



32-34 Georges Bay Esplanade  
ST HELENS TAS 7216  
Ph 03 6376 7900 Fax 03 6376 1551  
admin@bodc.tas.gov.au

## Application for a Place of Assembly Licence for a Mass Outdoor Public Event

Public Health Act 1997  
Section 76 & 81

### You must select one of the following:

- Mass Public Event that does **not** expect one thousand people or more, present for two hours or more (please complete first page only and return to council).
- Mass Public Event that does expect one thousand people or more, present for two hours or more (please complete entire application form and return to council).

Expected crowd to attend for two hours or more: .....

Date: ..... Time: ..... To: ..... Event: .....

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### Applicant Details

Name of applicant .....

Postal address .....

..... Postcode .....

Telephone ..... Mobile Phone .....

Email .....

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### Premises Details

Name of premises .....

Address of premises .....

..... Postcode .....

Postal address for correspondence .....

..... Postcode .....

Emergency contact ..... Telephone .....

**Responsible Person(s) for Compliance with Place of Assembly  
Conditions**

(For mass outdoor public events – At least 2 people must be on-site & available for the duration of the event).

**Contact Number 1.**

Name: .....

Postal Address: .....

..... Postcode: .....

Mobile Phone Number: .....

Email Address: .....

**Contact Number 2.**

Name: .....

Postal Address: .....

..... Postcode: .....

Mobile Phone Number: .....

Email Address: .....

**Will your event include amplified music?**                      YES                      NO

**Smoke-Free Management Plan\*** (see attached with “A Guide for Event Organisers”)

\*Please note the Place of Assembly licence cannot be issued until the Smoke-Free Management Plan has been approved by the Department of Health and Human Services.

**Will your event have an effect on local traffic?** – *Applicant must consult with Local Police prior to lodgement of application*

Police Station: ..... Officer’s Name: .....

Advice given: .....  
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**Site Plan (see over the page)**

A site plan is required indicating the extent of the site, the **location** and size of temporary structures e.g. marquees, jumping castles, temporary stands, food vans and food stalls and sanitary facilities.

**Sanitary facilities to be provided (type, number for each sex, disabled facilities, etc.)**

Male number ( ) Female number ( ) Disabled ( ) Unisex ( )

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**Fee and Signature**

Application fee: **\$70.00**

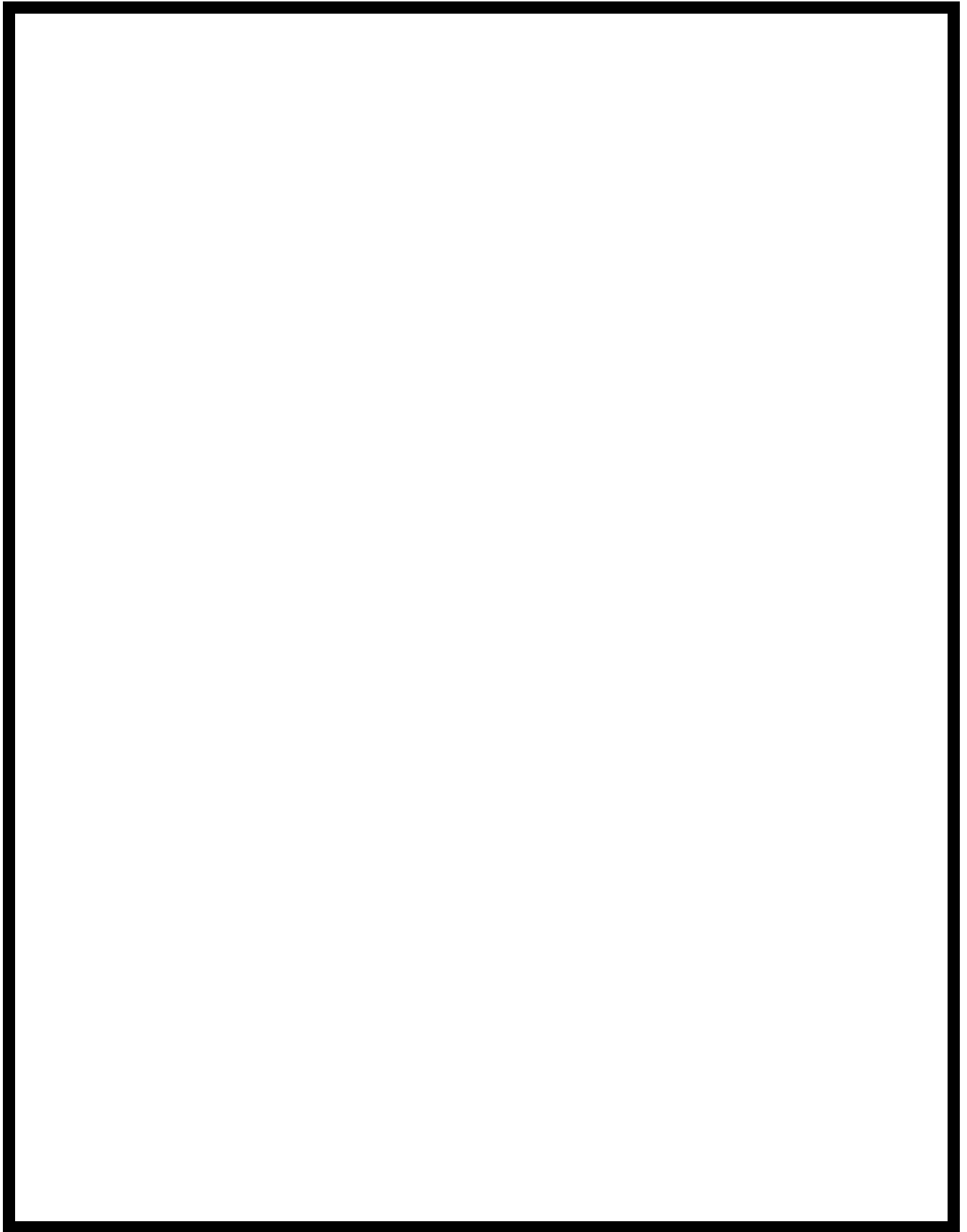
Local non-profit community group - **Free**

.....  
Signature of applicant

..... / ..... / .....  
Date

***Please lodge your completed application form and fee with the Environmental Health Officer***

# Mass Outdoor Public Event - SITE PLAN



## Office Use Only

**To be considered by Council prior to issue of Licence:**

- Smoke-Free Management Plan approved by DHHS
- Will the event interfere with the peace and good order of the area?
  - Proposed hours
  - Excessive noise levels
- Prevention of smell
- Prevention of pollution
- Prevention of other nuisances
- The effect of traffic on highways, roads or streets
- Will the event compromise public health?
- Police consultation

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Phil Bingley

Environmental Health Officer

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Date

Receipt No.:

Date: