



Special Event Application

*Public Health Act 1997
Section 78*

Applicant Details

Name of applicant: _____

Postal address: _____

Telephone: _____ Mobile Phone: _____

Facsimile: _____ Email: _____

Emergency contact: _____ Telephone: _____

Event Details

Name of venue: _____

Address of venue: _____

Name/description of event: _____

Event dates: _____

Event times: _____

Number of persons expected at any given time: _____

Total number of persons expected: _____

Seated at tables: _____

Seated in rows: _____

Standing: _____

Sanitary facilities available: Male: WCs: _____ Hand basins: _____ Urinals: _____
(Refer to table on the Infosheet)

Female: WCs: _____ Hand basins: _____

Fee and Signature

Application fee: \$75.00 / exempt for charity

Signature of applicant: _____ Date: _____

Recommended/Not Recommended

Environmental Health Officer..... Date

Approved/Not Approved

Senior Environmental Health Officer..... Date

*Please lodge your completed application form, attachments
and fee with the General Manager of the Council*

Additional information that may be required

- ❖ If it is intended to sell **alcohol** at the event then permission must be obtained from the Licensing Board, Level 2, 80 Elizabeth St, Hobart, TAS 7001 ph. (03) 6233 6119.
- ❖ If you intend to provide **food** at the event you will need to obtain a licence under the Food Act 2003 from Council's Environmental Health Services.
- ❖ If you are erecting a **temporary structure** (tent, stage, tiered seating etc) for use during the event:
 - You may have to obtain a certificate from a building surveyor or other appropriately qualified person addressing compliance of the temporary structure. *A number of exemptions apply to temporary structures, it is advisable to discuss the layout of your event with Council staff.*
 - You will need to contact a building surveyor and discuss the level of detail on the temporary structure that is required to be submitted and assessed.
 - If a certificate from a building surveyor is not issued or referred to the environmental health officer then the place of assembly licence for the event may not be issued. A risk analysis of the event may determine whether the event is permitted to occur in the interests of public health and safety in such a situation.
 - Alternatively a place of assembly licence may be issued for the event that could exclude approval for the temporary structures if a risk analysis determines there is insignificant risk to the health and safety of the public.

Documentation that must be attached to application

- ❖ If any building, temporary structure or area is to be used as a place of assembly **a detailed site plan** is to be provided.
- ❖ **Detailed floor plans** are also to be provided for temporary structures erected/constructed for the event.
- ❖ **A scheme of evacuation** acceptable to the Tasmanian Fire Service must be provided if more than 200 persons will be using the building or temporary structure simultaneously.
- ❖ Any additional information required by Council for assessment purposes.

Privacy Statement

The personal information on this form is required by Council for Place of Assembly Application under the Public Health Act 1997, Section 78. We will only use your personal information for this and related purposes. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our **Privacy Policy**, which is available at www.ccc.tas.gov.au or at Council offices.

Office Use Only

Receipt No..... Date Paid

LICENCE NO.:

Please provide details below if you are paying by credit card.

Payment by Credit Card	
CARDHOLDER'S NAME:.....	
PLEASE INDICATE: MASTERCARD <input type="checkbox"/>	VISA <input type="checkbox"/>
EXPIRY DATE <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	
CARD NUMBER:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
CCV NUMBER:	<input type="text"/> <input type="text"/> <input type="text"/>
AMOUNT: \$.....	SIGNATURE:



Application for a Special Event Licence

When is a licence required?

If you are holding a public event, a Special Event Licence is required. A public event is any performance, exhibition, spectacle, circus, festival, food festival, pageant, regatta, sports event, dance, publicly advertised lecture or other similar entertainment **for the public** (as defined in *Public Health Act 1997, Guidelines for Health and Safety in Public Places*). The licence is to protect the health and safety of the public.

To obtain a licence:

- 1 **Contact Council and determine whether planning and/or building permits are required and the timeline involved in obtaining them.**
In addition, if your event is on Clarence Council land, you will need to:
 - Apply for a Business Permit – Event Application. Fees are in accordance with Council's Schedule of Fees and Charges and will vary according to the venue and type of event.
 - Provide a Certificate of Currency for Public Liability Insurance to the value of \$10 million dollars.
- 2 **Contact Council at least 2 months prior to your event and fill out all the required application forms, and pay any applicable fees.**

Information to accompany the application:

- 1 You must provide a venue and/or site plan.
- 2 If more than 200 people will be using the structures simultaneously, you may be required to submit an evacuation plan for buildings or temporary structures.

Temporary Occupancy Permits:

There are two instances when an Occupancy Permit is required:

- 1 The change of use of a permanent structure.
- 2 The use of temporary structures such as tents and stages.

A number of exemptions apply to temporary structures; it is advisable to discuss the layout of your event with Council staff.

Temporary Food Registration

If you will be selling food at the event you may require temporary food registration. For further information please contact Environmental Health Services on ☎6245 8614 **as soon as possible**. An application for a Temporary Food Licence is required to be lodged at least 2 weeks prior to the event.

Please turn over

.2.

Toilets

You need to specify the total number of persons expected to attend the event and the number of persons expected at any given time, so you can calculate the number of toilets and hand basins that will be provided for males and females and urinals for males.

The following information is presented for your assistance.

Persons Expected*	No. of Toilets Required	No. of Urinals Required	No. of Hand Wash Basins Required
Up to 50 people*	1 female 1 male	1	1 female 1 male
Up to 100 people*	2 female 1 male	- 1	1 female 1 male
Up to 150 people*	2 female 1 male	- 1	1 female 1 male
Up to 250 people*	4 female 2 male	- 3	2 female 2 male
Up to 300 people*	4 female 2 male	- 3	2 female 2 male
Up to 500 people*	6 female 3 male	- 5	3 female 3 male

*half female/half male

Note:

If **MALE** numbers exceed 250, not less than 5 urinals to be provided plus 1 additional urinal for every additional 100 males in excess of 250.

If **FEMALE** numbers exceed 250, not less than 6 toilets to be provided plus 1 additional toilet for every additional 100 females in excess of 250.

A minimum of 1 unisex sanitary facility must be provided for people with disabilities and this facility must comply with AS 1428.1.

Reference: Building Code of Australia

The Fee:

The Special Event Licence fee is \$70. Charities and fundraisers are exempt. All licences expire at the end of the specific event. Further costs may be involved if additional licences are required.

If you operate an event without a licence:

You may be liable to an on-the-spot fine of \$240 or prosecution where the maximum penalty of \$12,000 may result.

To view the Guidelines for Health and Safety in Public Places
Visit the Department of Health and Human Services web site & search Place of Assembly at:
www.dhhs.tas.gov.au/agency/pro/publichealthlegislation/publichealthact.php

SPECIAL EVENT APPLICATION CHECKLIST

(to be completed with a Council Officer)

This checklist is provided to assist applicants to ensure that all the information required is included in your application.

Before the Council can issue a Place of Assembly Licence, it must be determined, with a Council officer, whether the following items need to be addressed:

Name of assisting Council officer

Date:

	Yes	No	N/A
<u>General</u>			
1. Is a planning permit required for the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the event on Council land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1(a) if yes, complete a "Business Permit – Event Application"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1(b) if yes, attached a copy of your Certificate of Currency for public liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is a building permit required for the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Attached is a venue and/or site plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evacuation Plan

6. Is an evacuation plan attached? (If more than 200 persons will be using the building or temporary structure simultaneously, a scheme of evacuation acceptable to the Tasmanian Fire Service may be required.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------

Food

7. Is food going to be served at the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------

7(a) If "yes", and you are responsible for food preparation, complete a temporary food registration form.

If "yes", and other vendors are responsible for food preparation you must ensure they apply for temporary food registration.

List of Documents to be Lodged with Special Event Application

(Council officer tick any documents required)

- Site Plan (to be prepared by applicant)
- Council's Business Permit Application Form (if on Council land)
- Certificate of Currency (public liability insurance)
- Evacuation Plan (to be prepared by applicant, if required)
- Council's Temporary Food Application Form
- Council's Temporary Food Application Forms from food vendors
- Temporary Occupancy Permit Application Form (Council officer will advise if this is required)

The items listed above are to be submitted with your Special Event application at least two months prior to the event.