

**EVENT APPLICATION PACK**

This application should be completed after reading Council's Event Management Guide.
For any queries, please contact Council's Marketing & Events Officers on 6424 0511.

Please ensure all information relevant to your event is completed and returned to Council at least
1 month prior to the event

ORGANISER DETAILS

Event Organiser	
Contact Person	
Contact Phone	
Email	
Address	

EVENT DETAILS

Name of Event			
Location			
Event Start Date		Event Start Time	
Event Finish Date		Event Finish Time	
Set-up Time		Pack-up Time	
Event Description Please provide information on the type of event and activities happening, this information may be used by Council in promoting your event.			
Anticipated patron numbers			
Anticipated maximum number of people at your event at one time			
Entry Fee (if applicable)			
Number of nearest toilets for use by patrons Specify Male / Female / Disabled where applicable			
What Structures will be at your event? Stages, Marquees, booths etc.			
Number of vendors attending your event			

Food Vendors		Alcohol Vendors		Other Vendors	
Please list Business Names of all Food Vendors attending your event It is your responsibility to collect copies of Food Permits and Public Liability insurance from each vendor.					
Have you included a copy of your Public Liability Insurance (min \$20 million)		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If No, why?					
Have you attached a copy of your event site plan to this application? Your Site Plan should include Site Boundaries, Street Access Points, Entry & Exit Points, Location of Vendors/Stalls/Structures, First Aid, Toilets and Designated Smoking Areas (if applicable)		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If No, why?					
Have you included a risk management plan in your event application? A risk management plan is mandatory for every event. We have included a template for a basic risk management plan in this pack, or you can supply your own.				YES	<input type="checkbox"/>

I hereby make an application to hold an event for the dates and times specified in this application. I confirm that the information provided in this form is true and correct. and undertake to be bound by and comply with the Terms and Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the facility in association with this application comply with the terms and conditions.

Signature of Applicant		Date	
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Personal Information Protection Statement is available to view at www.devonport.tas.gov.au

OFFICE USE ONLY:			
APPLICATION APPROVED	<input type="checkbox"/>	APPLICATION REFUSED	<input type="checkbox"/>
REASON REFUSED			
CONDITIONS OF APPROVAL			
Signature of Council Officer		Date	

ADDITIONAL PERMITS		You may be required to obtain additional permits. Application forms are included in this pack.
Will you be holding your event in a Council facility or on Council or Public land?	YES <input type="checkbox"/>	You will need to complete the <i>Casual use of a Recreation Ground or Reserve or Facility</i> form. A copy is included in this pack. Contact Council's Recreation Development Coordinator on 6424 0511 to discuss this further.
Is your event one of the following: Market, food and wine festival, music festival, agricultural show, carols by candlelight, any mass outdoor event subject to Place of assembly Licence	YES <input type="checkbox"/>	The Director of Public Health requires your event to be smoke-free. You may need to apply to the Department of Health for designated smoking areas at your event. Call 1800 671 738 or visit www.dhhs.tas.gov.au/peh/tobacco_control
Will you be providing/selling food at your event?	YES <input type="checkbox"/>	If you are not a registered food business you may need to complete a <i>Temporary Food Permit Application</i> , a copy of the form is included in this pack. Most food vans and vendors have their own permit Contact Council's Environmental Health Officers on 6424 0511 to discuss this further.
Will you have any temporary structures (i.e. marquees, stages etc.) at your event?	YES <input type="checkbox"/>	If you are erecting any structures at your event, you may have to apply for a Temporary Occupancy Permit. If your structures combined occupy over 75m2 you will need to contact an authorized Building Surveyor.
Will you be closing or obstructing any public roads or car parks for your event?	YES <input type="checkbox"/>	If you are closing or obstructing any roads or car parks for your event, you will need to apply for an "Application for a Permit for Road Closure" This must be applied for at least 3 weeks prior to the event. Contact Council on 6424 0511 to discuss this further.
Will you have fireworks at your event?	YES <input type="checkbox"/>	If you are having Fireworks at your event, you must apply and gain approval from Workplace Standards Tasmania and notify Council of your approval. 1300 366 322 or www.worksafe.tas.gov.au
Will you have over 1000 people at any one time at your event?	YES <input type="checkbox"/>	If your event is outdoors, has 1000 or more people in attendance at any one point in time and has a duration of 2 hours or more you will require a "Place of Assembly" Licence. An application form is enclosed. Contact Council's Environmental Health Officer to discuss this further.
Will you be serving or selling alcohol at your event?	YES <input type="checkbox"/>	Applications for a Liquor Permit can be obtained from the Licensing Board through Service Tasmania. www.liquorlicensing.tas.gov.au

TERMS & CONDITIONS

- (1) All charges in relation to hire must be paid in full by the due date, unless the Council has approved suitable arrangements.
- (2) If you require the use of change rooms, toilets, canteens or meeting rooms you may be required to collect a key from the Devonport City Council Operations Centre at 44 Lawrence Drive, Devonport. It is the responsibility of the applicant to clean the change rooms after use. The change rooms must be left clean and tidy, failure to do so will incur any costs associated with the cleaning of rooms.
- (3) The Council reserves the right to approve the use of the facility by other persons at any time not specified in this application at any time when the facility is not required for use by the hirer.
- (4) The Council may require the hirer to make available any building or facility on the ground to another hirer where such building or facility is not the property of the hirer. This may include removal of goods and chattels of the hirer if deemed necessary.
- (5) The Council reserves the right to cancel the hirers use of a facility on a date shown in this application in the event of the facility being required for an extraordinary function or extraordinary use.
- (6) The Council reserves the right to close a ground for use, or redirect users to an alternate ground where in the opinion of the Manager of the Operations Centre or their delegate, conditions render the ground unsuitable for use.
- (7) The hirer 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 the facility and the hirer hereby agrees to indemnify the Council to the extent that such policies are affected by commission or omission.
- (8) The hirer agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, claims, charges, expenses and damages whatsoever which may be brought about or made or claimed against it by any of them arising out of or in any way related to the use of this facility.
- (9) The hirer shall at all times during the allocated period of hire insure and keep insured with an insurance company approved by the Council against public risk for an amount of not less than \$20 million.
- (10) The hirer shall not produce, or perform, or suffer to be produced or performed at the facility 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 hirer indemnifies Council against any claim for breach of copyright during such hiring, and any costs incurred in connection therewith.
- (11) No intoxicating liquor is to be served, 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 hirer is to strictly observe wet and dry areas stipulated on the permit.
- (12) The use of portable soccer goal posts must comply with the Standards Australia document HB227-2003.
- (13) The hirer shall ensure an inspection, to remove any waste or hazards that have evolved during the hire period, is carried out before departing the facility. Failure to do so will incur any costs associated with the cleaning of the facility.

UNDERTAKING

Iof hereby make application for use of the above Council facility for the dates and times specified and acknowledge having received and read the Terms and Conditions of hire and undertake to be bound by and comply with the Terms and Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the facility in association with this application comply with the terms and conditions.

SIGNATURE OF APPLICANT:..... DATE:



SPECIFIC PLACE OF ASSEMBLY LICENCE APPLICATION

Tasmanian Public Health Act 1997 Part 5

A public event is defined by the Public Health Act 1997 as any performance, exhibition, spectacle, circus, festival, pageant, regatta, sports event or similar entertainment put on for the public.

A Place of Assembly Licence is required for any public event that goes for more than two hours and may have over 1000 people at any given time

Licence Fee Applicable: Please see the current fee structure for the applicable cost for this permit. Contact Council’s Environmental Health Officer for any questions relating to Place of Assembly Licence application or fees on 6424 0511.

To the General Manager of the Devonport City Council.

I hereby apply for: A special events licence, pursuant to Part 5 of the Public Health Act 1997 and furnish the following particulars in respect to my application:

Site Traffic Management.

Please detail how you intend to manage traffic on, in and out of your event (this includes vendor vehicles, car parking and pedestrian access).

Attach a separate document if required and/or add details to the site plan.

ELECTRICITY & GAS

Will you require power on site?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Will gas be used on site?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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FIRE

Has a fire safety plan been prepared	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Will there be a tested 1.5kg (E) Type Dry Chemical Fire Extinguisher mounted and clearly visible?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Will there be a fire blanked easily accessible where any cooking activity is taking place?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
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WATER		
Will you require water on site?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If Yes; for what purpose?		
Please detail your waste water disposal plans		
WASTE DISPOSAL		
What types of waste/rubbish will you have?		
How do you plan on disposing of it? (detail both on site and off site plans)		

PLACE OF ASSEMBLY AGREEMENT

I hereby agree to occupy and use the site at our own risk and shall accept all liability for damage or injury to any persons or property howsoever the same shall occur and hereby release and indemnify the Devonport City Council from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to any person, persons or property on the site.

Event Coordinators Name		
Signature of Applicant		Date
Manager/President Name		
Signature		Date



Application for an Individual Temporary Food Permit

Food Act 2003

Applicant Details

Full Name of Responsible Person:

Full Residential Address:

Phone Number:

Mobile:

Email:

It is a requirement of the *Food Act 2003* that the person responsible for a Temporary Food Premise can demonstrate a satisfactory level of knowledge and skills of food safety. Please provide details of such experience and qualifications:

Business Details (if applicable)

Food Business Name:

Full Business Address:

Details of Operations

Location of Operation:

Name of Event (if applicable):

Date:

Event Time - From:

To:

Description of Premises (ie. tent, food van, etc):

Vehicle Registration No. (if applicable):

Description of food types proposed for sale:

Food Safety Details (Permit will not be granted if these sections are left blank)

Food Preparation - Describe how foods are to prepared (ie. cooked, heated, mixed, cut, etc) on-site at the event:

Will foods be prepared and/or stored prior to the event? YES / NO (please circle)

If yes, please advise address:

If yes, is this premise a registered kitchen with Devonport City Council? YES / NO (please circle)

How will temperatures of foods be monitored during this time?



Application for an Individual Temporary Food Permit

Temperature Control - Explain how potentially hazardous foods will be kept either cold (below 5 degrees C) or hot (above 60 degrees C) **during transportation to the event:**

Explain how potentially hazardous foods will be kept either cold (below 5 degrees C) or hot (above 60 degrees C) **during storage and sale at the event:**

Hand Washing - Does your temporary premise have separate hand washing facilities with warm running potable water from a single spout, together with pump soap & paper towel? YES / NO (please circle)

Note: Waste water must be collected and disposed of correctly, water must not be recycled/reused.

If no, please advise details of alternate facility:

Skills/Knowledge - Do staff working in the food business have any food handler training or previous skills & knowledge of food safety? Please describe:

Structure (N/A for vans) - Does your temporary booth, tent, etc. have the following (please tick)?

- | | |
|---|---|
| <input type="checkbox"/> Water resistant roof | <input type="checkbox"/> 3 walls which cover the entire food prep & display area |
| <input type="checkbox"/> Easy to clean flooring area | <input type="checkbox"/> Restricted public access |
| <input type="checkbox"/> Separate dish washing facilities | <input type="checkbox"/> Sneeze guard or similar, to protect food from the public |
| <input type="checkbox"/> Protection from insects, pests, etc. | <input type="checkbox"/> Smooth, easy clean & non-absorbent work surfaces |
| <input type="checkbox"/> Ample supply of gloves & clean tongs | <input type="checkbox"/> A sanitising/cleaning method for all worksurfaces |
| <input type="checkbox"/> Sufficient rubbish receptacles | <input type="checkbox"/> A method of disposing of waste-water |

If you cannot comply with any of the above, please provide alternative details:

Site Plan - Please draw an approximate sketch of your food premises, showing the location of equipment, fixtures and fittings in a bird's eye view (looking down on the premises). Please specify the items listed and indicate the corresponding numbers, as well as any other features you feel appropriate.

- | | |
|-------------------------------|-------------------------------|
| 1. Refrigeration/Cold Storage | 2. Equipment Washing Facility |
| 3. Hand Washing Area | 4. Counter/Payment Area |
| 5. Food Preparation Area | 6. Display Area |
| 7. Wastewater Display | 8. Other: _____ |
| 9. Other: _____ | 9. Other: _____ |



RISK MANAGEMENT PLAN TEMPLATE

Controls should be identified for any applicable risks

This list is not complete and should be used as a guide only, please add any other risks not listed or attach a separate document if required.

If unsure of level of Risk Management Plan required please contact Council.

IDENTIFIED RISK	CONTROL MEASURE
Site Traffic Management. Please detail how you intend to manage traffic on, in and out of your event (this includes vendor vehicles, car parking and pedestrian access).	
Drug or Alcohol Affected Person	
Fire	
Structure/Marquee Collapse	
Debris/Sharps on event ground	
Food Poisoning	
Power Failure	
Water Failure	
Lighting Failure	
Communications Failure	
Disorderly Conduct	
Excess Noise	
Rubbish (during and after event)	

RISK MANAGEMENT PLAN

Unclean Toilets	
Overcrowding	
Trip Hazards	
Extreme Weather	
Lack of Parking	
Inadequate Access for Emergency Vehicles	
Incident During Set Up of Event	
Fire Safety on Site	
First Aid/Medical Assistance	
Staff Training/Responsibilities	
No Shade	
Overhead Power Lines	
Chemicals or Dangerous Materials	
High Winds	
Safety of Operations Amusement Rides & Attractions	

	<p>APPLICATION FOR A PERMIT</p> <p>FOR ROAD CLOSURE</p> <p>Issued under the <i>Local Government (Highways) Act 1982</i></p>
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For any queries on your road closure, please contact Council's Risk Department on 6424 0511
[This application must be submitted at least 3 weeks prior to your proposed closure.](mailto:council@devonport.tas.gov.au)
council@devonport.tas.gov.au
See guide material on Pages 4 and 5 of this form.

ORGANISER DETAILS

Organisation Name	
Responsible Person	
A/H Contact Phone	
Email	
Address	

It is a legislative requirement that the road closure be advertised in the local press at least 5 days prior to the actual closure. **Please indicate below your preference for Road Closure advertising.**

Council to advertise road closure on behalf of organiser and on charge the cost

Internal cost code for advertising

Organiser to place their own road closure advertising and supply copy to Council

ROAD CLOSURE DETAILS

Purpose of Road Closure

Please detail below all roads and carpark that you would like closed/restricted and include specific details for each one. If you have indicated you would like Council to publish this information on your behalf, this information will be used as the wording for your public notice

Name of road to be closed			
Between (intersecting roads)		and	
Date/s		to	
Timeframe for closure		to	
Name of road to be closed			
Between		and	
Date/s		to	

Timeframe		to	
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Name of road to be closed

Adopted	Version Date	TRIM Reference	Review	Document Controller
Approved	February 2015	D358546	February 2017	RMC
Document Printed 7/09/2017– Refer to TRIM / INTRANET FOR THE LATEST VERSION				

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Between		and	
Date/s		to	
Timeframe		to	
Name of road to be closed			
Between		and	
Date/s		to	
Timeframe		to	

CAR PARK CLOSURE DETAILS

Name of Car Park to be closed			
Date/s		to	
Timeframe		to	

Note: Charges may apply for car park closures, refer to Council's Customer Services Coordinator

TRAFFIC MANAGEMENT DETAILS

<p>Please detail the arrangements that will be in place for access for emergency services and affected residents and businesses during the road closure:</p>	
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Documents to be attached to the application:

<input type="checkbox"/>	Copy of the certified Traffic Management Plan and map
<input type="checkbox"/>	Copy of the letterbox notification to nearby residents/businesses

Adopted	Version Date	TRIM Reference	Review	Document Controller
Approved	Sept 2017	D358546	February 2018	RMC
Document Printed 7/09/2017– Refer to TRIM / INTRANET FOR THE LATEST VERSION				

	<p>APPLICATION FOR A PERMIT</p> <p>FOR ROAD CLOSURE</p> <p>Issued under the <i>Local Government (Highways) Act 1982</i></p>
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TERMS AND CONDITIONS

- (1) The Council reserves the right to cancel the applicant’s use of a road on a date shown in this application in the event of the road being required for an extraordinary function or extraordinary use.
- (2) 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 closure of this road and the applicant hereby agrees to indemnify the Council to the extent that such policies are affected by commission or omission.
- (3) The applicant agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, claims, charges, expenses and damages whatsoever which may be brought about or made or claimed against it by any of them arising out of or in any way related to the closure of this road.
- (4) Ensure an inspection to remove any waste or hazards that has evolved during the road closure is carried out before reopening the road or area.
- (5) The applicant shall at all times during the allocated period of use insure and keep insured with an insurance company approved by the Council against public liability for an amount of not less than \$20 million.

UNDERTAKING

I _____ Of _____
 hereby make application for closure of the above road/s for the dates and times specified and acknowledge having received and read the Terms and Conditions and undertake to be bound by and comply with the Terms and Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the road in association with this application comply with the terms and conditions.

Signature of Applicant

Date

PERMIT APPROVAL

This permit is issued under the authority of the ‘*Local Government (Highways) Act 1982*’ and must be made available to viewing, along with attachments, at any time on the particular site or road upon request of a delegated officer.
 In executing this permit the applicant agrees to undertake activities in accordance with the ‘Terms & Conditions’ set out in the application and the following additional conditions:

Conditions of Approval			
Approved by		Position	
SIGNATURE		Date	

Adopted	Version Date	TRIM Reference	Review	Document Controller
Approved	Sept 2017	D358546	February 2018	RMC
Document Printed 7/09/2017– Refer to TRIM / INTRANET FOR THE LATEST VERSION				



APPLICATION FOR A PERMIT

FOR ROAD CLOSURE

Issued under the *Local Government (Highways) Act 1982*

Guide to applicants when applying for a Road Closure.

The following dot points outlined are a reference summary when considering a road closure planning and application process.

- Need to undertake a risk assessment of the planned works Safety of personnel involved with the road closure must be considered?
- Does the Road need to be closed?
- Can alternative traffic management control be implemented instead the road being closed.?
- Will the road closure has any effect on a main arterial road network– Yes / No?
- Refer to Council Officer - (Reference to the arterial roads strategy document in TRIM).
- Would the road closure have a significant impact on localised business and or property owners?
- Hours that a road closure can apply, needs to be considered for example: some location may have peak period traffic flows therefore closing a road should not apply during these times.
- Consider appropriate road closure times and busy activity times around school to be included in assessment.
- Consider traffic route restrictions for emergency services.
- Consideration around local access / times for property owners / occupiers in the area designated by the road closure application.
- Will the road closure be near other potential road closure's that could have a detrimental effect on traffic movement in the general area?
- Use of BMS - Notice Boards on site to help advise public should dates change.

Need any additional information please contact Council's Safety Officer – (03) 6424 0511

Adopted	Version Date	TRIM Reference	Review	Document Controller
Approved	Sept 2017	D358546	February 2018	RMC
Document Printed 7/09/2017– Refer to TRIM / INTRANET FOR THE LATEST VERSION				



APPLICATION FOR A PERMIT

FOR ROAD CLOSURE

Issued under the *Local Government (Highways) Act 1982*

ROAD CLOSURE REQUIREMENTS

Traffic Management Plan (TMP)

A Traffic Management Plan (TMP) and MAP with all signage marked and listed (i.e. Road Closed Ahead, Detour and any other signage where appropriate).

The TMP Plan must be designed and approved by a person qualified as detailed in the "Traffic Control for Works on Roads – Tasmanian Guide 2011" to do Traffic Management Plans.

Car Park Closures

If you are requesting access to, or closure of a car park, for your event please make sure you nominate the car park in the application form.

Road Closure Signage

You must arrange for the nominated road signage in accordance with AS 1742.3 and detailed in the TMP to be available. The installation and removal of traffic control signage must only be undertaken by suitably qualified person. You may need to contact an appropriate road signage company to supply, install and remove the signs.

Road Closure Pre-inspections

Organisers are to contact Council to arrange a pre-inspection of the road/s to be closed.

Should the pre-site inspection indicate maintenance is required Council reserves the right to cancel the event and or application forthwith.

Essential Services

Tasmania Police - Tasmania Fire Service – SES – Tasmania Ambulance Service – Bus Services
Council will notify essential services of the road closure once the application has been approved.

Letterbox Drop

It shall be the responsibility of the applicant to notify residents and businesses in the vicinity of the road closure prior to the event being held. This will be done by a letterbox drop at least 2 weeks prior to the event. A copy of the letter distributed must be provided to Council for Council approval prior to being distributed. You must personally visit affected businesses to discuss the event.

Road Closure Advertisement

It is a legal requirement that the road closure be advertised in the local press at least 5 days prior to the actual closure.

If you intend to advertise your own road closure, Council will require proof of the advertisement being placed. By agreement Council can place the advertisement on behalf your organisation; however, Council will invoice your organisation to recover the cost of the advertisement. Failure to advertise the event or road closure, this permit will be withdrawn by Council.

Road Cycle Races

Section 49AB of the *Police Offences Act 1935* requires that a person must not organise or conduct a Road Cycle Race or Road Cycle Event without a Permit (if it is to be held wholly or partly on a public street).

Road Cycle Race: means a race, rally or other competitive sporting event involving two or more cyclists.

Road Cycle Event: means an event that (a) involves 70 or more cyclists, and (b) requires the use of public streets.

An Application to Conduct a Road Cycle Race or Event should be completed and forwarded to the Commander of the nearest District police headquarter.

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Approved	Sept 2017	D358546	February 2018	RMC
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