

Application for a Place of Assembly Licence (Specific Event)

Public Health Act 1997
Sections 76 & 81

Applicants Details:

Applicants name: Phone No:

Postal address: Mobile No:

Email address:

Event Details:

Name of Event:

Date of Event: Start/Finish Time:

Location of Event:

Emergency Contact: Phone No:

Anticipated maximum number of persons attending at peak occupancy:

Number of toilets provided:

MALE	WC's	<input type="text"/>	Urinals	<input type="text"/>	Handbasins	<input type="text"/>

FEMALE	WC's	<input type="text"/>	Handbasins	<input type="text"/>

DISABLED	Unisex	<input type="text"/>

Do you intend to use/erect temporary structures for the event?
e.g. tents, marquees, stages

Yes	<input type="text"/>	No	<input type="text"/>
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If Yes, please provide details of the following :

Types of Building (e.g. stage)	Size (e.g. 6 x 8m)	Provider (e.g. Vision Events)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please contact a Building Surveyor regarding the requirements/exemptions for Temporary Occupancy Permits

Food:

Please list all food businesses which will operate at the event on the "Register of Stall Holders/Businesses selling food at the event" form.

Application fee:

Type of Licence	Fee	Please tick ✓
Specific Event (up to one day)	\$70	
Specific Event (more than one day)	\$219	

Checklist:

Please tick the documents to be attached to your application:

- Event Site Plan
- Register of Stall Holders/Businesses selling food at event
- Fire Evacuation Plan
- Certificate of Suitability (if using existing building) or
Certificate of Likely Compliance (temporary structure) (if applicable)
- Application for Temporary Occupancy Permit (if applicable)

Signature of Applicant:**Date:**

Payment options:**PAYING IN PERSON:** Present your application together with your payment at the Council Office, 26 Lyall Street, Westbury 7303, during office opening hours - 8:30am-5:00pm Monday-Friday**MAILING YOUR PAYMENT:** Cheques or Money Order should be made payable to Meander Valley Council and mailed to PO Box 102, Westbury TAS 7303.**PAYMENT BY PHONE:** Phone Council's Customer Service Centre on 6393 5300 (8.30am – 5.00pm, Monday-Friday) to pay by Mastercard or Visa.**FOR CREDIT CARD PAYMENTS:**Visa Mastercard (Please Tick)

Card Number _ _ _ _ _

Expiry Date: ____ / ____
Month Year

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