



Devonport  
City Council

# A Guide to holding an Event

An event planning toolkit  
with useful tips and  
information to help you  
deliver a successful event  
in Devonport.

[www.devonport.tas.gov.au](http://www.devonport.tas.gov.au)

**DEVONPORT.**



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# When is an Event Application Required?

## Is your event on private land or in a Hall?

If your event is a private event held on private land or in a hall, you will not need to complete an event application. You will follow a different process. To hold an event or activity on private land, the first thing you need to do is to enquire with Council's Development and Planning section, Call Council to discuss your proposal with a planner.

To hold an event or activity in a Council-managed hall or building, you can either make a booking on [Council's Bookable system](#) or contact Council to discuss your proposal with a member of the Council's Halls and Facilities team.

## How do I apply to hold an event on Council owned or managed land?

To hold an event or activity on Council owned or managed land, Council approval is required. For larger gatherings, an Event Application may need to be completed.

To hold a small gathering (such as a family function or wedding service) you may only be required to make a [Casual Reserve booking](#) via Council's website.

## How do I know if I need to complete an Event Application?

As a guide, an event application will be required if your event:

- Requires exclusive use of public reserves and/or facilities (ie toilets, existing infrastructure)
- And/or has any of the following:
- Requires the use of Council Services (eg. additional/extended periods of lighting of reserves, additional waste services);
- Is likely to attract an audience of more than 100 people;
- Is open to the public (free or ticketed);
- Requires full or partial temporary closure of a road;
- Proposes the installation of temporary structures & facilities (stages, platforms, marquees, portable toilets, etc.);
- Will have amusement and/or inflatable devices;
- Comprises the sale or service of food/drink;
- Comprises the sale, service or tasting of alcohol;
- Is a one-off sporting activity (ie not related to seasonal competitions)

If your event proposes the above activities or features, an Event Application will need to be completed.

If none of the above apply to you then a simple Casual Reserve booking may be all that is required - see [Application for Casual Use of a Park or Reserve](#) form on the Council's website.

# Holding an Event in Devonport

Well managed community events are an important part of Devonport's cultural calendar. They promote community pride and spirit, bring people together in an atmosphere of fun, and attract visitors to the region.

Making a public event accessible to everyone in the community is an important consideration, as it ensures that everyone can participate and enjoy the event regardless of their abilities or differences.

Council supports community-based events by supplying information, advice, and access to a range of resources, including twice-yearly Community Grants.

This guide has been developed to assist you to plan a small to medium sized event.



## When planning a community event, you should:

1

Read the Event Guide to find out what will be needed for your event.

2

Discuss your idea with others to gain support, and if possible, put together a working group or committee to help you plan and deliver your event.

3

Decide on some of the basic structures of your event, and how you intend to fund it.

4

1. Notify Council's Events Team of your event so that we can add your event to our Calendar and advise of any clashes or issues.

5

Proceed through your planning, obtaining the necessary permissions.

6

Submit an Event Application Pack at least **one month** prior to your event.

This Guide is a practical reference and source of ideas and should be used when completing the Devonport City Council Event Application Pack. Depending on your event, there may be other aspects not covered in this document.

There is a handy list of Key Contacts on pages 23-26 which we recommend contacting if you need more information on any specific topic.

### **Council can help get the word out about your event by:**

- Including your event on our online Calendar of Events - available on our website: [www.devonport.tas.gov.au/whats-on-devonport/](http://www.devonport.tas.gov.au/whats-on-devonport/)
- Social media promotion via the Devonport Events Facebook page
- Community Services monthly newsletter

### **Financial Assistance Grants**

Council runs a twice-yearly Grants Program with Major and Minor grants available for Festivals and Events (not for ongoing operational or recurrent costs).

Visit: Financial Assistance Grants | Devonport City Council for details on how to apply.

### **Getting started**

Before you begin planning your event, it is helpful to have a clear vision of what you want your event to be.

Answering a few simple questions such as Why, When, Where and How will help you 'sell' your event to others and will ensure you stay on track to achieve what you set out to do.





# Why? When? Where?

## Why?



In figuring out why you want to hold an event, you should consider the following questions.

- What do you aim to achieve from your event? E.g., highlight local talent, provide a day of entertainment, bring the community together.
- Who is your target market/who do you want to attend your event?
- How will you measure the success of the event?

## When?

Factors that should inform the timing of your event:

- Suitable weather for the type of event.
- Other events at the same time which could “steal” your audience. This may be the same day/ weekend or just before or after your event. There is a limit to the amount of activity that a region can sustain. You could also consider the possibility of merging or co-marketing events.
- School and public holidays could have a positive or negative impact on your event.



## Where?



The right choice of venue is crucial to the success of your event. Some of the following may be considered when choosing the site for your event:

- Access to power and services
- Infrastructure
- Proximity to transport
- Suitable parking
- Proximity to residential areas for noise/traffic nuisance
- Bushfire/flooding potential
- Proximity to water bodies
- Potential weather events
- Disability access

# Where?

## **If the event is to be held on Council land or in a Council venue**

Council-run halls and open spaces (parks, reserves) can be booked online for events. Information and booking forms can be found at:

[Application for Casual Use of a Park or Reserve | Devonport City Council](#)  
[Halls & Venues | Devonport City Council](#)

## **If the event is on private land**

Gain the permission from the land holder and speak with Council's planning department to ensure that there are no obstacles to the type of event you plan being held on that property.

## **If the event is on public land**

Consultation is needed with the appropriate land manager or statutory authority.



# How?

When planning your event, we strongly suggest joining with others who may have an interest in your event and forming a committee. This will ensure you can properly and safely plan and staff your event.

A committee should consist of members from a range of backgrounds, with a range of skills and abilities. For larger events, the committee should be broken up into sub-committees to manage different areas of the event and could include:

- Administration/Coordination
- Finance
- Communication
- Logistics
- Accessibility
- Programming
- Food/Amenities
- Sustainability & Waste Management
- Marketing & Promotion
- Volunteer Management

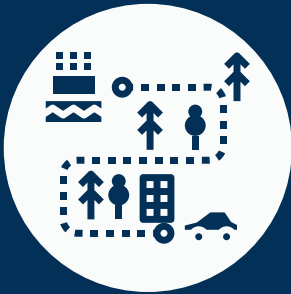
## Public Liability Insurance

It is essential when managing a public event that the event and the event organiser has adequate public liability insurance coverage.

- A festival or event should be managed by an incorporated body to ensure that any liabilities are enforceable against the organisation itself, rather than committee members personally.
- If the event is not run by an incorporated organisation, the event should be auspiced (covered under another's insurance) by a suitable organisation. For further information about what auspicing is, visit: [What is auspicing? | Not-for-profit Law \(nfplaw.org.au\)](#) .
- If other companies are involved in your event such as amusement providers, they should have their own insurance coverage. Organisers of an event should collect a copy of their stallholders Certificates of Currency. This is piece of mind that in the unlikely case of something going wrong, any liability can be directed to the stall holder at fault..
- For quotes on insurance for community groups, visit: [Not For Profit Local Community Insurance – LCIS Community Group Risk Management](#), not for profit Risk management.



# Logistics



## Site Plan

A site plan is a drawing showing the ground layout of your event and is essential for event planning and management.

A site plan for your event must be sent to Council with your Event Application Pack.

Site plans typically show the site boundaries, street access, toilets, stalls, and tent locations etc. You should also include exit and entry points, Emergency Assembly Areas, accessibility features and your events headquarters/control centre. See our example.



Your site plan should be easy to interpret and, at large events, be posted strategically around the site for use by patrons. The site plan is also useful for staff and volunteers setting up the event.



## Dial Before You Dig!

For any structures that require penetration of the ground (including signage), event organisers should contact Dial Before You Dig Home | Before You Dig Australia (BYDA) and have onsite service locations carried out for information on underground assets.



Damages to assets pose a safety risk to your staff or contractors. Also, underground assets belonging to Council, Department of Primary Industries Parks Water & Environment, Telstra, nbn, TasWater, Tas Gas, TasPorts or TasNetworks can incur large fees if they are damaged due to negligence.



## Traffic Management

You will need to complete an Application for Closure of Public Streets form and a Traffic Management Plan for Council approval if your event:

- Requires a street or road closure.
- Increases road congestion in the area.
- Will restrict access to or require the use of footpaths.
- Requires parking beyond the availability nearby.

You can find the Road Closure form here: [Road Closure Permits | Devonport City Council](#).

If the road requiring closure is a state road, the event organiser will need to contact State Growth to obtain the necessary approval. Visit: [State Roads | Department of State Growth](#).

Getting the word out for your road closure:

- Council will advertise the road closure in the local paper and will invoice your organisation for the cost of the advertisement
- You must organise a letter box drop, or door knock for residents in the immediate area of the road closures at least two weeks before the event to notify them of the closures.
- In addition, Council recommends other organisations and businesses that may be affected by your event e.g., Police, Emergency Services, Public Transport providers, TasRail and TasPorts.

**FOR FURTHER INFORMATION AND ADVICE ABOUT ROAD CLOSURES, CONTACT COUNCIL'S ENGINEERING DEVELOPMENT OFFICER ON 03 6424 0511**

**\*SEE PAGES 23-26 FOR USEFUL CONTACTS**



## Temporary Structures and Staging

The *Building Act 2016* governs the erection of freestanding temporary structures over a certain size and area which may apply to your event.

This applies to:

- Tents and Marquees with an area of more than 20m<sup>2</sup>.
- Seating stands for more than 20 people.
- Stages or platforms more than one step off the ground and with an area of more than 9m<sup>2</sup>. This includes stages on the back of a truck.
- Amusement Rides.



If your temporary structure fits into the above categories, you will need to submit a Temporary Occupancy Permit (TOP) Temporary occupancy permits ([cbos.tas.gov.au](http://cbos.tas.gov.au)) issued by a Building Surveyor.

Hire companies should have the required Occupancy Permit but it is advisable to check this when making your booking.

For any structures that require penetration of the ground (including signage), event organisers should contact Dial Before You Dig Home | Before You Dig Australia (BYDA) and have onsite service locations carried out for information on underground assets.

For further information or advice, contact Council's Building Department on 03 6424 0511.

## Site Signage

Appropriate site signage for your event may include:

- |                                         |                                                          |
|-----------------------------------------|----------------------------------------------------------|
| • Entry requirements                    | • Toilets                                                |
| • Parking / No parking areas            | • First Aid                                              |
| • Entrances / Exits                     | • Lost children                                          |
| • Information / Control Centre          | • Baby Care                                              |
| • Wet area / no alcohol past this point | • No smoking / Smoking area                              |
| • Emergency Assembly Area               | • Accessible facilities - toilets, ramps, chill out area |



All signage should be in plain, easy English, be in large easy to read font or use easily identifiable images and symbols.





## Power, Lighting & Water

The Event Organiser is responsible for arranging the supply and installation of any electrical and power requirements for the event.

Some Council owned parks and facilities have power access available to event organisers.

It is important to ensure that:

- Electrical leads do not create a trip hazard. Cables should not lie on the ground unless adequately protected and covered.
- Lead joints and connections are not to be accessible to the public or exposed to damp conditions.
- Temporary electrical leads must be flexible cables.
- Double adaptors and piggy-back plugs are not to be used.
- Adequate lighting is supplied for night time events to ensure visibility and safety of patrons.

Not all event sites offer easy access to water. If there is no water available at your site, event organisers will need to make sure that adequate drinking water is available, that there is water available for vendors and portable toilets are filled.

## Site Security

Specific site security measures will depend on the location and nature of the event. Having multiple security measure, or a layered security approach is recommended to protect your site from threats such as anti-social behaviour, terrorism, theft and malicious damage.



Here are some good ideas for site security:

- Perimeter fencing: Installing a perimeter fence around the event site can help prevent unauthorized access and keep attendees safe.
- Access control points: Having designated access control points with trained personnel can help monitor and control entry into the event site.
- Security lighting: Good lighting can help deter potential threats and make it easier to identify suspicious activity.
- Security patrols: Employing trained security personnel to patrol the site and monitor for any suspicious activity can help ensure safety.
- Emergency response plan: It's important to have an emergency response plan in place, including procedures for evacuation and communication with emergency services.



## Accessibility and Inclusion

Making a public event more accessible to people with disabilities is an important step towards creating an inclusive and welcoming environment for everyone. Here are some suggestions on how to make your event more accessible:

- Supply accessibility information in advance: Provide detailed information about the accessibility of the venue, including whether it is wheelchair accessible, if there are any steps or stairs, and if there are accessible restrooms. Include this information on your event website, promotional materials, and registration forms.
- Choose an accessible location: The location of the event should be accessible for people with disabilities. Choose a location that has ramps, elevators, accessible restrooms, and designated accessible parking spaces. Ensure that the event's entrance is wheelchair accessible and that there are no physical barriers that could impede a person's movement.
- Offer accessible seating: Provide seating areas designated for people with disabilities, including those with mobility disabilities, hearing impairments, or visual impairments. Make sure that these areas are easily accessible and have a clear view of the stage or presenter and ensure that there is enough space for them to manoeuvre their wheelchairs.
- If your event is ticketed, provide free admission to Companion Card holders.
- Make event materials available in alternative formats: Provide event materials, such as programs and brochures in alternative formats such as large print or electronic formats. Make sure that the materials are accessible to people with visual impairments or reading disabilities.
- Provide appropriate signage: Place clear and concise signs throughout the event venue to guide attendees, including those with disabilities, to the restrooms, exits, and other key areas.
- Consider food allergies and dietary restrictions: Offer a range of food options that cater to different dietary needs, including gluten-free, vegan, and vegetarian options. Make sure that food is clearly labelled with ingredients to help people with food allergies.
- Train staff: Provide training for your staff on how to assist individuals with disabilities and make the event accessible and welcoming for everyone.

By taking these steps, you can make your event more accessible and inclusive for people with disabilities and ensure that everyone can participate and enjoy the event.



## Sustainability and Waste Management

No matter what size your event is, consideration must be given to the clean-up during and after your event. There are many ways to make your public events more environmentally friendly. Here are some suggestions:

- Reduce waste: Encourage attendees to bring their own reusable water bottles, utensils, and containers. Provide compostable or biodegradable plates, cups, and napkins, and make sure there are recycling bins and compost bins available.
- Go digital: Use digital invitations and marketing materials instead of printed materials. Supply digital maps and programs instead of paper ones.
- Use sustainable transportation: Encourage attendees to use public transportation, carpool, bike, or walk to the event. Provide bike racks and clearly communicate public transportation options.
- Serve sustainable food: Serve locally sourced and organic food and offer vegetarian and vegan options. Avoid using single-use plastics and packaging.
- Reduce energy use: Use energy-efficient lighting and equipment, and make sure to turn off lights and equipment when not in use.
- Use eco-friendly decorations: Avoid balloons, streamers, and other decorations made of non-recyclable materials. Opt for natural decorations like plants, flowers, or recycled materials.
- Educate attendees: Use your event as an opportunity to educate attendees about environmental issues and encourage them to reduce their environmental impact.
- Lead by Example: Finally, lead by example. Ensure that event staff and vendors effectively use the recycling bins and promote sustainability in all aspects of the event planning and execution. When patrons see that sustainability is a top priority, they are more likely to follow suit.
- Ensure you have sufficient bins, including recycling facilities.
- Ensure you have sufficient people-power to clean up the site after your event.
- Think about what measures can be taken to reduce the amount of waste generated at your event and promote the minimization of waste through the event.
- Mini skips and wheelie bins are easily obtained through equipment hire companies.
- Do not forget to consider how you will dispose of your waste once it is collected.

By implementing these simple practices, you can make your public events more environmentally friendly and contribute to a more sustainable future.



# Health and Safety



## Food

Food is an important aspect of any event, and the type and range of food available should fit with your event concept and timing.

Having safe food handling practices in place will minimise potential health risks and guarantee that those responsible for the event and those attending are happy with the food service provided.

Some options are:

- Getting community groups to undertake catering at your event. This is a good way of involving the community and often helps in providing low-cost catering alternatives to attendees.
- Booking a mobile food vendor, who can supply food and beverages on a user-pays system.

Anybody providing food or drinks for public consumption must have an applicable food registration. Food and drink vendors can obtain yearly registration which will allow them to serve food and or drinks anywhere in the state. Vendors without yearly registration will need to obtain an individual permit for each event they attend.

More information on food registrations can be accessed from Council's website: [Food business requirements | Devonport City Council](#)

A list of all food vendors, and their contact details will need to be supplied to Council by listing in the Event Application and providing copies of the vendors Certificate of Registration and Certificate of Currency.





## Alcohol

If you plan to sell alcohol at your event, you must obtain permission from the Licensing Commission, a branch of the Department of Treasury and Cabinet.

- A Temporary Liquor License may be applied for from the Licensing Commission and a copy provided to Council. Applications can be downloaded from Liquor and Gaming | Treasury and Finance Tasmania.
- Alcohol must be served responsibly - whoever holds the license must ensure that procedures are in place to do so.
- Consumption of alcohol will affect the number of toilets that you must have available for patrons - check the chart for details.
- Alcohol must be served in a fully enclosed bar area.

Availability of alcohol can add another layer of complexity to your event. You might also want to consider the following if you are selling or supplying alcohol at your event.

- Ensuring drinks are only served in plastic or cans, not glass.
- Engaging additional security to deal with any anti-social behaviour.
- Consider the age of the patrons at your event, bearing in mind that alcohol must not be served to those under 18 years of age.





## Toilets

Adequate toilet facilities need to be available for patrons at your event. The number of portable toilets needed per person for a public event depends on several factors, including:

- Number of attendees
- Duration of the event
- Ratio of men to women
- Whether food and beverages will be served
- If there is going to be alcohol served

If there are insufficient public facilities available, portable toilets will need to be brought in. Points for consideration are:

- Location of the toilets within your site plan
- Accessibility for parents with small children and people with limited mobility
- Cleaning and supply roster to ensure toilet supplies are restocked and clean during your event
- How the wastewater will be managed?

There are several Portable Toilet Hire Calculators available online to help you in assessing how many toilets you will need.

E.g. Free Portable Toilet Calculator - D-Tox ([dtox.org](http://dtox.org)) and Toilet Calculator | Equipment Rental & Event Hire | Canberra Hire

This is also a great resource - Information Sheet - ACT Health

## Smoke Free Events



As a result of amendments to the Public Health Act 1997 (the Act) that were passed on 1 July 2015, there is now a new Policy for Smoke Free Public Events which declares all mass outdoor events smoke-free from 2016. This includes vaping and herbal cigarettes.

The Policy also requires that all 'mass outdoor public events' submit Smoke Free Management Plans as part of the Place of Assembly License application process. A copy of your Smoke-Free Management Approval is a mandatory document for all Place of Assembly Licences. You may apply to designate a smoking area at an event that has been declared smoke free.

For further information or assistance with completing a Smoke Free Management Plan contact Tobacco Control on 1800 671 738 or at Smoke free events: a guide for event organisers | Tasmanian Department of Health



# Risk Management



## Risk Management at your Event

This is one area of your event planning that is critical in ensuring your event occurs safely without incident.

The first step is to develop a Risk Management Plan, which is designed to do two things:

- Identify potential hazards associated with your event.
- Take steps to minimise or eliminate the risk prior to your event taking place

A simple Risk Management Plan template is included in the Event Application Pack. If your event is complex or carries significant risk, you may need a more detailed plan.

The Risk Management Plan looks at areas such as (but not limited to):

- Traffic management
- Crowd safety
- Security
- Extreme weather
- First aid
- Emergency Communication
- Public access
- Electricity and gas
- Trip hazards
- COVID safety
- Fire safety
- Structures/staging/infrastructure

Once risks have been identified, Risk Management involves showing actions to address the risks, and giving that responsibility to specified individuals.

For more detailed information on preparing a risk management plan visit: [WorkSafe Tasmania](#).





### Security

There are several good security measures that can be implemented to ensure the safety of an outdoor public event:

- Adequate lighting: Good lighting can prevent potential threats and make it easier to identify suspicious activity.
- Bag checks and metal detectors: Checking bags and using metal detectors can prevent attendees from bringing prohibited items into the event, such as weapons or explosives.
- Security personnel: Employing trained security personnel to patrol the event and monitor for any suspicious activity can help ensure safety.
- Crowd management: A well-designed crowd management plan can help prevent overcrowding and keep attendees safe during an emergency.
- Emergency response plan: It's important to have an emergency response plan in place, including procedures for evacuation and communication with emergency services.
- Surveillance cameras: Installing surveillance cameras can help monitor the event and provide evidence in case of an incident.
- Communication systems: Establishing clear communication systems, such as public address systems and emergency alert systems, can help keep attendees informed and safe.

These are just a few examples, and the specific security measures will depend on the size and nature of the event.

Use this security audit tool to find what level of security you might need: Crowded places security audit ([nationalsecurity.gov.au](https://nationalsecurity.gov.au))

### COVID Safety Plan

You should include some information about COVID safety in your Risk Management Plan, which will be needed with your Event Application.

Depending on your event's size, you may need to submit your event for approval through Business Tasmania.

Visit: [COVID-19 safety at events](#) | Business Tasmania for more information.





### First Aid

Regardless of the event's size, it is necessary to provide a safe level of first aid. Whether you need a first aid station staffed by qualified certificate holders, or paramedic and medical facilities, this will be decided by the size of the event, the number of patrons expected, and any perceived risks.

### Incident Reporting



An Incident Report Register should be kept documenting the details of any incident that occurs during or in conjunction with the event. Recording incidents that occur is an important way of tracking the actions taken because of an incident. An incident register can also help identify issues that must be considered prior to running a later event.

The incident report should cover the details of the incident - who, where, when and what happened - and what actions were taken i.e., medical attention given, police called etc.

It is a good idea to notify the police and emergency services of your event so they can be on standby for major emergencies.



### Fireworks

If fireworks or pyrotechnics are planned for the event and no license is held, a permit from Workplace Standards Tasmania is needed for fireworks purchase, handling, and use. Workplace Standards Tasmania assesses pyrotechnic experience and qualifications to operate and conduct fireworks.

Tasmania Fire Services are to be notified of an event involving pyrotechnics or firecrackers. Council will also need to sign the initial permit application if the event is held on Council-owned land.

To apply for a fireworks permit, refer to Workplace Standards Tasmania on 1300 366 322 or visit: [WorkSafe Tasmania](#).



## Place of Assembly License

Place of Assembly License is required under the Public Health Act where the public congregates for larger events. This applies to outdoor gatherings with more than 1000 people present for at least two hours.

A Place of Assembly License considers a range of things such as site, risk and traffic management plans, stalls, activities, fire, water, and waste, to ensure adequate health and safety of the public.

A Place of Assembly License application form is included in the Event Application Pack and for more information please contact Council's Environmental Health Officer on 6424 0511.

**\*SEE PAGES 23-26 FOR USEFUL CONTACTS**



## Official Communications

It is important that you communicate the details of your event to organisations in our community in case it might affect them in some unforeseen way. Recommended contacts are:

- Devonport City Council
- Devonport Chamber of Commerce and Industry
- Police, Fire, Ambulance, SES (State Emergency Service)
- TasRail, TasPorts and MAST (Marine & Safety Tasmania) – particularly if your event is near their services





# Promotion



## Marketing

The success of your event will depend on the effectiveness of your promotional strategy.

Firstly, you should develop a look or image for your event. The image will form the basis of your branding for your event and can be used on promotional material such as flyers, boards, and posters.

**A VALUABLE TIP FOR ALL MARKETING MATERIAL IS TO KEEP IT UNCLUTTERED, WITH BASIC INFORMATION SUCH AS:**

- WHAT? • WHEN? • WHERE? • COST? • HOW TO FIND OUT MORE?

The main marketing methods used are:

- Social Media - Facebook, Twitter and Instagram are powerful tools for getting information and messages to your target market. Council also has a Devonport Events Facebook page and are happy to help in online promotion via this platform.
- Print material - posters, flyers etc.
- Email to mailing groups - consider the type of clubs and organisations who might take part in or attend your event and keep them informed.
- Newsletters - develop a list of community newsletters and their publication dates e.g., sporting clubs, special interest groups, peak bodies.
- Local and daily newspapers, media releases, "Community Information" section.
- Website - your own groups and others.
- Letter box drop to nearby businesses and residents.
- Word of mouth - the most powerful tool available to you!
- Radio announcements.
- TV coverage and/or advertising. TV advertising is expensive, but targeted TV advertising may be suitable for your event to reach a broader audience.

## MARKETING AND PROMOTION THROUGH COUNCIL

Council collaborates with, sponsors, and endorses numerous events, activities, and projects annually. It is crucial to submit all marketing materials to us at least one month prior to your event, activity, or project launch date. These materials should include information about your event, your organisation's logo, suitable images, social media and website links.



## Promotional Signage

Appropriate signage can provide good publicity and exposure. Some of the options available to you for signage are:

- Temporary “real estate” type boards - these must be on private land, and you must obtain the permission of the landowner.
- Temporary Event Signage on Council land: Council has chosen several sites throughout the city suitable for promoting community events. Approved sites and online application can be found here: [Temporary Event Signage | Devonport City Council](#).
- “A” frame and shop hoardings - these need a permit and must be covered by public liability insurance.
- If you want to advertise your event on State roads, you must apply for permission. Visit: [Advertising a community event – Transport Services](#)



## Dial Before You Dig!

For any structures that require penetration of the ground (including signage), event organisers should contact Dial Before You Dig Home | Before You Dig Australia (BYDA) and have onsite service locations carried out for information on underground assets.

Damages to assets pose a safety risk to your staff or contractors. Also, underground assets belonging to Council, Department of Primary Industries Parks Water & Environment, Telstra, nbn, TasWater, Tas Gas, TasPorts or TasNetworks can incur large fees if they are damaged due to negligence.



# Key Contacts

## Devonport City Council

In staging your event in the City of Devonport, you may need to deal with different departments within Council. .



### Marketing & Events

The Marketing & Events Officer is located within the Community Services Department. This should be your first point of contact for general advice and the calendar of community events.



### Development & Health

Environmental Health Officers can provide advice and assistance around food safety at events. They also assist with registrations and inspections of food businesses. They can provide advice and assist with specific Place of Assembly License queries, Risk Management Plans and Temporary Occupancy Permits.



### Engineering

All traffic management issues must be referred to one of the Councils Traffic Engineers for discussion and advice. Any event that will impact roads, public transport, parking, or pedestrian traffic will require a Traffic Management Plan.



### Risk Management

The Safety Officer can provide advice and information on how to ensure your event is safe for both staff, volunteers, and patrons. They can also provide advice about the Risk Management Plan for your event.



### Recreation & Facility Hire

The Recreation Development Office can provide advice on the hiring of Council's sport and recreation facilities, reserves, and halls.

# Other Key Contacts

## Aboriginal Heritage Tas

Register of culturally significant sites

Phone: 1300 487 045

Website:

[www.aboriginalheritage.tas.gov.au](http://www.aboriginalheritage.tas.gov.au)

## Dept. of State Growth

Road closures of State roads and highways

Phone: 1800 03 688 or 1300 135 513

Website: [www.stategrowth.tas.gov.au](http://www.stategrowth.tas.gov.au)

## Dept. of Treasury & Finance

Liquor licensing information and applications, signage

Phone: 03 6166 4444

Website: [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)

## Dial Before Your Dig

Obtain plans and safety information from owners of underground assets on private and public land

Website: [www.byda.com.au](http://www.byda.com.au)

## Events Tasmania

Government grant body

Phone: 03 6165 5022

Website: [www.eventstasmania.com](http://www.eventstasmania.com)

## Marine & Safety Tasmanian (MAST)

Any events on or near waterways

Phone: 03 6235 8888

Website: [www.mast.tas.gov.au](http://www.mast.tas.gov.au)

## NBN Co Vic/Tas

Underground NBN assets (Dial Before You Dig)

Phone: 1800 687 626

Website: [www.nbnco.com.au](http://www.nbnco.com.au)

## St John Ambulance

Event first aid

Phone: 1300 360 455

Website: [www.stjohn.org.au](http://www.stjohn.org.au)

## Tas Gas Networks

Underground infrastructure (Dial Before Your Dig)

Phone: 03 6336 9350

Website

## TasRail

For events near or crossing rail networks

Phone: 1300 827 724

Website: [www.tasrail.com.au](http://www.tasrail.com.au)



### **Tasmanian Ambulance**

Event notification

Phone: 03 6477 7336

Website: [www.health.tas.gov.au](http://www.health.tas.gov.au)

### **Tasmanian Community Fund**

Government grant body

Phone: 03 6270 5843

Website: [www.tascomfund.org](http://www.tascomfund.org)

### **Tasmanian Fire Service**

Fire bans and permits, event notification

Phone: 03 6477 7250

Website: [www.fire.tas.gov.au](http://www.fire.tas.gov.au)

### **Tasmanian Police**

Event notification, community alerts, emergency road closures, event permits

Police Assistance Line: 131 444

Website: [www.police.tas.gov.au](http://www.police.tas.gov.au)

### **Tas Networks**

Distribution and transmission (Dial Before You Dig)

Phone: 1300 137 008

Website: [www.tasnetworks.com.au](http://www.tasnetworks.com.au)

### **TasPorts**

Any events on or near waterways

Phone: 1300 366 742

Website: [www.tasports.com.au](http://www.tasports.com.au)

### **TasWater**

Water alerts, underground assets (Dial Before You Dig), portable water stations

Phone: 13 6992

Website: [www.taswater.com.au](http://www.taswater.com.au)

### **Telstra Vic/Tas**

Underground assets (Dial Before You Dig)

Phone: 1800 653 935

Website: Telstra - Digging and Construction  
- Find our Cables - Consumer Advice

### **Tobacco Control**

Smoke free management plan information, signage, applications

Phone: 1800 671 738

Website: [www.health.tas.gov.au](http://www.health.tas.gov.au)

### **Workplace Standards Tasmania**

OH&S (Occupational Health and Safety) requirements, Fireworks permits amusement rides and structures

Phone: 1300 366 322

Website: [www.wst.tas.gov.au](http://www.wst.tas.gov.au)

**EMERGENCY SERVICES (Police, Fire, Ambulance) - 000**

# Other Useful Contacts



## Meetings & Events Australia

### Accessible Events - A Guide for Organisers

Everyone benefits when access is better at events, including other attendees, people making deliveries, people with heavy baggage, families with young children, those with prams and those who find themselves with injuries where access normally would not be an issue.

[accessible\\_events\\_guide.pdf](#) ([meetingsevents.com.au](http://meetingsevents.com.au))



## Sustainable Events

Embedding sustainability throughout the event will show your commitment to the environment, provide a better experience for patrons, and increase the attractiveness of your event.

[Sustainable Event Guidelines](#) ([epa.tas.gov.au](http://epa.tas.gov.au))



## Volunteering Tasmania

Volunteer Connect is a national volunteer referral system which connects volunteers and organisations. It allows people to search for a new volunteer role and for volunteer-involving organisations to advertise for and recruit new volunteers.

Phone: 03 6231 5550

Website: [www.volunteeringtas.org.au](http://www.volunteeringtas.org.au)



## National Security

### Crowded Places Resources

Event organisers have a responsibility to protect event sites, staff and patrons. These resources can assist in having preventative and response arrangements in place at your event.

- [Crowded places](http://nationalsecurity.gov.au) ([nationalsecurity.gov.au](http://nationalsecurity.gov.au))
- [Crowded Places Self-Assessment Tool](#) ([nationalsecurity.gov.au](http://nationalsecurity.gov.au))
- [Crowded places security audit](#) ([nationalsecurity.gov.au](http://nationalsecurity.gov.au))
- [What to do in an attack](#) ([nationalsecurity.gov.au](http://nationalsecurity.gov.au))

Devonport City Council supports community-based events by providing information, advice and access to a range of resources, including twice-yearly Community Grants.

This guide has been developed to assist you to plan a small to medium sized event. Please contact our Marketing & Events Team when you are considering your next event.



## Contact:

Devonport Marketing & Events  
Devonport City Council  
137 Rooke Street, Devonport

Phone: 03 6424 0511

Email:

[Events@Devonport.tas.gov.au](mailto:Events@Devonport.tas.gov.au)

DISCLAIMER: This document is intended as a general guide for Event Organisers to assist them in the planning and management of their event. Although the information contained in this publication has been researched and presented with due care and attention, Devonport City Council does not accept responsibility for any errors or omissions that may have occurred within this publication. Information in this guide will be subject to change. For up-to-date and further information, refer to Council's website: [www.devonport.tas.gov.au](http://www.devonport.tas.gov.au)

UPDATED: April 2024

