



APPLICATION FOR USE OF COUNCIL FACILITY OR OPEN SPACE/EVENT MANAGEMENT PLAN

SECTION 1 - Applicant Details:

Applicant Name:.....
(Club/Organisation)

Applicant Address:.....

Town:..... State:..... Postcode:

Email Address:.....

Name of Contact: Phone:

Description of proposed event (attach a separate page if more room is required):
.....
.....
.....
.....
.....

Would you like Council to include this event in the Events Calendar located on our website (free): YES / NO

Estimated number of people attending:

Start Date:/...../.....

End Date:/...../.....

Start Time:am/pm

End Time:am/pm

Please allow time for setting up and packing away of any equipment associated with the event in the timeframes provided above.

FOR RECURRING OR ROSTERED EVENTS, A ROSTER OR LIST OF DATES MUST BE ATTACHED

OCCUPATION OF FACILITY/OPEN SPACE IS NOT PERMITTED UNTIL THIS APPLICATION HAS BEEN APPROVED BY COUNCIL

SECTION 2 - Event Details: (please indicate one or more categories for the proposed event/activity):

COMMUNITY CENTRES & HALLS	RECREATION GROUNDS & CENTRES	PARKS AND RESERVES
<input type="checkbox"/> QUEENSTOWN Memorial Hall (Occupancy Limit = 300 persons) <input type="checkbox"/> Chairs (300) Quantity: _____ <input type="checkbox"/> Tables (30) Quantity: _____	<input type="checkbox"/> QUEENSTOWN Recreation Ground <input type="checkbox"/> Line marking required <input type="checkbox"/> Toilet access	<input type="checkbox"/> ANZAC Park QUEENSTOWN <input type="checkbox"/> Headley Faul Park QUEENSTOWN <input type="checkbox"/> Power required
<input type="checkbox"/> STRAHAN Recreation Hall (Occupancy Limit = 200 persons)	<input type="checkbox"/> QUEENSTOWN Sports Stadium (Occupancy Limit = 300 persons)	<input type="checkbox"/> Orr Street Plaza QUEENSTOWN
<input type="checkbox"/> ROSEBERY Memorial Hall (Occupancy Limit = 400 persons) <input type="checkbox"/> Kitchen Room Only	<input type="checkbox"/> QUEENSTOWN Hockey Ground <input type="checkbox"/> Line marking required <input type="checkbox"/> QUEENSTOWN Squash & Fitness Centre	<input type="checkbox"/> LAKE BURBURY Picnic Ground <input type="checkbox"/> Miners Siding/Carpark QUEENSTOWN <input type="checkbox"/> Power required
<input type="checkbox"/> STRAHAN Recreation Ground <input type="checkbox"/> Line marking required	<input type="checkbox"/> ROSEBERY Park Oval <input type="checkbox"/> Line marking required <input type="checkbox"/> Access to amenities building	<input type="checkbox"/> ANZAC Park STRAHAN
SHARED PATHWAYS/ CYCLEWAYS	<input type="checkbox"/> ROSEBERY Soccer Ground <input type="checkbox"/> Line marking required	<input type="checkbox"/> STRAHAN Playground
<input type="checkbox"/> QUEENSTOWN Shared Pathway/ Cycleway	<input type="checkbox"/> ROSEBERY Hockey Ground <input type="checkbox"/> Line marking required	<input type="checkbox"/> West STRAHAN Beach <input type="checkbox"/> Power required <input type="checkbox"/> Access to amenities building
<input type="checkbox"/> STRAHAN Shared Pathway/ Cycleway	<input type="checkbox"/> ZEEHAN Recreation Ground <input type="checkbox"/> Line marking required <input type="checkbox"/> Access to amenities building	<input type="checkbox"/> Agnes Street Carpark ROSEBERY
<input type="checkbox"/> ROSEBERY Shared Pathway/ Cycleway	<input type="checkbox"/> ZEEHAN Squash & Fitness Centre	<input type="checkbox"/> Morrisby Street Playground ROSEBERY
SKATE PARKS	ROADS/FOOTPATHS/CARPARKS	<input type="checkbox"/> Stitt Falls & Stitt Park ROSEBERY
<input type="checkbox"/> QUEENSTOWN Skate Park	<input type="checkbox"/> Road Name: _____ Town: _____ <input type="checkbox"/> Closed to motorists	<input type="checkbox"/> Agnes Street Plaza ROSEBERY
<input type="checkbox"/> STRAHAN Skate Park	<input type="checkbox"/> Footpath Name: _____ Town: _____ <input type="checkbox"/> Closed to pedestrians	<input type="checkbox"/> Howards Park ZEEHAN
<input type="checkbox"/> ROSEBERY Skate Park	<input type="checkbox"/> Carpark St Name: _____ Town: _____ <input type="checkbox"/> Closed to motorists	<input type="checkbox"/> ZEEHAN rotunda
<input type="checkbox"/> ZEEHAN Skate Park	<input type="checkbox"/> Carpark St Name: _____ Town: _____ <input type="checkbox"/> Closed to motorists	<input type="checkbox"/> TULLAH playground
SWIMMING POOLS	<input type="checkbox"/> QUEENSTOWN Swimming Pool <input type="checkbox"/> Lifeguard/ Pool Attendant required	AIRPORTS
<input type="checkbox"/> ROSEBERY Swimming Pool <input type="checkbox"/> Lifeguard/ Pool Attendant required	<input type="checkbox"/> ZEEHAN Swimming Pool <input type="checkbox"/> Lifeguard/ Pool Attendant required	<input type="checkbox"/> QUEENSTOWN Airport

SECTION 3 - Requirements:

EVENT CATEGORY <i>PLEASE NOTE: All applicants MUST complete a Risk Assessment (see Section 5)</i>	Applicant Checklist (Please circle)	If YES, the following requirements must be noted (See below)							
		1	2	3	4	5	6	7	8
A. Will you be serving food?	YES / NO	✓							
B. Will you be selling food?	YES / NO	✓							
C. Will you be consuming/serving liquor?	YES / NO		✓						
D. Will you be selling liquor?	YES / NO		✓	✓					
E. (Part 1) Will you be erecting a marquee or temporary dwelling?	YES / NO	IF YES SEE: E. (Part 2)							
E. (Part 2) Is the floor space larger than 75m ² ?	YES / NO				✓				
F. Private function in any of the Community Centres and Halls?	YES / NO					✓			
G. Will your event require closure of a road or footpath?	YES / NO						✓		
H. Are you requesting use of one of Council's swimming pools?	YES / NO							✓	
I. Are you requesting use of one of Council's Airports?	YES / NO								✓

- If food is prepared, sold or served as part of this hire a **Temporary Food Premises Licence** may be required. Please contact Council's Environmental Health Officer to check if a licence is required. If required, the necessary steps will be advised.
- No intoxicating liquor is to be served, made available, or sold in association with this hiring unless the necessary approval has been obtained from Council and evidence of Licensing Commission permits are produced. The applicant is to strictly observe wet and dry areas stipulated on the permit and ensure responsible service of alcohol at all times. It is a requirement that the organiser of the function registers the function with the Tasmania Police and **obtains any permits and licenses necessary for the serving and/or sale of alcohol**. To register your party with Tasmania Police, please contact your local police station
- To **sell liquor** in Tasmania you need to be authorised under the *Liquor Licensing Act 1990*. Please contact the Department of Treasury and Finance Liquor and Gaming Branch on (03) 6233 2475 or see <http://www.treasury.tas.gov.au/>
- A **Temporary Occupancy Permit** is required by The Tasmanian Building Regulations if a temporary dwelling or marquee/tent is being erected with a floor space more than 75m² and the *Public Health Act* requires a **Place of Assembly Licence** for temporary structures used for a public event. Please contact Council in relation to required permits. A Dial Before You Dig may also be requested to be provided to Council prior to erection of marquee/tent.
- Conditions of Use for Private Function:
 - The function is not to cause a nuisance to surrounding neighbours
 - The facility/open space is not to be used for any illegal purposes
 - All functions must be completed and cleaned up by 1.00am or at a time subject to Council discretion
 - The hirer of the facility/open space is responsible for the repair and cleaning of the facility/open space following an event. *See also Section 4, Clause 9*
 - All costs associated with additional cleaning or repairs, over and above normal expectations, will be recovered from the bond held. *See also Section 4, Clause 9*
 - There are occupancy limits on Council buildings. The limit is the maximum number of people who can occupy the hall.
 - All vehicles are to be parked in the designated parking areas at the facility/open space.
- If the application only involves Council-owned roads the applicant must complete and return to Council a *Road Closure Application Form* and traffic management plan. Council staff can offer assistance if required. Applications involving part or full State (DIER) road closures must first apply to Tasmania Police (<http://www.police.tas.gov.au/services-online/permits-for-events/>) and also fill out a 'Use of State Road for Public Events Application' which can be found on the DIER website http://www.transport.tas.gov.au/road/organising_a_community_event. DIER will then assess the application and traffic management plan and issue a permit for the road closure if all access and safety issues have been addressed.
- Hire of swimming pools is subject to strict conditions. Please refer to Council's *Swimming Pool Hire Guidelines* for details regarding supervisory and qualification requirements. These guidelines must be signed by the applicant and a copy provided to Council to reflect the guidelines for hire have been read and understood.
- Hire of Airports is subject to strict conditions. Please refer to Council's *Airport Hire Guidelines*. These guidelines must be signed by the applicant and a copy provided to Council to reflect the guidelines for hire have been read and understood.

SECTION 4 - Terms and Conditions:

1. All charges in relation to this application must be paid at the time of booking, *unless* the Council has approved suitable arrangements. All fees will be charged as per the current fees and charges schedule.
2. The Council reserves the right to approve the use of the facility/open space by other persons at any time not specified in this application at any time when the facility/open space is not required for use by the applicant.
3. The Council reserves the right to cancel the applicant’s use of a facility/open space on a date shown in this application in the event of the facility/open space being required for an extraordinary function or extraordinary use.
4. The Council reserves the right to close a facility/open space for use, or redirect users to an alternate facility/open space where in the opinion of the General Manager, or their delegate, conditions render the facility/open space unsuitable for use.
5. The applicant shall not do, or neglect to do, or permit to be done or left undone, anything that will affect the Council’s Insurance Policy or Policies relative to fire or public risk in connection with the hire of this facility/open space.
6. The applicant, if an organisation or commercial operator, shall at all times during the term of this agreement, be the holder of a current public liability policy of insurance, which covers it in respect of the activities the subject of the of Council’s facility/open space and be for the amount of at least \$10 million (or such greater sum as reasonably required by Council)*. The said policy shall be affected with an insurer approved by Council. **A Certificate of Currency or copy of current Public Liability Insurance Policy must be attached to this application.** The applicant, if requested by Council, **may** be required to obtain insurance covering the activity, participants and/or volunteers
**\$20 million required for airport hire*
7. Smoking is not permitted in any Council building or swimming pool and “No Smoking” laws must be adhered to in relation to all other facilities/open spaces.
8. The applicant shall not produce, or perform, or suffer to be produced or performed on any reserve any dramatic, musical or other work in infringement of the copyright, or performing right of any owner of such rights, and it shall be a condition and term of this hiring that the applicant indemnifies Council against any claim for breach of copyright during such hiring, and any costs incurred in connection therewith.
9. Council agrees to ensure that the facility/open space is in a reasonably clean and a reasonably safe condition prior to occupancy by the hirer. Council will also supply cleaning materials upon request from the hirer. The hirer agrees:
 - a) To **complete a relevant facility inspection checklist** before the event and do all things necessary to ensure that the facility is safe and fit for occupation and/or use;
 - b) To ensure all waste is collected and placed in bins provided and all equipment etc. is stored in its original location;
 - c) Not to intentionally or negligently cause or permit any damage to the facility;
 - d) To notify the Council as soon as practicable of any damage to the facility, with breakages to fixed glass and any damage to property or loss of property caused by the hirer or any other person that the hirer allows on the facility being the responsibility of the hirer, with the hirer to compensate, replace or make good to Council satisfaction the damage or loss of property;
 - e) To leave the facility in the same condition as at the commencement of this agreement;
 - f) To do no decorating that involves painting, nailing/screwing, marking or defacing the facility/open space without the prior consent of the Council;
 - g) Not to alter and/or add any lock or security device;
 - h) Not to keep any animals on the facility without prior written permission from Council;
10. The hirer shall not sub-let any or all of the facility/open space to another party without written permission of Council
11. The **applicant must submit** with their application, a **Risk Management Plan** which is to be approved by Council Management. The Risk Management Plan must outline the risks associated with the applicant’s use of Council’s facility/open space and how such risks will be addressed. The applicant agrees to comply with all the details of the Risk Management Plan. In the alternative, the applicant confirms to Council’s satisfaction participation in a risk management program which addresses the risk associated with the use of Council’s facility.

UNDERTAKING

Ion behalf of (if organisation involved) hereby make application for use of Council facility/open space shown above for the dates and times specified and acknowledge having received and read the *Requirements and Terms and Conditions of Use* and I and/or members of the above organisation undertake to be bound by them. I and/or members of the above organisation also undertake to make every effort to ensure that all individuals or groups using the facility/open space in association with this application comply with the *Requirements, Terms and Conditions of Use*.

SIGNATURE OF APPLICANT: **DATE:**

SECTION 5 - Risk Management

Risk Management is an integral part of good management practice. Commitment to Risk Management will assist in keeping risk exposure to a minimum and help reduce injuries and potential loss. The Risk Management process involves identifying potential risks, analysing their potential damage and treating the risks (taking action). Anyone involved with event or activity planning must be familiar with and grow their competence in the application of the risk management. It should be ensured that the following steps are undertaken for any activity:

- 1) Complete the Risk Assessment Details form – describing the event, people involved etc.
- 2) Identify all potential risks/hazards associated with the activity/event (Risk Assessment Form)
- 3) Assess the likelihood and consequence of each risk using the Risk Calculator table
- 4) Apply a Risk Score for each risk. This will give you a risk score of Extreme (E), High (H), Moderate (M) or Low (L). Place this score in the column labelled Risk Score (before controls)
- 5) Determine the best control measures to be implemented to control the hazards/risks using the Hierarchy of Control
- 6) Assess residual (remaining) risk for each hazard/risk, repeating steps 3-5. Place the new risk score in the Risk Score (after controls) column
- 7) Allocate a **responsible person** to ensure the control measures are implemented and a proposed date for their completion set.
- 8) Your application to use a Council facility/open space will not be approved until the completed risk assessment form has been submitted to Council.

RISK CALCULATOR					
Likelihood \ Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
	minimal environmental impact; no impact on event; unnoticed by public; no injuries	minor environmental impact; minimal impact on event; minor negative publicity; first aid treatment	significant environmental impact; considerable impact on event; negligible level of publicity at local level; may need medical attention	major environmental impact; formal inquiry; disruption to event; widespread adverse publicity; major injury	death or disablement; extensive environmental impact; potential litigation; event cancelled; extreme negative publicity
Almost Certain: more than 95% probability	H	H	E	E	E
Likely: more than 50% probability, could easily happen	M	H	H	E	E
Possible: more than 10% probability, could happen, has occurred before	L	M	H	E	E
Unlikely: more than 1% probability or has not happened but could occur	L	L	M	H	E
Rare: less than 1% probability, conceivable but only in extreme circumstances	L	L	M	H	E

Risk Score Legend		Hierarchy of Control	
E	Immediate action required	Elimination	Eliminate the hazard/risk or discontinue the process
H	Senior management notified, prioritised action required	Substitution	Replace the process, material etc with safer/lower risk option
M	Planned action required	Isolation	Isolate the person(s) from the process, material etc
L	Low risk managed by routine procedures	Engineering	Design/re-design the process, material etc
		Administrative	Limit exposure to risk/hazard by, procedure, training etc
		Personal Protective Equipment	Use of equipment that protects the user.

RISK ASSESSMENT DETAILS					
Event Date:			Names of Person completing Risk Assessment:		
Event Description:					
Event Location:					
Number of People affected:		Duration of Exposure (hours, days etc):		People likely to be effected:	Businesses / Public / Private Residents / Other (list):
Names of people participating in Risk Assessment:	Name:			Name:	
	Name:			Name:	
Council Review:	<i>(comments on the risk assessment and recommended controls)</i>				
Council Manager:				Position:	

SECTION 6 - Application Assessment (Office Use Only)

Requirements	Supporting Documentation	Council Approval (for Council Use Only)
Is the facility/open space available? YES <input type="checkbox"/> NO <input type="checkbox"/>		Event entered into Bookings Calendar <input type="checkbox"/> Appropriate Manager/Team Leader/ Coordinator advised <input type="checkbox"/>
Charges in relation to hire	Receipt of payment of fees Written request for waiver of fees	Bond: \$..... Hire Fee: \$..... Line Marking \$..... Other: \$..... Total Invoice Amount \$.....
Proof of Insurance – (If applicant an organisation or commercial operator)	Cert. of Currency Additional insurance if required	Copy of Certificate Received <input type="checkbox"/> Insurance Company: Policy Number: Expiry Date:/...../.....
Risk Assessment	Risk Assessment	RA Completed & Approved YES <input type="checkbox"/>
Marquee/Tent being Used? YES <input type="checkbox"/> NO <input type="checkbox"/> Dial Before You Dig required? YES <input type="checkbox"/> NO <input type="checkbox"/> Temporary Occupancy Permit required? YES <input type="checkbox"/> NO <input type="checkbox"/>	Copy of DBYD Copy of Temporary Occupancy Permit	DBYD received <input type="checkbox"/> Copy of Permit attached <input type="checkbox"/>
Place of Assembly Licence Required? YES <input type="checkbox"/> NO <input type="checkbox"/>	Copy of licence	Copy of licence attached <input type="checkbox"/>
Temporary Food Premises Licence required? YES <input type="checkbox"/> NO <input type="checkbox"/>	Copy of licence	Copy of licence attached <input type="checkbox"/>
Serving alcohol: YES <input type="checkbox"/> NO <input type="checkbox"/> Selling Alcohol YES <input type="checkbox"/> NO <input type="checkbox"/>	Copy of permits Copy of RSA certificates	Responsible serving of alcohol cert? (Certificate Received) YES <input type="checkbox"/> Proof of Party Safe registration? YES <input type="checkbox"/> Written consent in approval letter from WCC (If in public reserve) YES <input type="checkbox"/> Liquor Licence received? YES <input type="checkbox"/>
Council road/footpath closure: YES <input type="checkbox"/> NO <input type="checkbox"/> DIER/State road closure: YES <input type="checkbox"/> NO <input type="checkbox"/>	Road Closure Application Form Traffic management plan DIER approval	Road Closure Application Form YES <input type="checkbox"/> Traffic management plan YES <input type="checkbox"/> DIER approval YES <input type="checkbox"/>
Swimming Pool Hire YES <input type="checkbox"/> NO <input type="checkbox"/>	Proof of qualifications	Proof of qualifications YES <input type="checkbox"/> Invoice for staff hire \$..... YES <input type="checkbox"/>
Airport Hire YES <input type="checkbox"/> NO <input type="checkbox"/>		Aero clubs notified of event by Council YES <input type="checkbox"/> Copy of induction checklist received YES <input type="checkbox"/>
Application form signed by applicant and all documentation received		Application form signed by applicant <input type="checkbox"/> Approval covering letter if required <input type="checkbox"/> Copy of Application and supporting docs given to applicant <input type="checkbox"/> Application and supporting docs scanned and saved on DataWorks, copies to relevant staff if requested <input type="checkbox"/> Inspection form completed <input type="checkbox"/>

APPLICATION APPROVAL

Approving Officer Details:

Name: Position:

Signature: Date:/...../.....

Comments:

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