APPLYING FOR A PLACE OF ASSEMBLY LICENCE

City of Hobart is required, under the Public Health Act 1997 (the Act), to regulate mass outdoor public events. Below is a flow chart which will help you understand your obligations under the Act:

Will your event:

- 1. Have 1000 or more people in attendance at any point in time? AND
- 2. Have a duration of 2 or more hours? AND
- 3. Be held outdoors? (or if it is held in an indoor venue, will it have an outdoor component which will have 1000+ people for 2 or more hours?)



Apply to City of Hobart's Environmental Health Unit for a 'Place of Assembly' Licence:

Submit an application form with <u>fee</u> and all applicable supporting documents to City of Hobart's Environmental Health Unit.

If you are holding a **small-scale community/charitable event**, please contact us to discuss the above requirements prior to submitting your licence application. Environmental Health 03 6238 2715



Will musical or sound-amplifying equipment be used at your event?

Does your event involve sale of food and/or beverages to attendees?

YES

NO

Food vendors must apply online for a temporary food business registration: hobartcity.com.au/
TempFoodHandling

NO

NO YES

An Environmental Health Officer (EHO) may contact you to discuss your application. They will check you have covered off 'Other Considerations' on Page 2.



Place of Assembly Licence issued with conditions relevant to your specific event. Where musical instruments or soundamplifying equipment will be used, a Noise Management Plan completed by an Environmental Acoustic Engineer/ Consultant must be submitted.

Noise Management Plans must include:

- 1. Detailed Site Plan: including the location of the stage and speaker orientation.
- 2. Mitigation Measures (If applicable): explain any measures being implemented to minimise noise impacts at sensitive receivers.
- Complaints: How will these be handled and managed i.e. complaints hotline, assessment and monitoring that will be undertaken and reporting to Council.
- 4. Letterbox Notification: A letter notification must be distributed by the Event Organiser to residents within a 500m radius of the event, no later than 14 days prior to the event date. The notification flyer must include a contact number where concerns can be voiced before and during the event. A copy of the notification flyer is to be provided to Council prior to distribution.

Check 'Other Considerations' on Page 2.

5. Noise Level Targets: modelling to be completed by your Environmental Acoustic Engineer/Consultant to show noise levels will be no more than 65dB (A) and 80dB (C) within 10m of the nearest sensitive receiver. The A and C weighting must be considered.



NUMBER OF SANITARY FACILITIES

To determine the number of sanitary facilities your outdoor event requires, refer to the 'Australian Building Codes Board, Table 5.3.1 and Tables 5.3.2' tables below. Sanitary facilities must, as far as practicable, be provided within a 50m distance from a temporary structure.

TABLE 5.3.1 PROVISION OF SANITARY FACILITIES

	Closet Pans		Urinals		Washbasins	
	Design Occupancy	Number	Design Occupancy	Number	Design Occupancy	Number
Male Facilities	1 - 100 103 - 300 >300	1 2 Add 1 per 200	1 - 50 51 - 100 101 - 150 151 - 200 201 - 250 >250	1 2 3 4 5 Add 1 per 100	1 - 50 51 - 200 >200	1 2 Add 1 per 200
Female Facilities	1 - 25 26 - 50 51 - 100 101 - 150 151 - 250 >250	1 2 3 4 5 6 Add 1 per 100	N/A	N/A	1 - 50 51 - 150 >150	1 3 Add 1 per 200

Note:

Sanitary facilities need not be provided for a temporary structure accommodating not more than 20 people.

TABLE 5.3.2 ADJUSTING THE REQUIRED NUMBER OF SANITARY FACILITIES FOR EVENTS

Duration of event	Percentage of required number of sanitary facilities in accordance with 5.3.2(a) and (b)				
More than 4 hours	100%				
Less than 4 hours	75%				
Less than 2 hours	50%				
Note: For the purpose of Table 5.3.2 duration of events refers to a single day event					



FEES

*There are several fee categories which are applicable to Place of Assembly Licences. Please refer to the City of Hobart's fees and charges for more information.

OTHER CONSIDERATIONS

- Road closures or other traffic management issues must be discussed with City of Hobart's City Mobility on 6238 2791.
- Permission to use land must be obtained from the owners. If it is City of Hobart's owned land, contact City Life on 6238 2886.
- A 'Smoke Free Management Plan' approved by the Department of Health is required for public events that are licenced 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:
 - health.tas.gov.au/health-topics/smoking/smoke-free-areas-tasmania
- 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 or you may contact the Branch directly on 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 at hobartcity.com.au/ TempFoodHandling You must provide a compiled list of all registered food businesses operating at the event.
- You should also consider the following issues: noise, smoke and odour emissions, patron safety and security, waste management, crowd control, overcrowding and first aid.
- If your event involves the use of temporary structures (ie stages, booths, tents etc) contact a Building Surveyor for a temporary occupancy permit for the site.
- For advice on planning and developing your event please contact our Creative City Team on 6238 2890 or events@hobartcity.com.au

