# Applying for a Place of Assembly Licence

Council 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?)

YES

NO

**Apply to Council’s Environmental Health Unit for a ‘Place of Assembly’ Licence:**

Submit an application form with fee\* to Council’s Environmental Health Unit with the following essential information:

* Event site plan
* Event program (if applicable)
* Smoke Free Management Plan
* Numbers of male & female toilets to be provided

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

NO

Check ‘Other Considerations’ on Page 2.

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.

NO

Check ‘Other Considerations’ on Page 2

NO

## ****Number of Sanitary Facilities****

To determine the number of sanitary facilities your outdoor event requires, refer to the ‘*Australian Emergency Management Manual Series - Safe and Healthy Mass Gatherings’* tables below. Sanitary facilities must, as far as practicable, be provided within a 50m distance from a temporary structure.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Toilet facilities for events with no service of alcohol** | | | | | | **Toilet facilities for events with service of alcohol** | | | | | |
|  | **Male** | | | **Female** | |  | **Male** | | | **Female** | |
| Patrons | WC | Urinals | Hand basins | WC | Hand basins | Patrons | WC | Urinals | Hand basins | WC | Hand basins |
| <500 | 1 | 2 | 2 | 6 | 2 | <500 | 3 | 8 | 2 | 13 | 2 |
| <1000 | 2 | 4 | 4 | 9 | 4 | <1000 | 5 | 10 | 4 | 16 | 4 |
| <2000 | 4 | 8 | 6 | 12 | 6 | <2000 | 9 | 15 | 7 | 18 | 7 |
| <3000 | 6 | 15 | 10 | 18 | 10 | <3000 | 10 | 20 | 14 | 22 | 14 |
| <5000 | 8 | 25 | 17 | 30 | 17 | <5000 | 12 | 30 | 20 | 40 | 20 |
| >5000 | Please discuss requirements with Council | | | | | >5000 | Please discuss requirements with Council | | | | |

## ****Fees****

There are several fee categories which are applicable to Place of Assembly Licences. Please see the Council’s fees and charges for more information.

## ****Other Considerations****

* Road closures or other traffic management issues must be discussed with Council’s Infrastructure Services Division on 6238 2791
* Permission to use land must be obtained from the owners. If it is Council owned land, contact Council’s Parks and City Amenity Division on 6238 2886
* A ‘Smoke Free Management Plan’ approved by the Department of Health and Human Services 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: <http://www.dhhs.tas.gov.au/peh/tobacco_control/smoke-free/smoke-free_public_events>

* 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 http://hccapps.hobartcity.com.au/TempFoodHandlingCertificates.
* You should also consider the following issues: noise 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 the assessment.

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| **TAX INVOICE**  **Fee: $** | | | | | | | | | |  | | | | | | | | | CITY OF HOBART  16 Elizabeth Street, Hobart  (03) 6238 2190  coh@hobartcity.com.au  www.hobartcity.com.au  Hobart City Council  ABN 39 055 343 428 | | | | | |
| **PLACE OF ASSEMBLY – SPECIFIC EVENT APPLICATION FORM**  **Public Health Act 1997 Sections 76 & 81** | | | | | | | | | | | | | | | | | | | | | | | | |
| Event Applicant Details | | | | | | | | | | | | | | | | | | | | | | | | |
| **Applicant’s Name:** | | | | | | |  | | | | | | | | | | | | | | | | | |
| **Address:** | | | |  | | | | | | | | | | | | | | | | **Postcode:** | | | |  |
| **Telephone:** | | | | |  | | | | | | | | | | | **Mobile Phone:** | | | | | |  | | |
| **Email:** | | | |  | | | | | | | | | | | | | | | | | | | | |
| On-Site Contact Details | | | | | | | | | | | | | | | | | | | | | | | | |
| **On-site Emergency Contact:** | | | | | | | | | |  | | | | | | | | | | | | | | |
| **On-site Emergency Mobile Phone:** | | | | | | | | | |  | | | | | | | | | | | | | | |
| **On-site Emergency Email Address:** | | | | | | | | | |  | | | | | | | | | | | | | | |
| Event Details | | | | | | | | | | | | | | | | | | | | | | | | |
| **Event Name:** | | | | | |  | | | | | | | | | | | | | | | | | | |
| **Event Location:** | | | | | |  | | | | | | | | | | | | | | | | | | |
| **Event Date:** | | | | | |  | | | | | | | **Start & Finish Times:** | | | | | | | |  | | | |
| **No. Female Toilets Provided:** | | | | | | | | |  | | | | **No. Male Toilets Provided:** | | | | | | | | | |  | |
| **Maximum Number of Persons Attending At Any Given Time:** | | | | | | | | | | |  | | | | | | | | | | | | | |
| **Describe any activities that could generate the emission of excessive noise, odour or other pollutants that could cause a nuisance.** | | | | | | | | | | | | | | | | | | | | | | | | |
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| Please Tick What Has Been Included With Your Application: | | | | | | | | | | | | | | | | | | | | | | | | |
| 🞏 | | | Event Site Plan | | | | | | | | | 🞏 | | | Event Program (if applicable) | | | | | | | | | |
| 🞏 | | | Event Management Plan (if requested by the EHO in order to determine the application) | | | | | | | | | 🞏 | | | Risk Management Plan (if requested by the EHO in order to determine the application) | | | | | | | | | |
| 🞏 | | | Smoke Management Plan endorsed by Department Health & Human Services | | | | | | | | | 🞏 | | | List of food and drink stalls operating at the Event | | | | | | | | | |
| Terms and Conditions | | | | | | | | | | | | | | | | | | | | | | | | |
| I, | |  | | | | | | | | | | | | | | | | | | | | | | |
| (Print Full Name)   * have read the information pre-printed on this application; and * have inserted and completed any and all information required on this application; and * declare that all information on this application, is true, accurate and complete; and * acknowledge this application is not valid and assessment of the application will not commence until all application fees are paid in full; and * acknowledge and agree that if an email address is provided on this application I consent pursuant to Section 6 of the Electronic Transactions Act 2000 to the Council using that email address as a method of contact and for the provision of information by the Council. | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |  | | | |  | | | | | | |
| Signed | | | | | | | | | | | | | |  | | | | Date | | | | | | |
| **PAYMENT BY PHONE** | | | | | | | **PAYMENT IN PERSON** | | | | | | | | | **PAYMENT BY MAIL** | | | | | | | |
| Credit card payment can be made via phone by calling  (03) 6238 2190.  Upon payment please email your completed application form to: [coh@hobartcity.com.au](mailto:coh@hobartcity.com.au) | | | | | | | Payment can be made in person at the Customer Service Centre, 16 Elizabeth Street, Hobart.  Business hours are 8.15am – 5.15pm Monday - Friday.  Eftpos and credit card facilities are available. | | | | | | | | | Cheques or money orders should be made payable to City of Hobart. Post dated cheques will not be accepted.  Mail payment together with application form to:  The General Manager  City of Hobart  GPO Box 503, Hobart, TAS, 7001 | | | | | | | |

**Please submit your completed application form at the time of making payment.**

**Personal Information Protection Act 2004**

The personal information requested on this form is personal information for the purposes of the Personal Information Protection Act 2004 (“the Act”) and will be managed in accordance with the Act.

The personal information is being collected by the City of Hobart (“the Council”) for the purposes of managing, assessing, advising on and determining the relevant application in accordance with the Public Health Act 1994 and other related purposes. The personal information may also be used for the purpose of data collection.

The intended recipients of the personal information are Council officers, agents of the Council and/or data service providers and contractors engaged by the Council from time to time.

The supply of this information is voluntary. However, if you cannot provide, or do not wish to provide, the information sought, the Council will be unable to accept and/or process your application.