



**Brighton
Council**

Application to Hold an Event

- Festivals
- Fetes
- Shows
- Celebrations
- and more

If you are planning to hold an event in:-

- a park
- a reserve and/or
- Council controlled land

you will need to submit this Application Form & Risk Assessment Form at least 28 days prior to the event.

Please return all forms to:

Brighton Council
1 Tivoli Road
Old Beach TAS 7017

Attention – Community Services Officer

Updated 9/4/10

EVENT APPLICATION GUIDELINES

(Please keep this section for your reference)

Please provide as much information about your event as possible. Please contact Brighton Council on 6268 7000 if you would like to arrange a meeting to discuss your event.

A number of hire and service fees may apply (see last page). In the event that the site or equipment is damaged or the site is not adequately cleaned, repair or cleaning costs will be deducted from the bond.

PUBLIC LIABILITY INSURANCE

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

SITE PLAN

Please supply a site plan identifying road closures, parking, emergency access route, first aid location, fireworks launch site and safety zone, toilets, power, lighting, stalls, staging, rubbish skip etc.

EVENT MANAGEMENT PLAN

Please supply an event management plan. As a group you need to identify all the risks associated with the event, then prioritise them according to their likelihood and consequences. For example, some risks may have extreme consequences but a low likelihood (eg plane crashing into the site); others may have a high likelihood but minimal consequences (eg children tripping over on the grass). Where there are risks with both high likelihood and serious consequences, these risks will need to be managed.

Some common risks at events include:

- Unsafe structures and marquees
- Vehicles driving in pedestrian areas
- Traffic congestion
- Unsafe electrical cabling
- Fireworks displays
- Fires / gas bottle explosions in food stalls
- Injuries/ accidents
- Food poisoning
- Dehydration / sunstroke
- Violence / crime / brawls
- Crowd crush / panic

As each event is different, you will have risks that are unique to your event. Contact Brighton Council's Environment Health Officer on 6268 7029 to determine if an event management plan is required for your event.

CARNIVAL

Carnival operators need to provide copies of their public liability insurance certificates of currency.

All rubbish must be removed from the carnival site after the carnival has vacated.

FIREWORKS

Only licensed Pyrotechnicians are permitted to discharge fireworks. Operators must hold Public liability insurance cover of no less than \$10 million. The Operator must supply a copy of their Risk Management Assessment, including a plan detailing the proposed display and charges. No display shall occur after 10.00pm, or on any day of a total fire ban, nor if winds exceed 10 knots. Shells with a diameter of over 150mm are not permitted.

You must give written notice to all properties within 1,000m of the site no less than 21 days prior to the fireworks.

ROAD CLOSURES & TRAFFIC CONTROL

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

- Seek permission from either the Department of Infrastructure, Energy & Resources or Brighton Council depending upon the particular party responsible for the road.
- Inform Emergency Services and all residents and businesses whom will be affected by these road closures at least 21 days before the event.
- Advertise these road closures in the local newspapers.
- Provide Brighton Council with a traffic management plan.
- Close the roads with proper road closure equipment & signage.
- Ensure road closures are supervised by volunteers or staff at all times.

It is still possible that a traffic management plan even if roads will not be closed depending on the potential traffic volume.

PARKING

Please ensure there is adequate parking for all cars. Marshals may be required to direct parking. Parking must be identified on the site plan.

EMERGENCY SERVICES

You will need to have a first aid provider (eg. St Johns Ambulance) on site and keep an emergency access route clear at all times. You may need to notify the police of your event.

SECURITY

For most events, some security will be necessary. The numbers of security personnel and their hours will depend on the type of event and its operating hours.

FOOD AND ALCOHOL

If you are selling food or having alcohol at your event, you must ensure that:

- Commercial vendors must have food permits/licences.
- Community groups have a temporary food licence (please contact Environmental Health Services at Brighton Council on 6268 7029 for more details).
- There are sufficient bins for stallholders.
- You have a liquor licence if selling alcohol. Please contact the Commissioner for Licensing, Hobart on 6233 2475 to obtain a license.

RUBBISH

You must provide sufficient rubbish bins for your event. These can be provided by Brighton Council or use other providers. If your event is large, you may need to hire a rubbish skip.

The site **must** be left in a clean state after the event. If the site is not returned to its pre-event condition by 3pm on the day following the event, Brighton Council will arrange contract cleaners for the following day and the cost will be invoiced to the Event organisers.

“String Spray” is not permitted at any event, as the residue is very difficult to remove.

We suggest that you provide recycling facilities. Please contact Brighton Council’s Depot on 6268 7030 for more information.

GRASS CUTTING / IRRIGATION LINES

Brighton Council can arrange to have the grass cut before your event. If marquees/tents are to be erected for the event, underground irrigation lines must be marked out by Council, beforehand, to avoid damage. Automatic irrigation (if applicable) will need to be switched off also by Council for the duration of your event.

TEMPORARY STRUCTURES

If you intend to erect a tent, marquee, booth or a stage during your event, you will need to contact Council's Building Office on 6268 7016 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.

CONTACT PHONE NUMBERS

Brighton Council:	Event Bookings	6268 7000
	Engineering Services	6268 7018
	Building Office	6268 7016
	Environmental Health Services	6268 7029
	Works Depot	6268 7030
	After Hours Emergency	6268 7000



Brighton Council

APPLICATION TO HOLD AN EVENT

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

1. DETAILS

Name of Event:

Name of Organisation:

Postal Address:

Location of Event:

Date: Hours:

Estimated number of people:

Description of Event:

.....

Is Brighton Council contributing any funds to this event? Yes / No Amount: \$

Is the event public or private?

Would you like this event advertised in Brighton Community News? Yes / No *(EA to be advised)*

If yes, which contact number would you like listed? Please be aware that this number will be made public.

.....

2. CONTACTS

Contact for Event Administration: Phone: Mobile:

Fax: Email:

Contact Person on Site at the Event: Mobile:

Other Key Contact People:

Role: Name: Phone:

Role: Name: Phone:

Role: Name: Phone:

Role: Name: Phone:

3. PUBLIC LIABILITY INSURANCE

Amount of Cover: Certificate of Currency Copy Supplied: Yes/No
(Minimum \$10m required)

4. SITE PLAN

Site Plan Supplied: Yes/No

5. SAFETY MANAGEMENT PLAN

Safety Management Plan Supplied: Yes/No

6. CARNIVAL

Carnival Operator: Phone:

Carnival PL Insurance: Amount of Cover: Copies of Certificate of Currency Supplied: Yes/No

7. FIREWORKS

Launch Site: Date & Time:

Contractor: Name: Phone:

- Contractor's Risk Management Assessment Supplied
- Fire Brigade Notified: Copy of Notification Supplied

Copy of Notice to Residents Supplied:

8. ROAD CLOSURES

Location: Date & Time:

Road Closure Contractor: Phone:

- | | | | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|
| Police notified: | <input type="checkbox"/> | Fire Brigade Notified: | <input type="checkbox"/> |
| Ambulance Notified: | <input type="checkbox"/> | Affected Premises Notified: | <input type="checkbox"/> |
| Newspaper Advertisement: | <input type="checkbox"/> | Traffic Management Plan Supplied: | <input type="checkbox"/> |

9. PARKING

Location: Marshals:
(Please identify on site plan)

9. EMERGENCY SERVICES

Emergency Access Route Identified: Police Notified:

St Johns Ambulance (or other provider) booked:

Name of other provider (if St Johns not available):

11. SECURITY

Name of Company: Contact: Phone:

Number of Security Personnel: Date: Time:
Date: Time:
Date: Time:

12. NOISE CONTROL

Amplified Music Shutdown Times: Date: Time:
Date: Time:

13. FOOD STALLS

Temporary Food License Application(s) lodged with Environmental Health Services: Yes/ No

Alcohol Available: Yes / No

If yes, was a Liquor License obtained: Yes/No Copy Provided: Yes/No

*****Please note: A charge applies for the following services if provided by Brighton Council - see following page.***

14. POWER

Power Box on Site: Yes / No *Access required fromto..... Key Supplied Yes/No

Generators Hired: Yes / No Number: Provider:

15. RUBBISH REMOVAL

Contract Cleaner: Phone:

Provider of Bins: Provider of Skips:

**If Brighton Council is supplying wheelie bins,* Number of Bins required: Bin liners:

To be delivered to: Date and Time:

To be collected from: Date and Time: (Works Request No:)

Street Sweeper Required: Yes / No Date and Time: (Works Request No:)

16. TOILETS

Portable Toilets Hired: Yes / No Number of toilets: Provider:

Toilets on Site: Yes / No Access required from to

*Cleaning Required: Date: Times:
Date: Times: (Works Request No:)

*Sanitary Bins Required: Yes / No Number: (Works Request No:)

17. WATER

Potable water on Site: Yes / No *Access required from to (Works Request No:)

18. LIGHTING

Adequate Lighting on Site: Yes / No *Access required from to (Works Request No:)

Light Towers Hired: Yes / No Number: Provider:

19. GRASS CUTTING / IRRIGATION LINE MARKING / IRRIGATION OFF / OTHER PARKS WORKS

Required: Yes / No (Works Request No:)

20. TEMPORARY STRUCTURES

Will there be any temporary structures (eg. Tents, marquees, booth, stages etc.) erected & used during your event?

Yes / No

If yes, is a site plan provided: Yes / No

And under the *Regulation 38 of the Building Regulations 2004*, these temporary structures maybe exempted or require a Temporary Occupancy Permit.

Exemption No. _____ and/or Temporary Occupancy Permit _____

Date: _____ Signed: _____ (on behalf of the Building Officer)

Date:- _____	
Signature of Event Organiser:- _____	Name:- _____
Signature on behalf of Brighton Council:- _____	Name:- _____



Brighton Council

Event License No.

1 Tivoli Road
Old Beach TAS 7017
Ph: (03) 62687000
brent@brighton.tas.gov.au

ABN: 12 505 460 421

PLACE OF ASSEMBLY – SPECIFIC EVENT

TAX INVOICE

Public Health Act 1997 (s.76 & 81)

- Application for Commercial Event**
Fee = \$ (GST not applicable)
- Application for School/Community Event**
Fee = \$ (GST not applicable)

Applicant Details

Name of Applicant:

Postal Address:

..... Postcode:

Telephone: Mobile Phone:

Facsimile: Email:

Premises Details

Trade name of premises:

Address of premises:

..... Postcode:

Emergency contact Telephone

Description of intended use of premises:

Number of persons to be accommodated:

Other licences issued/to be issued to the premises:

ADDITIONAL INFORMATION REQUIRED BY COUNCIL	
NAME OF VENUE	
EVENT DATE(S)	
EVENT TIME(S)	

EXPECTED PATRONS	Overall Total:
	At any given time:

TOILET FACILITIES AVAILABLE #s (refer to scale on attached information sheet)	MALE: WCs..... WHBs..... URINALS.....
	FEMALE: WCs..... WHBs.....
	UNISEX FACILITIES FOR DISABLED PERSONS: WCs..... WHBs.....

Documentation that must accompany application

- Site plan and/or floor plan for **outdoor** events
- Any information required by Council for assessment purposes

PLEASE LODGE YOUR COMPLETED APPLICATION FORM, ATTACHMENTS

AND FEE WITH THE GENERAL MANAGER OF THE COUNCIL

Fee & Signature

Application fee: \$

Signature of applicant for registration:..... Date:

Office Use Only

Receipt No: Date: Capacity of Premises:

EHO CHECKLIST

- Form fully completed
- Form signed / dated
- Fee paid
- Site / floor plan attached
- Temporary Food Licence(s) Y / N / Not Required
- Event Management Plan Y / N / Not Required
- Temporary Occupancy Certificate(s) Y / N / Not Required

Further information required? Y / N

Date requested:

Details:

.....

.....

APPROVED: **DATE:**

EHO SIGNATURE

TOILET FACILITIES

Toilet facilities must be provided at all Specific Events. In determining the number of toilets required, the following criteria should be considered:

- The duration of the event;
- Whether the event is pre-ticketed (& numbers known) or un-ticketed: and
- Whether alcohol will be consumed.

On the application form you need to specify the total number of persons expected to attend the event AND the number of persons expected at any given time. These numbers may be significantly different, especially in the instance where it is an all day event but patrons only attend for part of the day. The number of toilet facilities to be provided are based on the number of patrons expected at any given time (i.e. the most people there at one time).

TOILET FACILITIES FOR EVENTS WHERE ALCOHOL IS NOT AVAILABLE:

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 WHERE ALCOHOL IS AVAILABLE:

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				

The above figures may be reduced for shorter duration events as follows:

At least unisex must be for people	DURATION OF EVENT		QUANTITY REQUIRED		one facility provided with
	8 hours plus		100%		
	6 – 8 hours		80%		
	4 – 6 hours		75%		
	Less than 4 hours		70%		

disabilities and this facility must comply with AS1428.1.

NB: Unisex toilets may be used to fulfill the requirement of Male & Female toilets. At least one must be unisex for people with disabilities. Should you wish to use unisex facilities, please discuss this with Councils Environmental Health Officer.

REFERENCE: Commonwealth of Australia, 1999, *Safe and Healthy Mass Gatherings*, Emergency Management Australia.