



George Town Council

Council Office : 16 - 18 Anne Street, George Town TAS 7253
Telephone (03) 6382 8800
Facsimile (03) 6382 8899

Postal Address : PO Box 161, George Town TAS 7253
council@georgetown.tas.gov.au
www.georgetown.tas.gov.au

Event Application

Event Details

Event Name

Event Location

Event Date

Event Time

Setup Starts	Event Start Time
Event Finish Time	Pack Up Finishes

Contact Details

Organisation Name

Event Organiser

Address

Phone **Mobile** **Email**

ABN (if applicable)

Brief Description of the event

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Event Information Required

Estimated number of people who will attend the event

What demographic of the community is the event aimed at, eg families, older adults, children

Will road / street closures be required Yes No

Will food be sold at the event Yes No

Will alcohol be

a) available for sale Yes No

b) Available for consumption (either BYO or provided by event organisers.) Yes No

Will there be live music and / or entertainment Yes No

Will there be temporary structures (marquees, tents etc) in use? Yes No



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Please note

All documentation required for your event must be submitted with your Event Application. Your Event Application will not be approved until all such documentation is approved.

Please ensure that you have

- Read the George Town Council Event Management Planning Guide and are aware of the necessary requirements to manage your event. A copy can be obtained on line at <http://georgetown.tas.gov.au> or by contacting the Council Office.
- Completed all relevant sections of the Event Application Form

Documentation that may need to be included with your Event Application

Information attached (please check which is applicable to your event application)

- Risk Management Plan
- Copy of Certificate of Current
- Application for Temporary Food Licence
- Application for Place of Assembly Licence
- Event Site Plan
- Event Traffic Management Plan
- Liquor Permit and Council Letter of Authority to sell Liquor on Council Managed Land

Signed _____
Required for printed form only

Date: ____ / ____ / ____

You may complete this form online at <http://georgetown.tas.gov.au> and return to council@georgetown.tas.gov.au or print, complete and return to George Town Council, PO Box 161, George Town, Tas, 7253

Please note that Council Approval can take up to six weeks