



Place of Assembly Application

Public Events

**MUST BE SUBMITTED TO COUNCIL
28 DAYS PRIOR TO PROPOSED DATE OF
EVENT**

APPLICATION GUIDELINES

Please provide as much information about your event as possible. Please contact Flinders Council on 6359 5001 if you would like to arrange a meeting to discuss your event.

PUBLIC LIABILITY INSURANCE

All events must have public liability insurance cover of no less than \$10 million.

WHAT TO INCLUDE ON A SITE PLAN

Please supply a site plan identifying the extent of the site and all activities to be undertaken as part of the event.

Also nominate things such as:

- Car parking;
- Toilets;
- First aid station;
- Temporary stalls and structures;
- Food vendors;
- Alcohol wet area;
- Smoking areas;
- Kids play equipment; and
- Any stages etc as may be applicable.

RISK ASSESSMENT

In the interest of those attending your event and also to ensure that insurance cover is reasonably addressed, it is essential that you conduct a risk assessment of the area you wish to use. Maybe one prior to setting up your event and one when the setting up is done. If you find anything that may be a risk to any person either working at or attending the event, please document each item and submit to Council.

A risk assessment form is provided with this document to guide you.

Consider things such as:

- Structures and marquees;
- Vehicles driving in pedestrian areas;
- Electrical cabling;
- Trip hazards;
- Fires/gas bottles;
- Injuries/ accidents;
- Food poisoning;
- Dehydration / sunstroke;
- Violence/ crime/ brawls; and
- Crowd crush/ panic if emergency occurs

As each event is different, you may also have other risks that are unique to your event.

FIREWORKS

Only licensed Pyrotechnicians are permitted to discharge fireworks. Operators will need to hold Public liability insurance cover of no less than \$10 million. The Operator will also need to supply a copy of their Risk Management Assessment, including a plan detailing the proposed display and charges. **Written notice will need to be given to all properties within 1,000m of the site no less than 21 days prior to the event.**

ROAD CLOSURES

If you are closing roads for your event, you must:

- Seek permission from the Department of State Growth (<http://www.transport.tas.gov.au/road/permits/organising>) if it effects the Lady Barron Road from the Whitemark Airport to the Lady Barron Wharf; or
- Apply to Flinders Council to utilize/close other roads on the Island. Please apply to the General Manager in writing and attach a traffic management plan.

PARKING

Please ensure there is adequate parking for all cars. Parking will need to be identified on the site plan.

EMERGENCY SERVICES

You will need to have a First Aid provider on site and keep an emergency access route clear at all times to allow access for ambulance/fire truck etc. if an emergency arises.

SECURITY

For most events, security will not be necessary. Security may be conducted by the event organiser or engaged personnel.

NOISE CONTROL

If your event is within a residential area, amplified music and other noise that can be heard from inside a residence will need to cease at 11pm on a Friday and Saturday, and at 10pm Sunday to Thursday. Noise may not commence before 9am on Saturday, 10am Sunday or before 7am on weekdays.

FOOD AND ALCOHOL

If you are selling food or having alcohol at your event, you will need to ensure that:

- Any food on offer will need to be covered by a temporary food permit (maximum duration of 10 days) or an annual licence issued by Council. For information or queries contact Council's Environmental Health Officer on 63 595 001.
- There is access to water for hand washing, cleaning and suitable for drinking.
- There are sufficient bins for stallholders.
- You have a liquor licence, issued by the State Government, if selling alcohol. Please contact the Commissioner for Licensing, Hobart on (03) 6166 4040 or email licensing@treasury.tas.gov.au to obtain a license.

RUBBISH

You will need to provide sufficient rubbish bins for your event. These can be provided by Flinders Council upon request if needed.

The site will need to be left in a clean state after the event. Please ensure that the event site is cleaned up and left as found in the interest of other users.

TOILETS

At every event, toilets will need to be provided. Please ensure that toilets are cleaned and monitored by the event organisers during the event.

TEMPORARY STRUCTURES

If you intend to erect a tent, marquee, booth or a stage during your event, you will need to contact Flinders Council to find out requirements needed. Under *Regulation 38 of the Building Regulations 2004*, these temporary structures maybe exempt or require a Temporary Occupancy Permit to be issued.

A Building Surveyor needs to determine whether any proposed temporary structure(s) to be used at the public event is/are exempt from requiring a “temporary occupancy permit” under the building legislation. This also includes food tents.

If you are advised by the Building Surveyor that the temporary Structure(s) is not/are not exempt from requiring a “temporary occupancy permit” you will need to make application to the General Manager for a “temporary Occupancy Permit”.

Application for Annual Place of Assembly License
Application for Place of Assembly License (Specific Event)

(Please return this section to Flinders Council at least 28 days prior to the event)

1. DETAILS

Name of Event: _____

Name of Applicant: _____

Postal Address: _____

Location of Event/Premises: _____

Date event is to be held: _____

Times event will be held for: _____

Estimated number of people: _____

Description of Event _____

Other licenses issued/required for Event _____

2. CONTACTS

Contact for Event Administration: _____

Phone: _____

Mobile: _____

Email: _____

Other contacts should above not be available:

3. PUBLIC LIABILITY INSURANCE

Amount of Cover: _____ (Minimum \$10m required)

Certificate of Currency Copy Supplied: Yes/No

- **Jumping Castles** - Should a jumping castle be on-site at your event, Council will require a copy of the relevant insurance policy which covers this structure.
- **Pony Rides/Animal activities** - Should pony rides or any activities involving animals be at your event, Council will require a copy of the relevant insurance policy which covers this.
- **THIS APPLICATION WILL NOT BE PROCESSED UNTIL A COPY OF THE RELEVANT INSURANCE POLICIES ARE PROVIDED**

4. SITE PLAN

Site Plan Supplied?: Yes/No
(See 'What to include on a site plan' on page 2 of this document)

5. RISK ASSESSMENT PLAN

Risk Assessment Plan Supplied? Yes/No
(See 'Risk Assessment' on page 2 of this document for details)

6. ROAD USE & CLOSURES

Road closure permit from DoSG attached? Yes/No

Request to Council attached? Yes/No

7. EMERGENCY SERVICES

Emergency Access Route Identified on site plan Yes/No

Police Notified of event? Yes/No

First Aid Personnel engaged to attend? Yes/No

8. FOOD STALLS & LIQUOR

Temporary Food License Application(s) lodged? Yes/No

Will alcohol be sold at the event? Yes/No

If yes, is Liquor License attached: Yes/No

If no, will alcohol be consumed at the event? Yes/No

9. TOILETS

Portable Toilets Hired: Yes/No

Number of toilets (including those on site):

10. REQUIREMENTS FOR COUNCIL ASSISTANCE

Do you require any assistance from Council? I.e: rubbish bins, grass mowed etc?

List your requests below:

11. Council Fees

Application fee: New (Specific Event): \$

New (General): \$

Renewal (General) \$

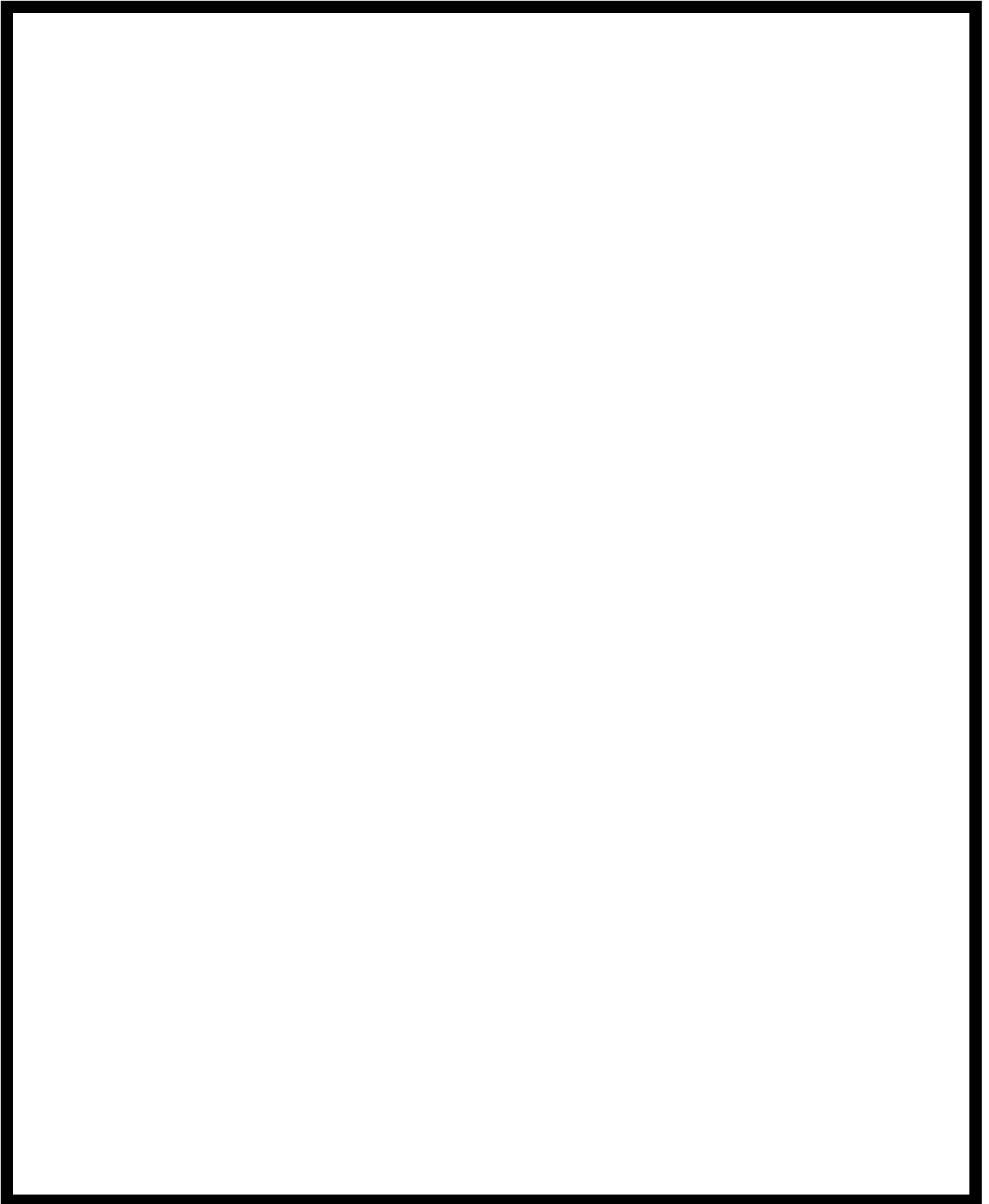
Signature of Applicant:- _____

Name:- _____

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

SITE PLAN

(Use this space or attach you own)



DETAILS OF STALL HOLDERS

Name of stallholder or name of food business	Address of stallholder or food business	Phone number & email contact of stallholder/food business	Types of food to be sold
		Ph: Email:	
		Ph: Email:	
		Ph: Email:	
		Ph: Email:	
		Ph: Email:	
		Ph: Email:	
		Ph: Email:	

Flinders Council Event Risk Assessment Form

Name of Organisation -						Date -		
Name of Event -						Prepared by -		
Item No.	Risk/Hazard details (There is a risk that)	Likelihood	Consequence	Risk Rating	Action Plan	Person responsible	Timeframe for completion	Status

Likelihood	Consequence	Risk Rating
A = Almost certain: expected to occur	1 = Insignificant: no injuries, no loss	E = Extreme: do not proceed until the risk has been reduced to an acceptable level
B = Likely: will probably occur	2 = Minor: first aid, medium loss	H = High: review and reduce risk where possible
C = Possible: might occur at sometime	3 = Moderate: treatment required, high loss	M = Medium: regular monitoring of the issues is required
D = Unlikely: not likely to occur	4 = Major: extensive injuries, major loss	L = Low: proceed with appropriate caution
E = Rare: exceptional circumstances	5 = Catastrophic: death, huge loss	

Likelihood	Consequence				
	1	2	3	4	5
A	H	H	E	E	E
B	M	H	H	E	E
C	L	M	H	E	E
D	L	L	M	H	E
E	L	L	M	H	H

An additional page for any extra information...