

# Place of Assembly

(Public Health Act 1997 – Section 76 and 81)

## Application for a Place of Assembly Licence – Event

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### Event Details

Name of event .....

Date ..... Time .....

Location of event .....

Address ..... Postcode .....

Postal address for correspondence ..... Postcode .....

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

Primary reason for event .....

Anticipated maximum number of persons attending at peak occupancy.....

Other licences issued to the event .....

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### Applicant Details

Name of applicant (must be a natural person).....

Name of organization (if applicable) .....

Postal address..... Postcode .....

Telephone ..... Mobile phone .....

Facsimile ..... Email .....

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### Documentation that must be attached to application

- Site plan and/or floor plan
  - Place of Assembly Management Plan
  - Any information required by the Council for assessment purposes.
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### Signature

Signature of applicant ..... Date .....

Note: the application fee will be invoiced and includes an amount to cover a basic inspection of the premises.  
Any further inspections required for the purposes of assessing the application may require an additional fee.

Please lodge your fully completed form and Place of Assembly Management Plan with the Council a ***minimum of four weeks prior*** to the event

OFFICE USE ONLY

Council checklist

- ☐ Form fully completed
- ☐ Form signed
- ☐ Form dated
- ☐ Fee paid
- ☐ Site/floor plan attached
- ☐ Further information required      Yes/No
- ☐ Date requested      ...../...../.....
- ☐ Refer to other departments

Details

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# PLACE OF ASSEMBLY APPLICATION

## PUBLIC EVENT MANAGEMENT PLAN



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# Event Details

## 1 Event Place and Time

<b>Name of Event:</b>
<b>Date(s) and time(s) of Event:</b>
<b>Location of Event:</b> .....
<b>Venue Type (indoor/outdoor or both):</b>
<b>Total number of patrons expected to attend the event:</b>
<b>Provide a brief outline of the event:</b> ..... ..... ..... ..... ..... .....
<b>Have the following agencies, services and individuals been notified of your event?</b> <input type="checkbox"/> Tas Fire <input type="checkbox"/> Ambulance <input type="checkbox"/> Public Transport providers <input type="checkbox"/> Residents and businesses directly impacted by the closures
<b>Potential Hazards</b>
<p>When selecting a venue or site, especially for an outdoor event, do a “Risk Assessment” for any potential hazards in the area. Hazards may include:</p> <ul style="list-style-type: none"><li>• Technological (powerlines that could be brought down in a storm);</li><li>• Land subject to flooding;</li><li>• Terrain (cliffs, gullies, reclaimed/unstable land, quarries, landfill);</li><li>• Proximity to water bodies;</li><li>• Wildlife/fauna including insects and snakes;</li><li>• Bushfire potential;</li><li>• High winds;</li><li>• Extremes of temperature;</li><li>• Collapse of structures;</li><li>• Chemicals stored on site.</li></ul> <p>This list is not exhaustive. The event manager must ensure that all hazards appropriated to the event have been addressed.</p>

List any identified hazards at the selected site and the action taken to minimise the risk.			
Hazards Identified		Action to Minimise Risk	

**Event Manager:**

The event manager is responsible for the overall management of the event and is the principal contact person for the Environment & Health Group to liaise with in relation to this application. The event manager must be easily contactable throughout the event planning, application and assessment and the duration of the event

Name:

Organisation:

Postal Address:

Phone (Daytime):                      Phone (After Hours):

Mobile:                      Fax:                      Email:

Contact Details During Event: Mobile:

## 2 Venue

Indoor Events
Name and address of venue:
<p>What is the Occupancy limit of the building:</p> <p>Please note: this information is listed on the Form 13 Occupancy Permit for the building and determines the number of people that may legally occupy the space. The owner/manager of the building can provide you with this information.</p>
<p>Will the number of patrons exceed the Occupancy limit of the building:</p> <p>YES    <input type="checkbox"/>                      NO    <input type="checkbox"/></p> <p>If 'YES', you will need to contact a Private Building Surveyor who can advise you on whether the occupancy of the building can be increased and what additional controls will be required to facilitate a temporary increase in occupancy for the building.</p> <p>Applications for Temporary Occupancy need to be lodged with the Council's Building &amp; Plumbing Group Leader.</p> <p>Copy of Temporary Occupancy Permit attached:    <input type="checkbox"/></p> <p>If 'NO' please proceed to the Venue Owner's section.</p>

Venue Owner:			
Venue Owner Address:			
Venue Owner Contact Person:	Contact Phone:		
<b>Outdoor Events</b>			
Name and address of venue:			
What is the maximum number of patrons permitted to occupy the space: ..... The following table outlines maximum patron limits for a public event of 8 hours + duration. Patron numbers may be increased for shorter duration events. Please consult the Quantity Required table for guidance.			
<i>Location</i>	<i>Alcohol Free Event</i>	<i>Licensed Event</i>	<i>Disabled Facilities</i>
Anzac Park	200	0	To be provided by event organiser
Shropshire Park/Otto's Grotto	300	100	Existing Facility
Soundshell	400	150	To be provided by event organizer
Hiscutt Park	300	100	To be provided by event organizer
Tobruk Park	250	100	To be provided by event organizer
Legion Park	250	100	To be provided by event organiser
Will the number of patrons exceed the Maximum Patron Limits outlined in the table above: YES <input type="checkbox"/> NO <input type="checkbox"/>			
If 'YES', will the event duration enable you to increase the maximum number of patrons based on the figures outlined in the table below, to an allowable level? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Duration of Event		Increase in Maximum Patrons	
8 hours +		0%	
6-8 hours		20%	
4-6 hours		25%	
Less than 4 hours		30%	
If 'NO' please proceed to the Section 3, Sanitary Facilities.			

## 2.1 Site Plan

<p><b><u>A site plan is to be prepared for indoor and outdoor public events.</u></b></p> <p>It is a map of the event and is essential for event planning and management.</p> <p>Site plans may be hand drawn, provided that a scale is marked on the site plan.</p> <p>It is recommended to include a key or legend and number or indicate the items with a symbol.</p> <p>Site Plan Attached <input type="checkbox"/></p>
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Use the checklist below to determine what must be shown on the site map. Use a simple grid format and include surrounding streets and landmarks.

The list below is not exhaustive, however the options represent minimum requirements for planning and operating a healthy, safe and responsible event.

- ☐ The event boundary is to be marked on the site plan
- ☐ Surrounding area ie roads, waterways, bushland, etc
- ☐ Entrances and exits to the event for patrons
- ☐ Vehicular entrances and exits for emergency vehicles
- ☐ Pick up/set down points for patrons
- ☐ Bus and taxi zones
- ☐ Parking
- ☐ Temporary structures, including the type, dimensions and proposed use
- ☐ Toilets – patron, staff and food handlers
- ☐ First Aid posts
- ☐ Event Co-ordination/Information centre
- ☐ Security
- ☐ Rubbish bins
- ☐ Drainage pits for disposal of liquid waste
- ☐ Food vendors
- ☐ Alcohol and non-alcohol areas
- ☐ Restricted areas
- ☐ Fire fighting equipment
- ☐ Main power/water/gas control
- ☐ Drinking water sites
  - State whether source is reticulated, tank, carrier, other .....
- ☐ Entertainment sites
- ☐ Other, please list in the space provided

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### 3 Sanitary Facilities

Sanitary facilities are required for all public events.

For indoor events that exceed the limit of the occupancy permit for the building, please contact a private building surveyor to advise you on any additional sanitary facilities that may be required.

The following tables outline the minimum requirements for sanitary facilities to ensure the maintenance and protection of the public health of patrons attending outdoor public events and the community as a whole.

#### Sanitary facilities for events where alcohol IS NOT available

	Males			Females	
Patrons	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

#### Sanitary facilities for events where alcohol IS available

	Males			Females	
Patrons	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

Duration of Event	Quantity of Facilities Required
8 hours +	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Based on the total number of patrons expected to attend the event, please indicate the number of sanitary facilities you intend to provide for the event in the table below.

Total number of patrons:

Event duration:

	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
Existing Facilities					
Additional Facilities					

Will you be providing at least one unisex disabled toilet:

YES ☐

NO ☐

## Management of Sanitary Facilities

Provide the name and contact details of the company supplying the additional sanitary facilities:

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Will the sanitary facilities require emptying or pumping during the event:

YES ☐ NO ☐

Who is the person responsible for monitoring, cleaning and re-stocking consumables in the sanitary facilities during the event:

Name: .....

Organisation: .....

Contact during the event: Mobile: .....

Outline the frequency that sanitary facilities will be:

Monitored: .....

Cleaned: .....

Has the person/people responsible for monitoring, cleaning and re-stocking the sanitary facilities advised staff/volunteers of the potential public health risks associated with coming into contact with bodily fluids such as, blood, faeces, vomit and syringes?

YES ☐ NO ☐

What type of personal protective equipment will be provided to cleaning staff/volunteers:

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Do you have a procedure for the disposal of sharps (ie syringes) that may be generated by patrons of your event?

YES ☐ NO ☐

If 'NO' please contact the Council's Environment & Health Group for advice on the collection and disposal of sharps.

If 'YES' please provide a brief outline of your procedure for collection and disposal of sharps.

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## 4 Temporary Structures

The *Building Act 2000* and the Building Regulations 2004 require that prescribed temporary structures only be erected and used if a Temporary Occupancy Permit has been issued by the Council for their use.

Do you intend to use or erect any of the following structures at your event:

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> Booth, tent or gazebo | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Platform              | <input type="checkbox"/> Tower |
| <input type="checkbox"/> Temporary seating     |                                |

Please list the type, dimensions and use of each structure:

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### Exemptions from Temporary Occupancy Permit

The Director of Building Control has determined that certain booths, tents and gazebos, erected for not more than 10 days at one time, do not require a Temporary Occupancy Permit.

Attached is a copy of the Director of Building Control's Determination outlining the exemptions available.

If you require clarification on this matter or an application form for Temporary Occupancy, please contact the Council's Regulatory Services Group Leader.

## 5 Waste Management

Is there a waste management contractor for the event?

YES ☐ NO ☐

Company:	
Contact Person:	Phone:(Daytime)
Contact during the event: Mobile:	

If no waste management contractor, describe the waste management plan:


How will waste management staff be trained and who will train the staff?


## 6 Traffic Management

Patron access, vehicular or pedestrian, must be planned to ensure there is no disruption to neighbouring businesses or homes, traffic and road ways.

Clear access to the venue by emergency services must be provided and maintained at all times during the event.

Where public transport is not available, or where the event is to conclude after normal public transport operations cease, event organisers must ensure that patrons are advised of the lack of availability of public transport.

To overcome limitations in public transport, the event organisers need to ensure the following is provided for event patrons:

- Providing adequate car-parking, including over-flow car-parking that is well signed and supervised by staff or volunteers of the event;
- Parking for disabled patrons;
- Sourcing private transport providers, if required;
- Providing advance notice of the event to local taxi companies;
- Designating adequate and supervised areas for the pick up and set down of patrons;

The consequences of not making such arrangements can result in disruption and damage to neighbouring premises, vehicular damage and damage to the areas utilised for parking.

<p><b>Is there a parking area for patrons attending your event?</b></p> <p>YES   <input type="checkbox"/>                      NO   <input type="checkbox"/></p>	
<p><b>Is this area marked on your site plan?</b></p> <p>YES   <input type="checkbox"/>                      NO   <input type="checkbox"/></p>	
<p><b>Will the parking areas be supervised and staffed at all times by:</b></p> <p><input type="checkbox"/>    <b>EVENT STAFF</b></p> <p><input type="checkbox"/>    <b>VOLUNTEERS</b></p> <p><b>If provided by a volunteer organisation please complete the following sections</b></p>	
<p><b>Organisation:</b></p>	
<p><b>Contact Person:</b></p>	<p><b>Phone: (Daytime)</b></p>
<p><b>Contact during the event: Mobile:</b></p>	
<p><b>Road Closures</b></p>	
<p><b>Will there be any road closures for the event?</b></p> <p>YES   <input type="checkbox"/>                      NO   <input type="checkbox"/></p> <p><b>If so, please attach a copy of any approvals granted by Tas Police and the Council's Administrative/Cultural Officer and list the details of the road closures below:</b></p>	
<b>Street</b>	<b>Times of Closure</b>
<p><b>Have the following agencies, services and individuals been notified of the road closures?</b></p> <p><input type="checkbox"/>    <b>Tas Fire</b></p> <p><input type="checkbox"/>    <b>Ambulance</b></p> <p><input type="checkbox"/>    <b>Public Transport Providers</b></p> <p><input type="checkbox"/>    <b>Residents and businesses directly impacted by the closures</b></p>	

## 7 Security and Crowd Control

Choosing appropriate security is essential to the success of your event and the safety of the public. Different types of events require different types or combinations of security.

The event organizing committee needs to examine the risks involved with the event by asking for example, "What could happen?" or "What if?" The answers will determine whether police, private uniformed security or peer security is required.

Important points to consider when choosing the type of security for your event are:

- Control of access to stage or performance areas;
- Security control at entrances and exits;
- Control of vehicular and pedestrian traffic;
- Searches for alcohol, drugs and weapons;
- Patrolling for illegally lit fires; and
- Assisting emergency services personnel.

What type of security have you selected for the event?

- ☐ Police
- ☐ Private Uniformed Security
- ☐ Volunteer Organisation
- ☐ None
- ☐ Other. Please provide an explanation in the space provided below.

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If a private security firm has been contracted, please complete the following sections

Company Name:

Licence Details:

Contact Person:

Phone:(All Hours):

Contact during the event:

Phone:(All Hours):

Number of security personnel to attend the event:

Provide a brief outline of their responsibilities at your event:

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If Tasmania Police are to provide security for the event, please complete the following sections

Contact Officer's Name:

Station:

Phone:

Mobile:

Fax:

Email:

Number of officers to attend the event:

Provide a brief outline of their responsibilities at your event:

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Please tick items that security arrangements have been made for and provide a brief outline of those arrangements:

☐ Cash

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☐ Prohibited or confiscated items

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☐ Medical equipment and supplies

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☐ Lost/stolen property

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☐ Lost children

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## 8 Emergency Procedures

Do you have an emergency response plan for the event?

YES ☐ NO ☐

If 'YES' please attach a copy of your emergency response plan.

Copy Attached ☐

Have any of the following agencies been consulted in the development of the emergency response plan:

☐ Tas Police

☐ Tas Fire

☐ Ambulance

☐ SES

☐ St Johns Ambulance

☐ Other. Please provide details in the space provided

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Have all event staff, volunteers and contractors been trained in the requirements of the emergency response plan?

YES ☐ NO ☐

Does your emergency response plan contain the following:

☐ evacuation plan

☐ a site plan of the venue and event

☐ an emergency assembly point

☐ a list of key personnel who are authorized to evacuate, engage emergency services, etc

☐ establish an emergency control centre

☐ contain a communications protocol in the event of power outages

☐ identify alternative entry and exit points for emergency services vehicles

Is your event being held in a fire permit period?

YES ☐ NO ☐

Have you provided for fire fighting equipment?

YES ☐ NO ☐

If 'YES' please list the fire fighting equipment that will be available at the event:

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If your event is to be held on a Total Fire Ban day, provide a brief outline of the changes that will be made to your event to incorporate these restrictions:

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## 9 First Aid

The provision of First Aid is critical to any event. First Aid Posts must be appropriately equipped and easy to find by patrons.

The number of Posts required depends on the size of the event. Use the table below as a guide.

First Aid room(s) must be provided to the satisfaction of the First Aid Provider. At a minimum, the rooms must be fitted with:

- a floor;
- chairs and tables;
- easily identified signage that is visible at night;
- power and running water, and
- adequate lighting.

The figures below were suggested by St John's Ambulance Australia for the provision of first aid posts at public events.

Patrons	First Aid Personnel	First Aid Posts
500	3	1
1 000	4	1
2 000	6	1
5 000	8	2
10 000	12	2
20 000	22+	4



<b>Who is supplying First Aid at your event?</b>	
<b>Name of Provider:</b>	
<b>Contact Person:</b>	
<b>Phone (Daytime):</b>	<b>Mobile:</b>
<b>Number of First Aid Posts:</b>	
<b>Number of First Aid Personnel at each post:</b>	
<b>Are the First Aid Posts marked on your site plan?</b>	
YES <input type="checkbox"/>	NO <input type="checkbox"/>

## 10 Noise

<p>Events can create noise levels much higher than normal expected or experienced by the community. Music amplifiers, refrigerators, generators, and crowds are all contributing factors. It is important to monitor the level of noise produced by the event to minimize disruption to local residents and businesses.</p> <p>At events where noise levels are very high, such as rock concerts, air shows and motor racing, employees exposed to high noise levels for prolonged periods must be provided with adequate ear protection. The audiences should also be warned of the dangers posed and advised of measures to protect their hearing.</p> <p>Noise pollution from events can cause complaints to authorities from surrounding residents and the community.</p>
<b>Describe the activities/mechanisms likely to create higher than normal noise levels at your event.</b>
<b>Describe how you will monitor and minimise noise levels.</b>

## 11 Food and Alcohol

<p><b>Will food be available at your event?</b></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If 'YES' please provide copy of all Food Licence's of stalls to accompany your application for a Place of Assembly licence. If not registered as food premises please fill in attached Temporary Food Licence for all unregistered stalls and return with application for Place of Assembly licence. This is available from Council's Environment &amp; Health Group.</p>
<p><b>Will alcohol be available at your event?</b></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If 'YES' please complete a Food Safety Management Plan to accompany your application for a Place of Assembly licence. This is available from the Council's Environment &amp; Health Group.</p>