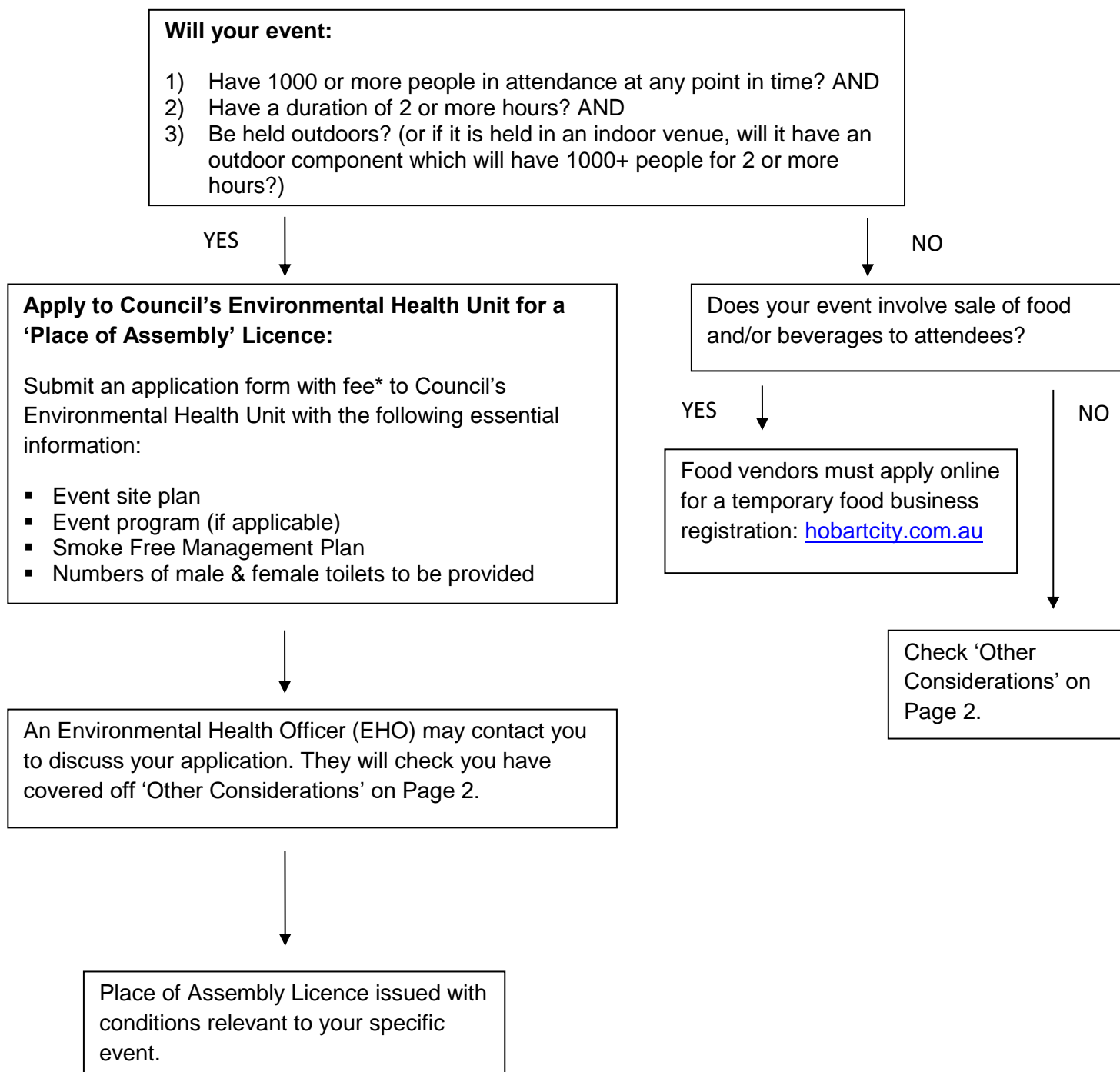


## Applying for a Place of Assembly Licence

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:



## 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.

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 City Planning Division on 6238 2791.
- Permission to use land must be obtained from the owners. If it is Council owned land, contact Council's City Amenity Division 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: [http://www.dhhs.tas.gov.au/peh/tobacco\\_control/smoke-free/smoke-free\\_public\\_events](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](http://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