

# Event Planning Toolkit

2021-2025



GEORGE TOWN MUNICIPAL AREA V2. JULY 2021

## DISCLOSURE

The information in this document is intended as a guide only.

It should not be substituted for professional advice on laws and regulations in individual cases. In addition to this information event organisers must exercise skill, care and sound judgment in event planning.

The information in this publication has been researched; however the George Town Council accepts no responsibility for any errors or omissions that may have occurred with the publication.

Information contained in this guide will be subject to change.



George Town Council  
16-18 Anne Street

Po Box 161  
George Town Tasmania 7253

**T** (03) 6382 8800  
**E** [council@georgetown.tas.gov.au](mailto:council@georgetown.tas.gov.au)

**[www.georgetown.tas.gov.au](http://www.georgetown.tas.gov.au)**

# Table of contents

What makes an event?	5
Event planning guides	6
Event Application Form	7
Site Plans	7
Risk Management Matrix and Plan	8
Emergency Management Plan	8
Fire Evacuation Plan	8
COVID-19 Safety Plan	9
Traffic Management Plan	9
Road Closure Application	10
Temporary Place of Assembly Permit	10
Temporary Occupancy Permit	11
Waste Management Plan	11
Sanitary Facilities Plan	12
Temporary Food Permits	12
Temporary food stall guidelines	12
Liquor Permits - selling or serving alcohol	12
Entertainment Management Plan	13
Noise Management Plan	13







# What makes an event?

Contributing significantly to our local economy, social wellbeing and cultural experience, event ideas can come from anywhere and anyone. They can originate from within our community or be hosted by an external operator.

Events could feature music, food and wine, arts, craft, local markets, health and wellbeing, sports, heritage and culture, wildlife or the environment.

## What makes something an event?

An event is a prearranged, organised, recreational, cultural or commercial social public gathering of people. All events require good project management and a team of willing workers dedicated to making the event a success.

A public event held on Council owned land, is open to the community or involves street closures must complete an application for approval process.

The applications you may need to submit for review and approval can depend on where you will be hosting the event, the risks involved, size, and or duration.

Any of these activities will warrant a completion of an event application:

- On council Land
- Public
- Selling/Serving food
- Alcohol
- Fireworks
- Open to the Public
- Road Closures
- Security
- In Council Buildings
- Amusement Rides
- Traffic Changes

## How To Use This Document

This document can be used as a guideline for the planning and facilitating of your event. Council recommends getting in touch with a Council Events Officer to discuss you event before you being your application.

You can contact Council on:

**03 63828 800**

or email

**[council@georgetown.tas.gov.au](mailto:council@georgetown.tas.gov.au)**

You can download each form via the links in this document, or directly from the Council website at

**<https://georgetown.tas.gov.au/how-to-plan-a-community-event/>**







# Event Planning Guide

## Where to start?

The best place to start is by preparing an Event Management Plan for your own reference. While preparing your plan use this document to consider which of the following applications or permits you may need. It is not a requirement to submit this plan to Council.

Ensure you give yourself plenty of time to provide all the information required for each individual application / permit process. You will need to allow at least eight months for events over 100 people and two months for smaller events.

What to include in your event plan:

*Why* What is the purpose of the event?

*When* Dates, times, event program/timeline  
Weather/seasonal considerations  
Event cancellation policy and procedures

*Who* Will come? Expected attendees  
Will be involved? Organisations, businesses?  
Will make arrangements? Management committee?  
Will help? Paid contractors? Volunteers? Friends or family?

*Where* Location/venue? Does it have the required facilities?

*How* Funding?  
Logistics?  
Promotion?



## **George Town Council requires notification of the proposed event:**

- At least eight (8) months prior to any event likely to attract over 100 people
- At least two (2) months prior to a smaller event.

## **1. Event Application Form**

An Event Application Form is the first step, and must be submitted to the Council office. Forming the basis of your application, the application must have your group's public liability insurance Certificate of Currency attached.

Once submitted, the application will be reviewed, and if further information is needed, you will be required to provide this before final approval will be given.

**[Click here to view and download the Event Application Form Online](#)**

## **2. Site Plans**

A site plan is a map that shows the area on which your event is being staged. A site plan 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 if required.

A map of the site and surrounding areas is the starting point for a good site plan. Make sure North is marked on the map. Existing buildings, structures, footpaths, significant trees and vegetation, access points, fences, toilets, prohibited access areas, power, telecommunications and water lines should be clearly marked.

It is useful to mark positions for marshals, event management team members and other key event personnel.

Items to consider on your Event Site Plan are listed below:

- Amenities (power, tap water)
- Entry / Exit points
- Evacuation routes (pedestrian + vehicle)
- Marquees and stalls
- Parking
- Road closures
- Toilets- Location and number
- Stages
- Information tent
- Lost children stations
- Licenses liquor outlets (bars)
- Water hazards (potential hazards or site-specific characteristics)
- Amusement rides
- Lighting/Sound equipment
- Water stations
- COVID-19 registration station
- Sanitation Station
- Refuse and recycling
- Exclusion Zones
- Designated Smoke Areas
- Fire Fighting Equipment
- Event boundaries
- Animals
- First aid post
- Signage

**[Click here to view and download a Site Plan template Form Online](#)**



### 3. Risk Management Plan

One of, if not the most important part of your application. Put simply, a risk assessment records what can go wrong, how likely to go wrong these occurrences are, what impact this might have if they do go wrong, and how the damage can be prevented or minimised.

It is better to have too much information than not enough. Failure to provide an adequate risk assessment for your event will result in having to resubmit the document or risk not being approved. Council advises applicants to use the downloadable template supplied by Work Safe Tasmania, located on the Council website.

**[Click here to view and download the Risk Management Matrix and Plan Form Online](#)**

### 4. Emergency Management Plan

Majority of your Emergency Management will be identified in your Site Plan. However, Council may request a separate Emergency Management Plan before approval of your event. You will be notified during the assessment period if it is required.

An Emergency Management Plan identifies emergency and medical emergency procedures. It includes a site plan showing emergency access, first aid station and on-site fire extinguishers, records the evacuation procedure and how it will be communicated to event patrons, how staff are to communicate and to whom should an emergency occur and which emergency services have been notified of the event and by whom.

**[Click here to view and download the Emergency Management Plan Form Online](#)**

### 5. Fire Evacuation Plan

A Fire Evacuation Plan provides for safe exit from buildings and temporary structures at an event attracting more than 200 people within the structure at any one time in the event of fire.

A Fire Evacuation Plan may be required as part of your Emergency Management Plan and Risk Management Plan

Tasmania Fire Service can be contacted for information about what your Fire Evacuation Plan should contain.  
**[www.fire.tas.gov.au](http://www.fire.tas.gov.au)**





## 6. COVID-19 Safety Plan

Under the Work Health and Safety Act 2012, you must manage the risks of COVID-19 entering or spreading at your event. The minimum standards for managing the risks of COVID-19 have been determined by Public Health.

For current Public Health Directions, see [coronavirus.tas.gov.au](https://www.coronavirus.tas.gov.au).

You may not be able to eliminate the risk completely. Instead, you will need to consider other ways to reduce the risk as far as reasonably practicable. This may involve the use of substitution, isolation, engineering or administrative controls. A COVID-19 Safety Plan will detail how you will reduce the risks of COVID-19 at your event. It is important when completing this template that you provide as much details as possible.

This plan will help you to identify exactly what controls you will take to put in place to mitigate identified risks.

[Click here to view and download the WorkSafe Tasmania Covid-19 Event Safety Plan Form Online](#)

## 7. Traffic Management Plan

The George Town Council must be consulted where any changes to traffic conditions are planned on all roads within the municipal area. Council will require a Traffic Management Plan for all to changes to normal traffic conditions that are necessary to stage your event.

Your traffic management plan must include:

- Road map and plan of the area with roads affected and surrounding roads marked
- What measures are being requested/will be employed to assist with traffic management
- Road closure points
- Barrier positions
- Pedestrian crossovers
- Emergency vehicle access routes
- Businesses/services affected by the changed traffic conditions
- Duration of the changed traffic conditions
- Notification to property owners affected
- Position of marshals
- Traffic signage
- Speed reductions

There are Australian Standards for all road barrier and safety equipment; and personnel acting as Traffic Management Officers must be accredited.

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



## 8. Road Closure Application

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 prior to your event. An advertising template will be supplied by the Works team upon approval. It is your responsibility to notify any directly impacted residents and/or businesses of traffic management impediments.

Depending on the type of road closure, location and/or activity, further approvals or permits may be required from Tasmania Police. These include but are not limited to permits for charitable collection, demonstrations, street processions, motor vehicle race permits, road cycle races and road closure permits for public events on state roads.

For details on what you may be required to provide to Tasmania Police, visit the Police website via the link below: <https://www.police.tas.gov.au/services-online/permits-for-events/>

PLEASE NOTE: Costs associated with road closure advertising, use of Council road barrier and safety equipment and trained personnel are the responsibility of the Event Organiser.

**[Click here to view and download the Road Closure Application Form Online](#)**

## 9. 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.

A Temporary Place of Assembly license will be required where the venue for your event does not have a current Place of Assembly license. NOTE: All Council managed venues available for public events have Place of Assembly licenses.

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. Existing and Temporary structure specifications (if any) must also be included, as these need to be assessed by a Building Surveyor and issued with either a Certificate of Suitability or a Certificate of Likely Compliance BEFORE a Place of Assembly License application will be assessed.

Council officers can assist with this process. You should allow a minimum of 12 weeks for this process.

**[Click here to view and download the Temporary Place of Assembly Application Form Online](#)**





## 10. 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 if 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.

**[Click here to view and download the Temporary Occupancy Permit Application Form Online](#)**

## 11. Waste Management Plan

A Waste Management Plan details how waste will be managed during set-up, throughout the event and at clean-up. It should include information about existing on-site bins, temporary bins or skips, collection of recyclables, emptying bins, litter cleanups during and after the event, cleaning of tables and chairs provided for public use and if temporary toilets are to be used, management of waste from these.

The **[Rethink Waste Tasmania - A guide to Preparing an Event](#)** Waste management Plan provides templates, checklists and information to create your own plan to help avoid, reduce, reuse and recycle waste when planning and delivering any form of public or private event.

**[Click here to view and download the Rethink Waste Tasmania Plan Online](#)**





## 12. Sanitary Facilities Plan

A Sanitary Facilities Plan details the number and location of toilets, their accessibility to people of low mobility and parents with small children, and event management plans for cleaning and maintenance throughout the event.

Additional toilets may be required for your event. This calculation is Dependant on attended numbers and if alcohol is being served.

## 13. Temporary Food Permits

If you or any organisation participating in your event plans to sell or serve food (including commercial and non-commercial), a current permit must be held. It demonstrates compliance with safe food handling practices. As an Events Organiser, it is your responsibility to ensure all food vendors are appropriately licensed.

Temporary Food Business Permits are issued by the George Town Council. You must allow at least 21 days for this to be processed. Council may also request a Food Management Plan before approval of your event. You will be notified during the assessment period if it is required.

A Food Management Plan details the food that will be available, where the food vendors/providers will be sited, what power, water, waste and other services will be required by each vendor, the contact details for each vendor, the type of structure being used for food to be served or sold and what type of Food Permit the vendor/provider holds.

Supporting documentation for your event can be found via the links below:

- **[Temporary Food Stall Guidelines](#)**

**[Click here to view and download the Temporary Food Permit Application Form Online](#)**

## 14. Liquor Permits - selling or serving alcohol

A Liquor permit allows for the legal sale of alcohol where no permit currently exists. At any event being held on Council managed or controlled property, where you intend to sell alcohol you must hold a current permit from Tasmanian Department of Treasury, in order to submit your letter requesting approval to Council. To obtain your authorisation from Council your Liquor Permit number must be provided to Council at least 48 hours prior to your event.

Applications for a Temporary Liquor Permit must be made to the Tasmanian Department of Treasury – [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au). Fees apply and can be found on the Department of Treasury website or by contacting the Department. You ONLY need a Temporary Liquor Permit if you plan to sell Alcohol at your event.

If your event supplies alcohol and it is FREE to your attendees you will need permission from Councils General Manager. Download letter templates requesting permission from the General manager, below:

**[Alcohol - Application Request to Serve](#)**

**[Alcohol - Application Request to Sell](#)**





## 15. 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.

## 16. Noise Management Plan

A Noise Management Plan details where equipment, such as an amplifier, speaker system or mechanical equipment which will emit unusually loud noise will be sited, who will likely be impacted, over what period of time and the measures employed to test and control noise in accordance with the Environmental Management and Pollution Control Act 1994 and its regulations.

The management and regulation of noise in Tasmania is provided by the Noise Environment Protection Policy, Environmental Management and Pollution Control Act, and the Noise Regulations.

For further information go to <http://epa.tas.gov.au/epa/noise>

Council's Environmental Health Officer may also be able to assist with queries.



