



EVENT APPLICATION FORM

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 | |
| Contact Email | |
| Address | |

EVENT DETAILS:

| | | | |
|---|--|-------------------|--|
| Name of Event | | | |
| Location of Event | | | |
| Event Start Date | | Event Start Time | |
| Event Finish Date | | Event Finish Time | |
| Set-up Date | | Set-up Time | |
| Pack-up Date | | 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 patrons at your event at one time | | | |
| Entry Fee (if applicable) | | | |
| Will you be providing free entry to companion card holders? (if applicable) | | | |
| Number of nearest toilets for use by patrons Specify Male / Female / Universal toilet. | | | |



| | | | | | |
|---|-------------------|---------------------------------|------------------|---------------------------------|--|
| <p>Does the venue provide accessible car parking? If not, can a space be allocated for an accessible parking bay and drop off zone?</p> | | | | | |
| <p>Is there a continuous, even, accessible path of travel from the car park to the event site? (i.e. no obstacles).</p> | | | | | |
| <p>If there are stairs, is a handrail or ramp provided?</p> | | | | | |
| <p>Are facilities in the venue clearly signed (e.g. toilets, Help Desk, First Aid?)</p> | | | | | |
| <p>Have you allocated a space for wheelchair/gopher users in a seated area?</p> | | | | | |
| <p>Have you provided seating and rest areas in a quiet zone?</p> | | | | | |
| <p>What structures will be at your event? (Stages, Marquees, Booths etc.)</p> | | | | | |
| <p>Number of Vendors attending your event</p> | | | | | |
| <p>Food Vendors</p> | | <p>Alcohol Vendors</p> | | <p>Other Vendors</p> | |
| <p>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.</p> | | | | | |
| <p>Have you included a copy of your Public Liability Insurance? (min \$20 million)</p> | <p>YES</p> | <p><input type="checkbox"/></p> | <p>NO</p> | <p><input type="checkbox"/></p> | |
| <p>If no, why?</p> | | | | | |
| <p>Have you attached a copy of your event Site Plan to this application? Your Site Plan should include site boundaries, street access point, entry & exit points, location of vendors/stalls/structures, First Aid, toilet and designated smoking areas (if applicable).</p> | <p>YES</p> | <p><input type="checkbox"/></p> | <p>NO</p> | <p><input type="checkbox"/></p> | |
| <p>If no, why?</p> | | | | | |



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 may supply your own.

YES

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

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 | <input type="text"/> | | |
| Conditions of Approval | <input type="text"/> | | |
| Signature of Council Officer | <input type="text"/> | Date | <input type="text"/> |



| ADDITIONAL PERMITS: | | You may be required to obtain additional permits. Application forms are included in this pack |
|--|---|--|
| <p>Will you be holding your event in a Council facility or on Council or Public land?</p> | <p>Yes <input type="checkbox"/></p> | <p>You will need to complete the <i>Application for Casual use of a Park or Reserve</i> form. A copy is included in this pack. Contact Council's Sport & Recreation Coordinator on 6424 0511 to discuss this further.</p> |
| <p>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.</p> | <p>YES <input type="checkbox"/></p> | <p>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 http://www.dhhs.tas.gov.au/publichealth/tobacco_control/contact_us2</p> |
| <p>Will you have over 1000 people at any one time at your event?</p> | <p>YES <input type="checkbox"/></p> | <p>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 <i>Place of Assembly Licence</i>. An application form is enclosed. Contact Council's Environmental Health Officer on 6424 0511 to discuss this further.</p> |
| <p>Will you be providing/selling food at your event?</p> | <p>YES <input type="checkbox"/></p> | <p>If you are not a registered food business you may need to complete a <i>Temporary Food Permit</i> Application, 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. https://www.devonport.tas.gov.au/building-development/business/food-business-requirements/</p> |
| <p>Will you be serving or selling alcohol at your event?</p> | <p>YES <input type="checkbox"/></p> | <p>Applications for a <i>Liquor Permit</i> can be obtained from the <i>Licensing Board</i> through <i>Service Tasmania</i>. https://www.treasury.tas.gov.au/liquor-and-gaming</p> |
| <p>Will you be closing or obstructing any public roads or car parks for your event?</p> | <p>YES <input type="checkbox"/></p> | <p>you are closing or obstructing any roads or car parks for your event, you will need to apply for an <i>Application for a Temporary Closure of a Public Street</i>. This must be applied for at least 2 weeks prior to the event. https://www.devonport.tas.gov.au/live/residents/parking-roads-transport/road-closure-permits/v</p> |
| <p>Will you have any temporary structures (i.e. marquees, stages etc.) at your event?</p> | <p>YES <input type="checkbox"/></p> | <p>If you are erecting any structures at your event, you may have to apply for a <i>Temporary Occupancy Permit</i>. If your combined structures, occupy over 75m2 you will need to contact an authorised Building Surveyor.</p> |
| <p>Will you have fireworks at your event?</p> | <p>YES <input type="checkbox"/></p> | <p>If you are having Fireworks at your event, you must apply and gain approval from <i>Workplace Standards Tasmania</i>, notify Council of your approval and receive permission from the land owner. 1300 366 322 or https://www.worksafe.tas.gov.au/</p> |



APPLICATION FOR CASUAL USE OF A RECREATION GROUND OR RESERVE OR FACILITY

TERMS & CINDITIONS

- 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 always 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:



SPRECIFIC PLACE OF ASSEMBLY LICENCE APPLICATION

Tasmania 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.

[Empty box for Site Traffic Management details]

ELECTRICITY & GAS

Will you require power on site?

YES

NO

Will gas be used in site

YES

NO

FIRE

Has a fire safety plan been prepared?

YES

NO

Will there be a tested 1.5kg (E) Types Dry Chemical Fire Extinguisher mounted and clearly visible?

YES

NO

Will there be a fire blanked easily accessible where any cooking activity is taking place?

YES

NO



SPECIFIC PLACE OF ASSEMBLY LICENCE APPLICATION

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 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 | |
|-----------|--|------|--|



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 attached 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). | |
| 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 | |
| COVID Safety Plan | |
| | |
| | |

For Road Closure Permits, please complete the Online Application here:
<https://www.devonport.tas.gov.au/live/residents/parking-roads-transport/road-closure-permits/>