



EVENT APPLICATION FORM

June 21

EVENT ORGANISER DETAILS

EVENT NAME			
EVENT DATE			
ORGANISATION NAME			
CONTACT NAME			
ADDRESS			
PHONE		MOBILE	
EMAIL			
ABN/ACN (IF APPLICABLE)			

COMPLETING THIS APPLICATION

The Event Application should be submitted at least 8 weeks prior to the event. Due to legal requirements, failure to do this means the event may not be approved in time

Please ensure that you have

- Read the George Town Council Event Management Planning Guide before completing this application form and are aware of the necessary requirements to manage your event. A copy can be obtained online at <http://georgetown.tas.gov.au> or by contacting the Council Office.
- Completed all relevant sections of the Event Application Form. Incomplete forms will not be accessed.
- All supporting documentation required for your event must be submitted with the Event Application. The Event Application will not be approved until all such documentation is approved.

For questions or assistance please contact Council on 6382 8800

INFORMATION ATTACHED

- | | | | | | |
|--------------------------|--------------------------|--|--------------------------|-------------------|--------------------------|
| Event Site Plan | <input type="checkbox"/> | Traffic Management Plan | <input type="checkbox"/> | Liquor License | <input type="checkbox"/> |
| Risk Management Plan | <input type="checkbox"/> | Temporary Food License Application | <input type="checkbox"/> | Fireworks | <input type="checkbox"/> |
| Copy of Insurance | <input type="checkbox"/> | Place of Assembly Application | <input type="checkbox"/> | Security Control | <input type="checkbox"/> |
| Road Closure Application | <input type="checkbox"/> | Letter of Authority to Sell/serve liquor | <input type="checkbox"/> | Stall Holder Info | <input type="checkbox"/> |
| Waste Management | <input type="checkbox"/> | Emergency Management Plan | <input type="checkbox"/> | Covid Plan | <input type="checkbox"/> |



EVENT DETAILS

EVENT LOCATION				
NUMBER OF PEOPLE ATTENDING				
EVENT TYPE <i>(Please circle)</i>				
Community Ticketed (free)	Community Free – no tickets	Community Ticketed (paid)		
Commercial Ticketed (free)	Commercial Free – no tickets	Commercial Ticketed (paid)		
WHAT DEMOGRAPHIC OF THE COMMUNITY IS THE EVENT AIMED AT? <i>Circle all that are relevant</i>				
Families	Adults only	Children	Whole community	Visitors
SET UP TIME	<i>Set up starts</i>		<i>Set up starts</i>	
EVENT TIME	<i>Event Start Time</i>		<i>Event Finish Time</i>	

BRIEF DESCRIPTION OF THE EVENT

INSURANCE

The Event Organiser is required to obtain public liability insurance to the amount of \$20,000,000. Failure to provide evidence of this insurance will result in the event not being approved by council.

Have you obtained the appropriate insurance? yes no

Is a copy of the Public Liability Insurance attached? yes no



SITE PLAN

A site plan is a map that shows the area(s) in which the event is being staged, and assists with permit applications, communication with event participants including vendors, performers, spectators, suppliers, and staff. It might also be used to communicate with emergency services and residents if required.

Please refer to the event management planning guide for what to include in a site plan.

Is the Site Plan attached?

yes

no

COVID-19 MANAGEMENT

Under the Work Health and Safety Act 2012, the risks of COVID-19 entering or spreading at an event must be managed under a COVID-19 Safety Plan. It is important when completing the plan to provide as much details as possible, identifying exactly what controls will be put in place to mitigate identified risks.

Council advises applicants to use the downloadable template supplied by Work Safe Tasmania, accessible via [this link](#) or on the Council Website.

Is the Covid-19 Management Plan attached?

yes

no

RISK MANAGEMENT

Put simply, a risk assessment identifies what can go wrong, how likely it is to go wrong, what impact this might have on the event if it was to happen and what the event organisers can do to prevent or minimise this from happening.

Council advises applicants to use the downloadable template supplied by Work Safe Tasmania, accessible via [this link](#) or the Council Website.

Is the Risk Management Plan attached?

yes

no

FIRST AID

First Aid is to be provided for all events. The Event Organiser may be required to provide details for First Aiders and identify the location of first aid kits and where First Aid responders will be located on the site plan, to Council.

Emergency vehicles must be able to access the whole site at all times. Inform the local hospitals of the event to ensure resources can be made available in an emergency.

Emergency Services need to be notified of the event in case access is required. Provide a copy of your site plan and emergency services assess plan.



FIRST AID PROVIDER	
MOBILE NUMBER	

TRAFFIC MANAGEMENT PLAN

Council must be consulted where any changes to traffic conditions are planned on all roads within the municipal area. There are Australian Standards for all road barrier and safety equipment; personnel acting as traffic management officers must be accredited.

A Traffic Management Plan must be completed by a competent Traffic Management Company or individual holding a RIICWD503E qualification.

Will there be temporary signage installed? yes no

If yes, please detail: _____

Is the Traffic Management Plan attached? yes no

ROAD CLOSURES

For a full or part road closure, a Road Closure Application Form must be completed and provided to Council. A Traffic Management Plan must be submitted along with any road closure applications.

Once the road closure application has been approved and a signed permit issued, it will be your responsibility to advertise your road closure in the Examiner Newspaper under Public Notices five (5) days prior to your event.

Depending on the type of road closure, location and/or activity, further approvals or permits may be required from Tasmania Police and/or Department of State Roads.

Do you require road closures? yes no

Is the Road Closure Application attached? yes no

Has the Local Police Station been notified? yes no

Has the Local Fire Department been notified? yes no



TEMPORARY PLACE OF ASSEMBLY

A Temporary Place of Assembly license deems a venue, whether an existing building, a temporary structure or a venue with no structures, as a suitable place to hold the event, under the Public Health Act 1997. A Temporary Place of Assembly Permit is only applied for large events with 1000 attendees, or more.

Application should be made to Council on the appropriate form. A Place of Assembly license fee is applicable. Additional fees apply for all assessments and certificates in this process.

A site plan MUST accompany your application as well as details of public toilet facilities if the event is longer than 3 hours.

Council may request a Temporary Place of Assembly license before approval of your event. You will be notified during the assessment period if it is required.

Will A Temporary Place of Assembly permit be required? yes no

Have you attached a Temporary Place of Assembly Permit? yes no

TEMPORARY OCCUPANCY PERMIT

Temporary use of non- permanent structures such as stages, gantries, tents and tiered seating brought in and set up for events may need to be certified, whether inside Council buildings or outside. A Temporary Occupancy Permit determines in the structure is safe to be set up at a venue, and that the actual structure carries relevant certifications and permits from its manufacturer.

Council officers can advise you whether this license will be required. Application is made to the George Town Council and a building surveyor may need to inspect the structure and certify its likely compliance with the Building Code.

Fees apply, both for the issue of the permit and for building surveyor services. You should allow a minimum of 12 weeks for this process.

Will A Temporary Occupancy Permit be required? yes no

Have you attached a Temporary Occupancy Permit? yes no

FOOD AND BEVERAGE

Any person having a food stall at a community event, **must** have a current food business registration permit. All food stallholders must be registered with Council 14 days prior to the event.

Will food be available during the event? yes no

If yes,

Have you attached a Temporary Food Permit? yes no

Have you attached a Stall Holder Permit? yes no



If yes, please provide a list of all stall holders.

Name of Food Stall	Contact Person	Contact No.	Email

NON- ALCOHOLIC BEVERAGES

Portable drinking water supply should be available and easily accessible to patron's at large public events, especially events of significant duration or held outdoors.

Upon application, Taswater may provide their mobile water van free of charge to event organisers.

Will potable water be available during the event? yes no

ALCOHOL

The sale of alcohol will require a Liquor License. Please go the Tasmanian Liquor and Gaming website for the appropriate information. www.treasury.tas.gov.au/liquor-and-gaming

The sale and/or service of alcohol on Council property will require the approval of Council.

Will you be selling alcohol? yes no

Will you be serving alcohol? yes no

Application to Consume Alcohol on Council facilities attached? yes no

Is the Event Specific Liquor License Attached? yes no

Is the RSA (Responsible Serving of Alcohol) Register attached: yes no

Have you identified if you need additional toilets? yes no

(Event Organisers responsibility to meet ratio per person requirements. See event Planning Guide for calculation formula)



WASTE MANAGEMENT

Adequate bins are required to be provided for patrons. For large events, additional wheelie bins can be hired and may incur a charge (price on application).

These fees include the delivery and collection of the bin(s) for the event and one service to empty the waste in the bin at the conclusion of the event.

The Council will not service bins mid-event for a one-day event, so please ensure that enough bins are ordered to cover the events waste requirements.

Number of Rubbish Bins required	
Date and time of delivery	
Date and time of collection	

Council advises that the Event Holder is responsible for cleanup post event and is responsible for ensuring all rubbish is placed into the bins provide.

Failure to clean up a public place after your event WILL result in additional fees and charges.

POWER SUPPLY

All power cords are to be tested and tagged in accordance with the Health Act 1992 (Public Buildings).

If Council power is required, please provide details below (please state the number required).

10 amp

15 amp

If using generators, please provide details as permission from Council to use generators in a public place may be required.

Are Generators identified on the Site Plan? yes no

Details of Generators: _____

Site placement of generators: _____

SECURITY AND CROWN CONTROL

Council recommends that Security and Crowd Control be provided at all community events where more than 500 people are expected to attend, particularly at high-risk events (where alcohol is consumed).



The event organiser must contact the Local Police Station & the Ambulance to notify them of the event and provide full details.

Is Security required

yes

no

Company	
Contact Number	
Email	

ENTERTAINMENT MANAGEMENT PLAN

An Entertainment Management Plan should list all mechanical rides and amusement structures, performers, and animal displays, show their locations on the site plan, note their compliance licenses and certifications and certificates of currency for public liability insurance and record contact details for each.

Your event may need an [APRA license](#), Work Health and Safety certifications, Temporary Occupancy permits and environmental health requirements, depending on what activities you will be providing.

Will there be mechanical and/or amusement rides?

yes

no

Will there be performers?

yes

no

Will there be animals?

yes

no

Will there be live music?

yes

no

Will you need a permit for sound restrictions?

yes

no

Have you notified residents near the venue of noise?

yes

no

Will there be temporary staging/lighting?

yes

no

Are all Work Safe Plant Registration Certificates Attached?

yes

no

Is there an Entertainment Management Plan attached?

yes

no

FIREWORKS

If you intend to have fireworks at your event, the contractor must completed an Application for Fireworks Event Permit and Fireworks Event Notice from the Department of Mines and Petroleum which can be downloaded from the DMP website; www.dmp.wa.gov.au.

Permission must be sought from all surrounding neighbourhoods for the detonation of fireworks, please completed and the Approval from Neighbours for Fireworks form.



Set Up Location _____

Is the Fireworks Management Plan Attached? yes no

Is the Fireworks Stakeholder Approval attached? yes no

Is the Fireworks approval from Neighbor’s attached? yes no

Company	
Contact Person	
Contact Number	
Email	

DECLARATION

I / We _____

As the event organiser applying for approval to host an event in the George Town municipality, I acknowledge that the information completed in my application are true and correct. I will ensure that the appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the Events Information required herein is a guide and have been compiled with a number of statutory requirements. There could be other requirements that exist outside the package and that as the event organiser I am responsible.

I have read the Events Planning Guide yes no

Signed _____

Date _____

