



Your Details

Contact Name:

Organisation:

Postal Address:

Contact Phone Number/s: :

Contact Email:

Venue/s Required:

| | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Anzac Park | <input type="checkbox"/> Apex Park | <input type="checkbox"/> Bicentennial Park |
| <input type="checkbox"/> Fairway Park | <input type="checkbox"/> Hiscutt Park | <input type="checkbox"/> Johnson's Beach |
| <input type="checkbox"/> Legion Park | <input type="checkbox"/> Lions Park (Penguin) | <input type="checkbox"/> Lions Park (Ulverstone) |
| <input type="checkbox"/> Tobruk Park | <input type="checkbox"/> Otto's Grotto (inc. Fleet's Inn BBQ Hut) | <input type="checkbox"/> Other: |

Event Details:

Name of Event:

Event Type/Description:

Start Day & Date of Event:(day)/...../..... (DD/MM/YYYY)

Venue Access Times: From To.....

Event Start Time: Event End Time:

Is your event open to the public? Yes No **If yes, please complete the event management plan overleaf*

Will you have any temporary structures (e.g. marquees, stages, rides) for your event? Yes No

If yes, please provide details:

.....
.....

Insurance Details

The applicant is responsible for the safe conduct of the activity. You agree to fully indemnify the Central Coast Council against any claims arising from the activity, and you must hold public liability insurance which adequately covers the proposed activity if open to the public. If you do not have appropriate insurance, you may apply to be covered by Central Coast Council's Community Liability Insurance. This is an additional cost and is only available to certain activities and users (under the terms of the policy).

Do you require casual hirer's public liability cover? Yes No

** If no, and your event is open to the public, you must provide a copy of your public liability to council before the event.*

Additional comments:

.....
.....

Event Day:

Primary Contact: Name **Mobile:**

Secondary Contact: Name **Mobile:**

Signed (Hirer): *Please return completed form to: bookings@centralcoast.tas.gov.au*

Please only complete this page for events open to the public, and/or for your own peace of mind

Contact the Community Development Team to discuss the forms necessary for your event on 6428 8955. More information is available in the Central Coast Event Management Guide: www.centralcoast.tas.gov.au/play/planning-events/event-planning-process

Document Checklist

- Event Management Plan
- Risk Management Plan *
- Public Liability Form *
- Site Plan / Register of Stall holders *
- Traffic Management Plan
- Road Closure Request Form
- Mobile/Temporary Food License
- Temporary Occupancy Permit
- Liquor Permit
- Event Equipment Hire Form
- Place of Assembly License/Application
- Other:

* Compulsory for all events

Do you require a Landholders permission letter to apply for a Liquor Permit or Fireworks? Yes No

| | | | |
|--|--------------------------------|---------------------------------|---|
| Closing a road/carpark/footpath? | no <input type="checkbox"/> | yes <input type="checkbox"/> | Please complete the Road Closure Request Form |
| Do you need to install event signage on council roads? | no <input type="checkbox"/> | yes <input type="checkbox"/> | Please provide a map or list of sign locations |
| Access to power? | no <input type="checkbox"/> | yes <input type="checkbox"/> | Please note, not all Council parks have access to power |
| Will there be more than 1000 people at the event in a two-hour period? | no <input type="checkbox"/> | yes <input type="checkbox"/> | Please complete the Place of Assembly Application: www.centralcoast.tas.gov.au/play/planning-events/event-planning-process/application-for-a-place-of-assembly-licence-event |
| Do you need temporary barriers? | no <input type="checkbox"/> | yes <input type="checkbox"/> | Council has a limited amount available to assist community groups with equipment. Please complete the Event Equipment Hire Form |
| Will there be temporary structures e.g., marquees, stages? | no <input type="checkbox"/> | yes <input type="checkbox"/> | You may need a Temporary Occupancy Certificate from a licensed Building Surveyor |
| Will there be amusement or inflatable rides? | no <input type="checkbox"/> | yes <input type="checkbox"/> | Please go to: https://worksafe.tas.gov.au/topics/Health-and-Safety/hazards-and-solutions-a-z/hazards-and-solutions-a-z-pages/a/amusement-devices |
| Will there be fireworks? | no <input type="checkbox"/> | yes <input type="checkbox"/> | Please go to: https://worksafe.tas.gov.au/topics/licensingpermits-and-registration/fireworks-permits |
| Will food be sold? | no <input type="checkbox"/> | yes <input type="checkbox"/> | Please provide copies of food business registrations and vendor insurance details |
| Will alcohol be served? | no <input type="checkbox"/> | yes <input type="checkbox"/> | Please note, alcohol is not allowed at some Council venues/events |
| Will alcohol be sold? | no <input type="checkbox"/> | yes <input type="checkbox"/> | For sale of alcohol regulations go to: https://www.treasury.tas.gov.au/liquor-andgaming/liquor |
| Do you need extra rubbish bins & collection? | no <input type="checkbox"/> | yes <input type="checkbox"/> | This Council service incurs additional fees, and you will receive an invoice |
| Will animals be involved? | no <input type="checkbox"/> | yes <input type="checkbox"/> | Provide a copy of the animal owner's Public Liability Insurance |
| Will there be noise that is unusual for the area? | no <input type="checkbox"/> | yes <input type="checkbox"/> | Please go to: https://epa.tas.gov.au/epa/noise/noisepublications/assessing-noise-nuisance |
| Will you require permits from other authorities i.e., Police, State Growth, PWS? | no <input type="checkbox"/> | yes <input type="checkbox"/> | Please indicate what permits are required and provide a copy to Council |