agree that if an email address is provided on this application I consent pursuant to Section 6 of the Electronic Transactions Act 2000 to the Council using that email address as a method of contact and for the provision of information by the Council.

Signed: _____ Date: _____

OTHER CONSIDERATIONS:

- You should also consider the following issues: noise emissions, patron safety and security, waste management, crowd control, overcrowding and first aid.
- A 'Smoke Free Management Plan' approved by the Department of Health is required for mass outdoor public events.
- Permission to use land must be obtained from the owners.
- The sale of alcohol requires a liquor permit from the Liquor and Gaming Branch of the Department of Treasury and Finance. Applications can be made via their website.
- If your event involves the use of temporary structures (stages, marquees, tents, etc) you may need to contact a Private Building Surveyor as Temporary Occupancy Permit/s may be required.

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.