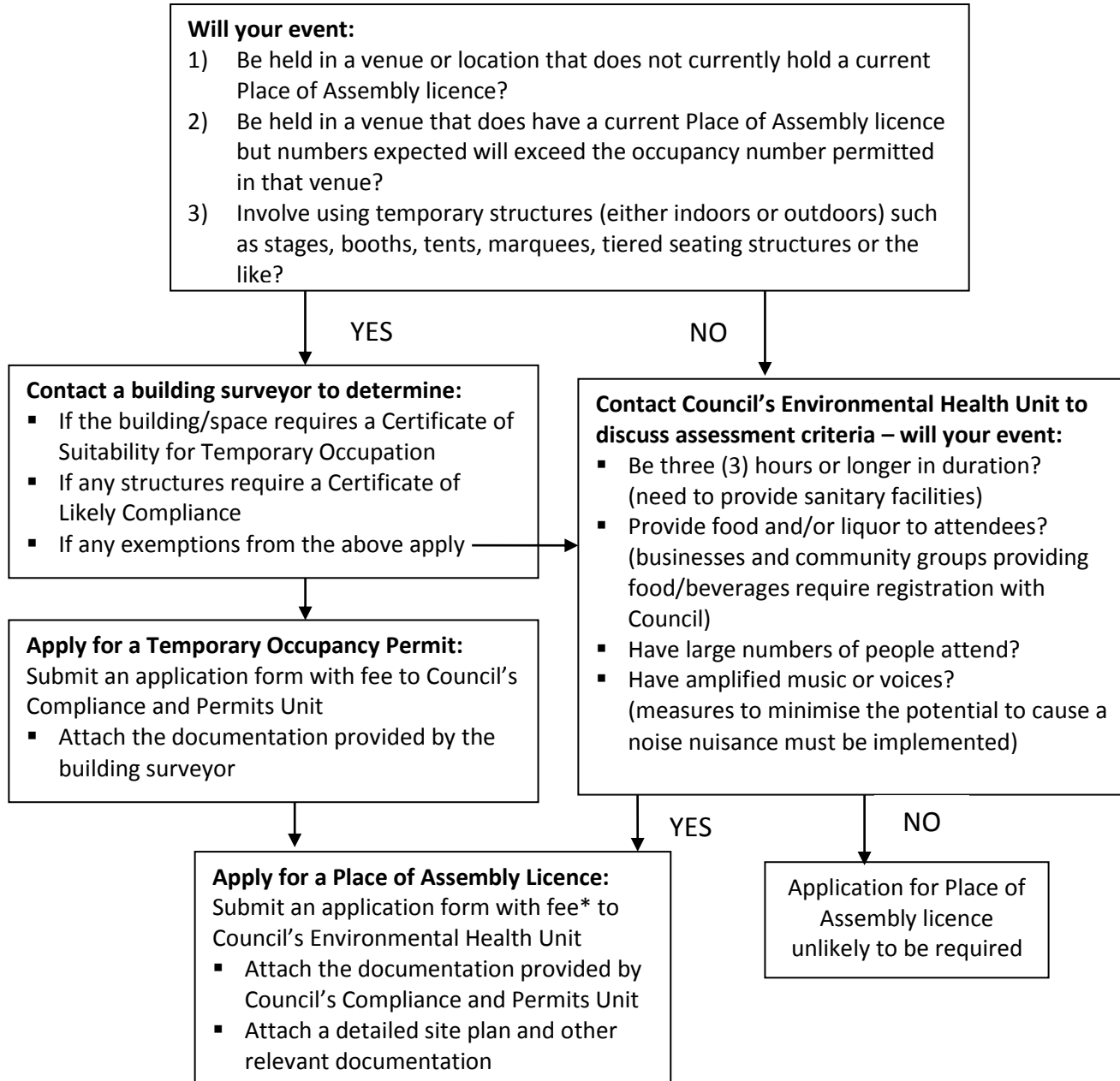


APPLYING FOR A SPECIFIC EVENT PLACE OF ASSEMBLY LICENCE

Council is required under the *Public Health Act 1997* (the Act) to regulate mass gatherings of people in order to ensure that such gatherings do not disturb the peace, create noise or other nuisances, affect traffic or highways, or in any way put the health of the attendees or the general public at risk.

Below is a flow chart which will help you understand your requirement under the Act:



There are several fee categories which are applicable to Specific Event Place of Assembly Licences:

*Fee Categories for 2014/15	Amount
Commercial event – completed application submitted to Council greater than 10 working days from the date of the event	\$150.00
Commercial event – completed application submitted to Council less than 10 working days from the date of the event	\$250.00
Charities and schools – completed application submitted to Council greater than 10 working days from the date of the event	\$50.00
Charities and schools – completed application submitted to Council less than 10 working days from the date of the event	\$100.00

NUMBERS OF SANITARY FACILITIES:

The numbers of sanitary facilities that need to be provided at your event depends upon whether it is predominantly an indoor or outdoor event. Sanitary facilities must, as far as practicable, be provided within a 50m distance from a temporary structure.

Indoor Events:

If your event is held indoors, your Building Surveyor will refer to the National Construction Code Building Code of Australia Volume 1 TAS Part H123.10.

Sanitary facilities to be provided	Closet fixtures			Urinals			Wash basins		
	1	2	each extra	1	2	each extra	1	2	each extra
Number of males	100	300	200	50	100	50*	50	200	200
Number of females	25	50	50**	-	-	-	50	150	200

*where the number of male patrons exceeds 250 not less than 5 urinals must be provided plus one additional urinal for every additional 100 males in excess of 250

**where the number of female patrons exceeds 250 not less than 6 closet fixtures must be provided plus one additional closet fixture for every additional 100 females in excess of 250

A unisex facility must be provided for people with disabilities and must comply with AS1428.1

Outdoor Events:

If your event is held outdoors, Council will refer you to the Australian Emergency Management Manual Series - Safe and Healthy Mass Gatherings.

Toilet facilities for events with no service of alcohol:

Patrons	Male			Female	
	WC	Urinals	Hand basins	WC	Hand basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17
>5000	Please discuss requirements with Council				

Toilet facilities for events with service of alcohol:

Patrons	Male			Female	
	WC	Urinals	Hand basins	WC	Hand basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20
>5000	Please discuss requirements with Council				

OTHER CONSIDERATIONS:

- Road closures or other traffic management issues must be discussed with Council's Infrastructure Services Division on (03) 6238 2791
- Permission to use grounds must be obtained. If it is a Council owned park, permission may be obtained from Council's Parks and Customer Services Division on (03) 6238 2886
- Council owned buildings, which all have current place of assembly licenses, may be booked by contacting Council's Hall Keeper on (03) 6238 2765
- A 'Smoke Free Management Plan' approved by the Department of Health and Human Services is required for public events. This applies to events declared by the Director as smoke free or events that voluntarily choose to be smoke free or have a designated smoking area. A list of declared smoke free events along with a range of resources to assist you in developing and managing your 'Smoke Free Management Plan' can be found here: http://www.dhhs.tas.gov.au/peh/tobacco_control/smoke-free/smoke-free_public_events
- The sale of alcohol requires licensing from the Liquor and Gaming Branch of the Department of Treasury and Finance. Applications can be made via their website treasury.tas.gov.au or you may contact the Branch directly on (03) 6166 4040
- The use of fireworks is regulated by Workplace Standards Tasmania, Department of Justice. Contact 1300 366 322
- Application for Temporary Food Stalls can be made online at hobartcity.com.au
- You should also consider the following issues: evacuation, security, waste management and first aid.