



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.

ORGANISATION DETAILS

Organisation	
Contact Name	
Contact Phone	
Contact Email	
Address	

EVENT DETAILS

Name of Event			
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.			
Is there a learning component to your event?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
May Council forward your event details to the Learning Communities Steering Group?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Anticipated patron numbers for the whole event?			
Anticipated maximum number of patrons at your event at one time?			
Entry Fee (if applicable)			
Have you included a copy of your Public Liability Insurance? (min \$20 million)	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
If no, why?			



APPLICATION CASUAL USE OF A RECREATION GROUND OR RESERVE OR FACILITY

Will you be holding your event in a Council facility or on Council land?			
Area/Facility Required			
Re-confirm dates required	Day	Time	
Daily Charge may apply depending on usage			
Temporary structures that will be used for your event. This includes: stages, marquees, gazebos, carnival rides etc:			
Number and location of nearest public toilets for use by patrons. Specify Male / Female / Disabled where applicable.	YES	<input type="checkbox"/>	NO <input type="checkbox"/>

TERMS & CONDITIONS

(Application for Casual use of a Recreation Ground or Reserve or Facility)

- 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



APPLICATION CASUAL USE OF A RECREATION GROUND OR RESERVE OR FACILITY
TERMS & CONDITIONS

(Application for Casual use of a Recreation Ground or Reserve or Facility. Continued)

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:



PLACE OF ASSEMBLY

As part of your event you may require a Place of Assembly Licence.

A Place of Assembly is defined under the Public Health Act 1997 www.legislation.tas.gov.au as a mass outdoor public event, where 'mass' means one thousand people or more, present for two hours or more, and 'public event' includes, but is not limited to, any performance, exhibition, pageant, regatta, sports event, dance, publicly advertised lecture, festival, market, concert and agricultural show.

A Place of Assembly Licence is required for any public event that goes for more than two hours and may have over 1,000 people at any given time

Your Place of Assembly application must also include a Smoke Free Management Plan approved by the Tasmanian Department of Health and Human Services. Your Place of Assembly Licence will not be granted without this approval.

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.

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	

SMOKE-FREE PUBLIC EVENT GUIDELINES

Smoke free restrictions apply to most public event in Tasmania. Smoke Free Management Plans are approved by the Tasmanian Department of Health and Human Services. A Smoke Free Events: A Guide for Event Organisers and a Smoke Free Management Plan-Application Form can be found at www.dhhs.tas.gov.au/publichealthtobacco_control/smoke_free



FOOD & DRINKS AT YOUR EVENT

If your event will involve sale of food and drinks (including alcohol) you need to ensure that the food vendors comply with the requirements of the [Food Act 2003 www.legislation.tas.gov.au](http://www.legislation.tas.gov.au). The requirements a food business must meet depends on what type of food they prepare and sell. As an event organiser, you must ensure each food vendor at your event has one of the following types of documentation:

- A valid Certificate of Registration of a Food Business from any local council within Tasmania; or
- A Notification of a Food Premises certificate from Devonport City Council.

If you have food vendors interested in attending your event and they don't have any existing documentation, ask them to contact Council's Environmental Health team on 03 6424 0511 to discuss their requirements or visit [Council's website](http://www.devonport.tas.gov.au).

Note that liquor licences are granted by the Department of Treasury and Finance www.treasury.tas.gov.au/liquor-and-gaming/liquor/applying-to-sell-liquor/apply-for-a-liquor-licence

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 attached a copy of your event site plan to this application? Your site plan should include: Site boundaries, access points, location of vendors, first aid, emergency evacuation points, designated smoking area (if applicable), emergency evacuation points, and structures such as staging, marquees and toilets.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If no, why?				

Personal Information Protection Statement is available to view at www.devonport.tas.gov.au



RISK MANAGEMENT PLAN

Controls should be identified for any applicable risks. A Site Plan and Risk Management Plan is mandatory for every event. Please attach a Site Plan to your application. The following is a template for a basic Risk Management Plan, however you may supply your own.

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).	
How do you plan to manage drug or alcohol affected people, or disorderly conduct?	
How do you plan to manage a fire? Detail your Fire Safety Plan (e.g. will there be a fire blanket easily accessible where any cooking activity is taking place, will there be a tested 1.5kg (E) type Dry Chemical Fire Extinguisher mounted and clearly visible?)	
How do you plan to manage a structure/marquee collapse?	
How do you plan to manage debris/sharps on event ground?	
How do you plan to manage people affected by food poisoning?	
How do you plan to manage a power failure during your event?	
How do you plan to manage water failure during your event?	
How do you plan to manage a lighting failure during your event?	
How do you plan to manage a communications failure during your event?	
How do you plan to manage excess noise?	



RISK MANAGEMENT PLAN (Continued)

Detail your waste management plan for during and after your event (include: the type of rubbish you will have and wastewater disposal).	
How will you ensure the toilet facilities are clean, functional and hygienic?	
How do you plan to manage over-crowding?	
How do you plan to manage trip hazards?	
Detail your wet weather plan (take into consideration extreme weather e.g. wind, flood).	
Detail how you will ensure sufficient access for emergency vehicles to all area of your event.	
How will handle emergency incidents before/during/after your event?	
Detail how you will provide first aid/medical assistance.	
Provide details on your staff/volunteer training (responsibilities, emergency procedures, customer service etc).	
Detail your sun-smart strategy (for patrons and organisers).	
Detail how you will identify underground and above ground services (ie: power, water) and prevent damage or injury.	
Detail how you will prevent environmental and property damage.	
Detail how chemicals and dangerous materials will be managed.	
Detail how you will ensure the safe operation of amusement rides and attractions (ie: compliance records etc).	



APPLICATION FOR A PERMIT FOR ROAD CLOSURE

Issued under the Local Government (Highways) Act 1982

For any queries on your road closure, please contact Council's Risk Department on 03 6424 0511

This application must be submitted at least 2 weeks prior to your proposed closure.

See Road Closure guide material on 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 carparks 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



ROAD CLOSURE DETAILS (Continued)

Name of road to be closed			
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:

- Copy of the certified Traffic Management Plan and map
- Copy of the letterbox notification to nearby residents/businesses

Timeframe		to	
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ROAD CLOSURE - 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	
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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 of Applicant		Date	



ROAD CLOSURE - GUIDE TO APPLICANTS

The following guide is a reference summary for consideration when planning for a road closure planning and to assist with the application process.

- Have your undertaken a risk assessment of the planned works to ensure the safety of personnel involved with the road closure is considered?
- Does the road need to be closed?
- Can alternative traffic management control be implemented instead the road being closed?
- Will the road closure have any effect on a main arterial road network?
- 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.

For additional information please contact Council's Safety Officer on
03 6424 0511.



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.