



FLINDERS
COUNCIL

Specific Event & Place of Assembly License

Application Form & Guidelines

Must be submitted to Flinders Council if you are planning to hold an event.

Event Application Forms & Risk Assessment Form must be submitted at least 28 days prior to the event.

APPLICATION GUIDELINES

Please provide as much information about your event as possible. Please contact Flinders Council on 6359 5001 if you would like to arrange a meeting to discuss your event.

Service fees may apply, and a **refundable bond of \$200** must be paid at least 21 days prior to the event. In the event that the site or equipment is damaged or the site is not adequately cleaned or repaired, cleaning costs will be deducted from the bond.

PUBLIC LIABILITY INSURANCE

All events must have public liability insurance cover of no less than \$10 million.

SPECIFIC EVENT SITE PLAN

For Specific Events, please supply a site plan identifying extent of the site, premises, road closures, parking, emergency access route, first aid location, fireworks launch site and safety zone, toilets, power, lighting, temporary stalls/structures, food vans, marquees, jumping castles, staging, rubbish skips etc.

RISK ASSESSMENT & SAFETY MANAGEMENT PLAN

Please supply a Risk Assessment & Safety Management plan. As a group you need to identify all the risks associated with the event, then prioritise them according to their likelihood and consequences. For example, some risks may have extreme consequences but a low likelihood (eg plane crashing into the site); others may have a high likelihood but minimal consequences (eg children tripping over on the grass). Where there are risks with both high likelihood and serious consequences, these risks will need to be managed.

Some common risks at events include:

- Unsafe structures and marquees
- Vehicles driving in pedestrian areas
- Traffic congestion
- Unsafe electrical cabling
- Fireworks displays
- Fires / gas bottle explosions in food stalls
- Injuries/ accidents
- Food poisoning
- Dehydration / sunstroke
- Violence / crime / brawls
- Crowd crush / panic

As each event is different, you will have risks that are unique to your event.

CARNIVAL

Carnival operators need to provide copies of their public liability insurance certificates of currency.

All rubbish must be removed from the carnival site after the carnival has vacated.

FIREWORKS

Only licensed Pyrotechnicians are permitted to discharge fireworks. Operators must hold Public liability insurance cover of no less than \$10 million. The Operator must supply a copy of their Risk Management Assessment, including a plan detailing the proposed display and charges. You must give written notice to all properties within 1,000m of the site no less than 21 days prior to the fireworks.

ROAD CLOSURES

If you are closing roads for your event, you must:

- Seek permission from the Department of Infrastructure, Energy & Resources or Flinders Council depending upon the particular party responsible for the road.
- Inform Police, Emergency Services and all residents and businesses whom will be affected by these road closures at least 21 days before the event.
- Advertise these road closures in the local newspapers.
- Provide Flinders Council with a traffic management plan.
- Close the roads with proper road closure equipment & signage.
- Ensure road closures are supervised by volunteers or staff at all times.

PARKING

Please ensure there is adequate parking for all cars. Marshals may be required to direct parking. Parking must be identified on the site plan.

EMERGENCY SERVICES

You will need to have a First Aid provider (eg. St Johns Ambulance) on site and keep an emergency access route clear at all times.

SECURITY

For most events, some security will be necessary. The numbers of security personnel and their hours will depend on the type of event and its operating hours.

NOISE CONTROL

If your event is within a residential area, amplified music and other noise that can be heard from inside a residence must cease at 11pm on a Friday and Saturday, and at 10pm Sunday to Thursday. Noise may not commence before 9am on Saturday, 10am Sunday or before 7am on weekdays.

FOOD AND ALCOHOL

If you are selling food or having alcohol at your event, you must ensure that:

- Commercial vendors must have food permits/licences.
- Community groups have a temporary food licence (please contact Environmental Health Officer at Flinders Council on 6359 5005 for more details).
- There is access to potable water.
- There are sufficient bins for stallholders.
- You have a liquor licence if selling alcohol. Please contact the Commissioner for Licensing, Hobart on 6233 2475 to obtain a license.

POWER (if applicable)

If your site does not have power, you may need to hire a generator.

RUBBISH

You must provide sufficient rubbish bins for your event. These can be provided by Flinders Council or use other providers.

The site **must** be left in a clean state after the event. If the site is not returned to its pre-event condition by 3pm on the day following the event, Flinders Council will arrange contract cleaners for the following day and the cost will be invoiced to the Event organisers.

TOILETS

At every event, toilets must be provided at a **ratio of 2 female and 1 male toilet per 500 people**, and at least one wheelchair accessible toilet for the event. If there are no public toilets, you must hire portable toilets.

WATER

If you are having food stalls, there must be access to running water. Many reserves have taps available.

LIGHTING

If your event is in the evening, you will probably be hiring generators and lighting. You will also be required to check the venue at night for adequacy of lighting for parking and pedestrian areas and hire additional lighting towers if necessary.

GRASS CUTTING / IRRIGATION LINES

Flinders Council can arrange to have the grass cut before your event. If marquees/tents are to be erected for the event, underground irrigation lines must be marked out by Council, beforehand, to avoid damage.

TEMPORARY STRUCTURES

If you intend to erect a tent, marquee, booth or a stage during your event, you will need to contact Flinders Council to find out requirements needed. Under *Regulation 38 of the Building Regulations 2004*, these temporary structures maybe exempt or require a Temporary Occupancy Permit to be issued.

A Building Surveyor needs to determine whether any proposed temporary structure(s) to be used at the public event is/are exempt from requiring a "temporary occupancy permit" under the building legislation. This also includes food tents.

If you are advised by the Building Surveyor that the temporary Structure(s) is not/are not exempt from requiring a "temporary occupancy permit" you will need to make application to the General Manager for a "temporary Occupancy Permit".

However if you are advised in writing by the Building Surveyor that the temporary structure(s) is/are exempt from requiring a "temporary occupancy permit" then only this application need be made.

CONTACT PHONE NUMBERS

Flinders Council

Event Bookings	Council Reception Desk	6359 5001
Safety & Risk Manager	Shane Walsh	6359 5007
Environmental Health Officer	Jacci Viney	6359 5005
	Works Depot	6359 5023
	After Hours Emergency	000



Application for Place of Assembly License

Application for Place of Assembly License – (Specific Event)

(Please return this section to Flinders Council at least 28 days prior to the event)

1. DETAILS

Name of Event:

.....
....

Name of Applicant & Organisation:

.....

Postal Address:

.....

Location of Event/Premises:

.....

Date: Time:to.....

Estimated number of people:

Description of
Event:.....

Other licenses issued for
Event/Premises.....

CONTACTS

Contact for Event Administration: Phone: Mobile:
.....

Fax: Email:
.....

Contact Person on Site at the Event: Mobile:

Other Key Contact People:

Role: Name: Phone:

Role: Name: Phone:

Role: Name: Phone:

Role: Name: Phone:

3. PUBLIC LIABILITY INSURANCE

Amount of Cover: Certificate of Currency Copy Supplied: Yes/No
(Minimum \$10m required)

- **Jumping Castles** - Should a jumping castle be on-site at your event, Council will require a copy of the relevant insurance policy which covers this structure.
- **Pony Rides** - Should pony rides be at your event, Council will require a copy of the relevant insurance policy which covers this.
- **THIS APPLICATION WILL NOT BE PROCESSED UNTIL A COPY OF THE RELEVANT INSURANCE POLICIES ARE PROVIDED**

4. SITE PLAN

Site Plan Supplied: Yes/No

5. RISK ASSESSMENT & SAFETY MANAGEMENT PLAN

Risk Assessment & Safety Management Plan Supplied: Yes/No

6. CARNIVAL

Carnival Operator: Phone:

Carnival PL Insurance: Amount of Cover: Copies of Certificate of Currency Supplied: Yes/No

7. FIREWORKS

Launch Site: Date & Time:

Contractor: Name: Phone:

- Contractor's Risk Management Assessment Supplied
- Fire Brigade Notified: Copy of Notification Supplied

Copy of Notice to Residents Supplied:

8. ROAD CLOSURES

Location: Date Time:to.....

Police notified:	<input type="checkbox"/>	Fire Brigade Notified:	<input type="checkbox"/>
Ambulance Notified:	<input type="checkbox"/>	Affected Premises Notified:	<input type="checkbox"/>
Newspaper Advertisement:	<input type="checkbox"/>	Traffic Management Plan Supplied:	<input type="checkbox"/>

9. PARKING

Location:
(Please identify on site plan)

Marshals:

10. EMERGENCY SERVICES

Emergency Access Route Identified:

Police Notified:

First Aid providers organized:

SES Notified:

11. SECURITY

Name of Company:

Contact:

Phone:

Number of Security Personnel:

Date:

Time:

Date:

Time:

Date:

Time:

12. NOISE CONTROL

Amplified Music Shutdown Times:

Date:

Time:

Date:

Time:

13. FOOD STALLS & LIQUOR

Temporary Food License Application(s) lodged with Environmental Health Officer: Yes/ No

Alcohol Available: Yes / No

If yes, was a Liquor License obtained: Yes/No

Please attach a copy of your Liquor Licence.

Please note:

- You will be required to show a designated roped off "Wet Area" on your site plan.
- "Responsible Serving of Alcohol" - please indicate what measures will be put in place.

.....

15. RUBBISH REMOVAL

**If Flinders Council is supplying bins,*

Number of Bins required:

To be delivered to:

Date and Time:

To be collected from:

Date and Time:

16. TOILETS

Portable Toilets Hired: Yes / No

Number of toilets:

Provider:

Toilets on Site: Yes / No

Access required from

to

17. WATER

Potable water on Site: Yes / No *Access required from to

18. LIGHTING

Adequate Lighting on Site: Yes / No

Light Towers Hired: Yes / No Number: Provider:

19. GRASS CUTTING / IRRIGATION LINE MARKING / IRRIGATION OFF / OTHER PARKS WORKS

Required: Yes / No

Outline requirements -

20. TEMPORARY STRUCTURES

Will there be any temporary structures (eg. Tents, marquees, booth, stages etc.) erected & used during your event?

Yes / No

If yes, is a site plan provided: Yes / No

And under the *Regulation 38 of the Building Regulations 2004*, these temporary structures maybe exempted or require a Temporary Occupancy Permit.

Exemption No. _____ and/or Temporary Occupancy Permit

21. Council Fees

Application fee: New (Specific Event): \$

New (General): \$

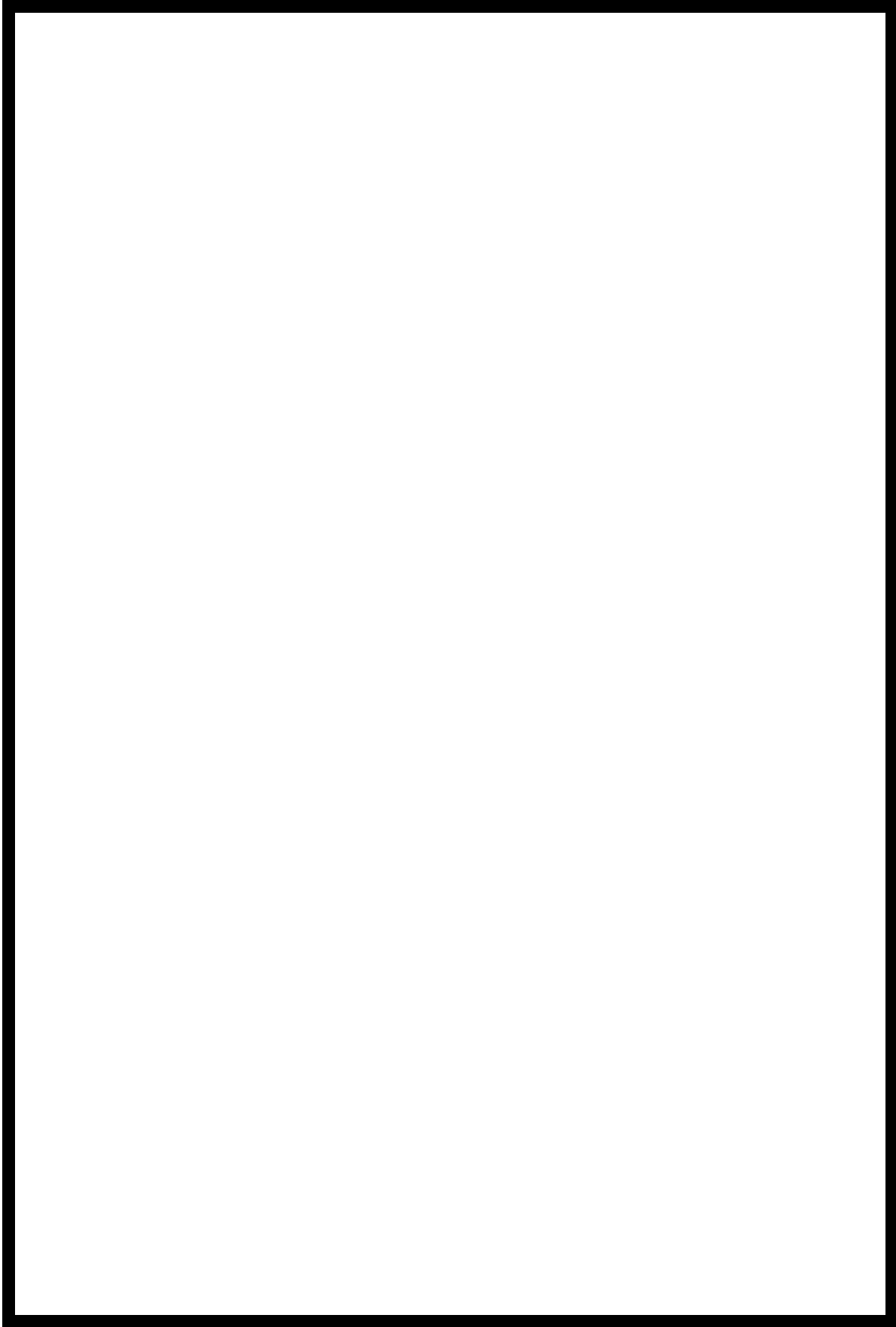
Renewal (General): \$

Signature of Applicant:- _____ Name:-

Signature on behalf of Flinders Council:- _____ Name:-

Please lodge your completed application form and fee with the Environmental Health Officer

SPECIFIC EVENT - SITE PLAN



Office Use Only

To be considered by Council prior to issue of Licence:

Will the event interfere with the peace and good order of the area?

- . Proposed hours
- . Excessive noise levels
- . Responsible serving of alcohol

Prevention of noise?

Prevention of smell?

Prevention of pollution?

Prevention of other nuisances?

The effect of traffic on highways, roads or streets?

Is the Place Of Assembly capable of being operated, used or managed in accordance with the guidelines?

Will the event compromise public health?

Event Management Plan?

Police Clearance?

EHO Signature

Date

Receipt No.:

Date:

Flinders Council Event Risk Assessment Form

Name of Organisation -						Date -		
Name of Event -						Prepared by -		
Item No.	Risk/Hazard details (There is a risk that)	Likelihood	Consequence	Risk Rating	Action Plan	Person responsible	Timeframe for completion	Status

Likelihood	Consequence	Risk Rating
A = Almost certain: expected to occur	1 = Insignificant: no injuries, no loss	E = Extreme: do not proceed until the risk has been reduced to an acceptable level
B = Likely: will probably occur	2 = Minor: first aid, medium loss	H = High: review and reduce risk where possible
C = Possible: might occur at sometime	3 = Moderate: treatment required, high loss	M = Medium: regular monitoring of the issues is required
D = Unlikely: not likely to occur	4 = Major: extensive injuries, major loss	L = Low: proceed with appropriate caution
E = Rare: exceptional circumstances	5 = Catastrophic: death, huge loss	

Likelihood	Consequence				
	1	2	3	4	5
A	H	H	E	E	E
B	M	H	H	E	E
C	L	M	H	E	E
D	L	L	M	H	E
E	L	L	M	H	H