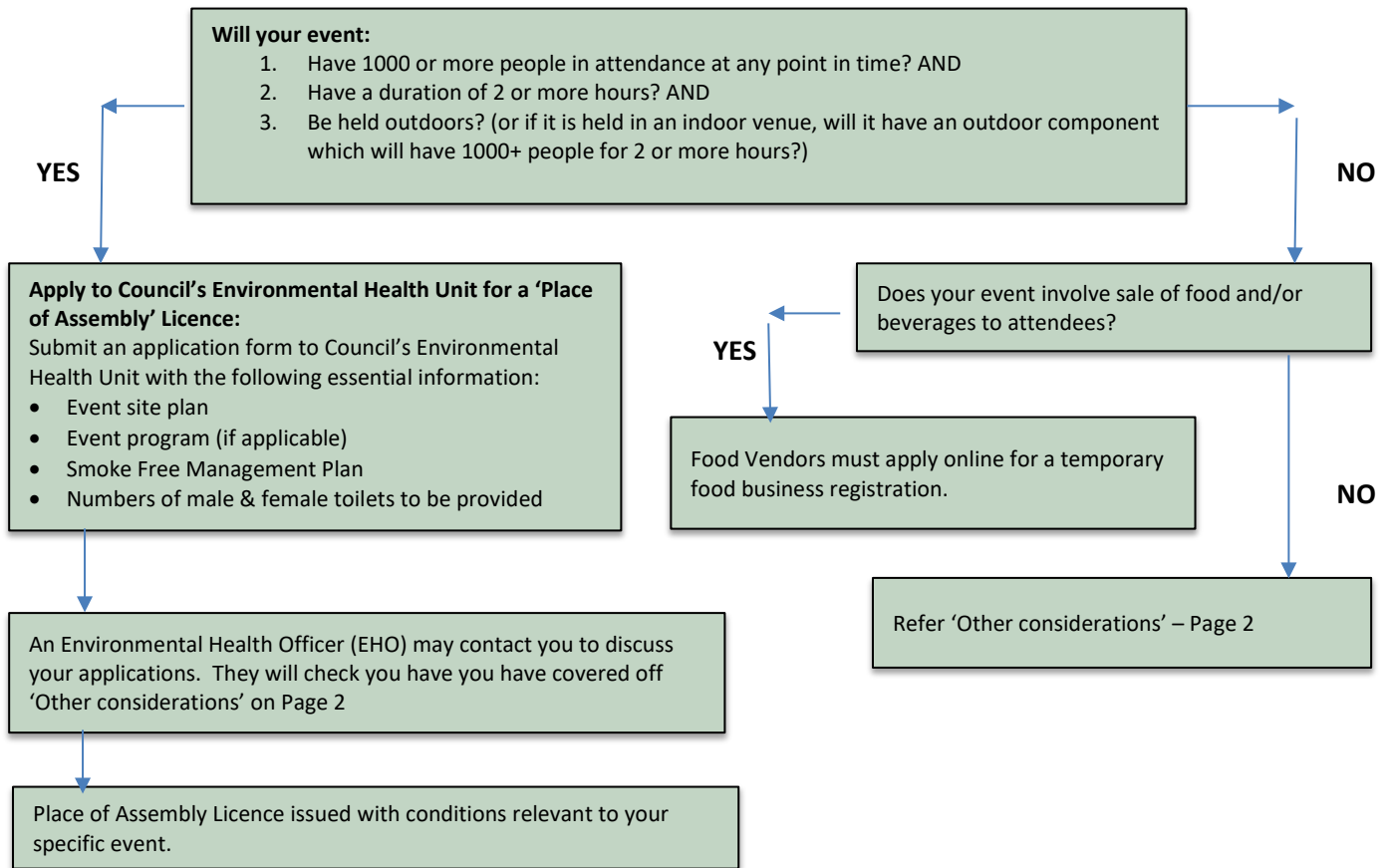


Council is required, under the Public Health Act 1997 (the Act), to regulate mass outdoor public events. The flow chart below is provided to help you understand your obligations under the Act:



### Number of Sanitary Facilities

To determine the number of sanitary facilities your outdoor event requires, refer to the 'Australian Emergency Management Manual series – Safe and Health Mass Gatherings' tables below. Sanitary facilities must, as far as practicable, be provided within a 50m distance from a temporary structure.

Toilet facilities for events with no service of alcohol						Toilet facilities for events with service of alcohol					
Patrons	Male			Female		Patrons	Male			Female	
	WC	Urinals	Hand Basins	WC	Hand Basins		WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2	<500	3	8	2	13	2
<1000	2	4	4	9	4	<1000	5	10	4	16	4
<2000	4	8	6	12	6	<2000	9	15	7	18	7
<3000	6	15	10	18	10	<3000	10	20	14	22	14
<5000	8	25	17	30	17	<5000	12	30	20	40	20
>5000	Please discuss requirements with Council					>5000	Please discuss requirements with Council				

## Fees

There are several fee categories which are applicable to Place of Assembly License's. Please see the Council's fees and charges <https://www.warwyn.tas.gov.au/financial-services/fees-charges/>.

## Other Considerations

- Road closures or other traffic management issues must be discussed with Council's Infrastructure Services Division. PH 6443 8333
- Permission to use land must be obtained from the owners. If it is Council owned land, contact Council's Parks: <https://www.warwyn.tas.gov.au/council-facilities/parks-and-reserves-beaches/>
- A 'Smoke Free Management Plan' approved by the Department of Health and Human Services is required for public events that are licensed as a Place of Assembly.
- A range of resources to assist you in developing and managing your 'Smoke Free Management Plan' can be found here: <https://www.health.tas.gov.au/health-topics/smoking/smoke-free-areas-tasmania#smokefree-public-events>
- The sale of alcohol requires a liquor permit from the Liquor and Gaming Branch of the Department of Treasury and Finance. Applications can be made via their website [treasury.tas.gov.au](http://treasury.tas.gov.au) or you may contact the Branch directly on PH 6166 4040.
- The use of fireworks is regulated by Workplace Standards Tasmania, Department of Justice. Contact 1300 366 322.
- Application for Mobile Food Businesses, including the sale of alcohol, can be made online.
- **You should also consider the following issues: noise emissions, patron safety and security, waste management, crowd control, overcrowding and first aid.**
- **If your event involves the use of temporary structures i.e. stages, booths, tents etc.) you may require a Temporary Occupancy Permit. Please contact a Building Surveyor for the assessment in accordance with Building Act 2016 – Directors Determination – Temporary Occupancy Permit**  
[https://www.cbos.tas.gov.au/data/assets/pdf\\_file/0004/449491/Directors-Temporary-Occupancy-Permit-Determination.pdf](https://www.cbos.tas.gov.au/data/assets/pdf_file/0004/449491/Directors-Temporary-Occupancy-Permit-Determination.pdf).

For help completing this form, please contact council's Environmental Health Officer PH: 6443 8342

## TYPE OF APPLICATION

- Place of Assembly Licence – Fixed Building (Church, Public Hall etc)  
 Renewal of Place of Assembly Licence – Fixed Building  
 Place of Assembly Licence – Specific Outdoor Event (1000 or more people attending)

## APPLICANT

Applicant's Full Name (name of the individual or company that will carry on the Event)	
<input type="text"/>	
ABN / ACN	Date of Birth (for non-ABN/ACN holders)
<input type="text"/>	...../...../.....
Business Address	
<input type="text"/>	
Postal Address (if different from business address)	
<input type="text"/>	
Business Phone Number	Mobile
<input type="text"/>	<input type="text"/>
Email Address	
<input type="text"/>	

## EVENT

Event Name			
<input type="text"/>			
Event Location			
<input type="text"/>			
On-site Contact (if different from applicant)		Phone number	
<input type="text"/>		<input type="text"/>	
Email Address (on-site contact)			
<input type="text"/>			
Date of Event			
Start		Finish	
Hours of Operation:			
Monday:	Tuesday:	Wednesday:	Thursday:
Friday:	Saturday:	Sunday:	
Number of Female Toilets (Total)		Number of Male Toilets (Total)	
Number of hand wash basins		Number of accessible toilets (Disabled (Unisex))	
Maximum number of people attending at any one time (including staff and volunteers)			
<input type="text"/>			
Do you intend to erect any temporary structures e.g. tents, marquees, stages, light towers etc			
<input type="text"/>			
Exit and Lights Checked			
Applicant		Building Surveyor	

Describe any activities that could generate the emission of excessive noise, odour or other pollutants that could cause a nuisance (for example car movements, dust, music)

--

Acoustic engineer details

Name	
Business phone Number/Mobile	

Rubbish Disposal Facilities

--

## SUPPORTING DOCUMENTATION

The following documentation is attached:

Event Site Plan	<input type="checkbox"/>	Event Program	<input type="checkbox"/>
Event Management Plan	<input type="checkbox"/>	Risk Management Plan	<input type="checkbox"/>
Smoke Management Plan (as approved by the Department of Health)	<input type="checkbox"/>	Noise Management Plan	<input type="checkbox"/>
Traffic Management Plan	<input type="checkbox"/>	List of food and drink stalls operating at the Event(which require registration)	<input type="checkbox"/>
Temporary food registration	<input type="checkbox"/>	Temporary Occupancy Permit (Building surveyor)	<input type="checkbox"/>
A copy of a Certificate of Currency (C of C) for \$20M or more Public Liability Insurance. NB: the group requesting use must be named on the C of C.			<input type="checkbox"/>
Other specify			

## APPLICANT DECLARATION

In making this application:

- I have read the information sheet on Applying for A Place of Assembly Licence; and
- Have inserted and completed all information required on this application; and
- I declare that the information provided on this application is true, accurate and complete; and
- I acknowledge that this application is not considered valid and assessment of the application will not commence until all application fees are paid in full; and
- I acknowledge and agree that if an email address has been provided on this application I consent pursuant to Section 6 of the Electronic Transactions Act 2000 to the Council using that email address as a method of contact and for the provision of information by the Council;

Applicant Name

Applicant Signature

Date

...../...../.....

### \*NOTE

Please allow a minimum of 7 – 10 working days to process this application.