



# PLACE OF ASSEMBLY APPLICATION

## PUBLIC EVENT MANAGEMENT PLAN



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# Event Details

## 1 Event Place and Time

<b>Name of Event:</b>
<b>Date(s) and time(s) of Event:</b>
<b>Location of Event:</b> .....
<b>Venue Type (indoor/outdoor or both):</b>
<b>Total number of patrons expected to attend the event:</b>
<b>Provide a brief outline of the event:</b> ..... ..... ..... ..... ..... .....
<b>Have the following agencies, services and individuals been notified of your event?</b> <input type="checkbox"/> Tas Fire <input type="checkbox"/> Ambulance <input type="checkbox"/> Public Transport providers <input type="checkbox"/> Residents and businesses directly impacted by the closures
<b>Potential Hazards</b>
<b>When selecting a venue or site, especially for an outdoor event, do a "Risk Assessment" for any potential hazards in the area. Hazards may include:</b> <ul style="list-style-type: none"><li>• Technological (powerlines that could be brought down in a storm);</li><li>• Land subject to flooding;</li><li>• Terrain (cliffs, gullies, reclaimed/unstable land, quarries, landfill);</li><li>• Proximity to water bodies;</li><li>• Wildlife/fauna including insects and snakes;</li><li>• Bushfire potential;</li><li>• High winds;</li><li>• Extremes of temperature;</li><li>• Collapse of structures;</li><li>• Chemicals stored on site.</li></ul> <p>This list is not exhaustive. The event manager must ensure that all hazards appropriated to the event have been addressed.</p>



Venue Owner:	
Venue Owner Address:	
Venue Owner Contact Person:	Contact Phone:
<b>Outdoor Events</b>	
Name and address of venue:	
What is the anticipated number of patrons (ie ticket sales) expected to attend: .....	

## 2.1 Site Plan

**A SITE PLAN IS TO BE PREPARED FOR INDOOR AND OUTDOOR PUBLIC EVENTS.**

It is a map of the event and is essential for event planning and management.

Site plans may be hand drawn, provided that a scale is marked on the site plan.

It is recommended to include a key or legend and number or indicate the items with a symbol.

Site Plan Attached

Use the checklist below to determine what must be shown on the site map. Use a simple grid format and include surrounding streets and landmarks.

The list below is not exhaustive, however the options represent minimum requirements for planning and operating a healthy, safe and responsible event.

- The event boundary is to be marked on the site plan
- Surrounding area ie roads, waterways, bushland, etc
- Entrances and exits to the event for patrons
- Vehicular entrances and exits for emergency vehicles
- Pick up/set down points for patrons
- Bus and taxi zones
- Parking
- Temporary structures, including the type, dimensions and proposed use
- Toilets - patron, staff and food handlers
- First Aid posts
- Event Co-ordination/Information centre
- Security
- Rubbish bins
- Drainage pits for disposal of liquid waste
- Food vendors
- Alcohol and non-alcohol areas
- Restricted areas
- Fire fighting equipment
- Main power/water/gas control
- Drinking water sites
  - State whether source is reticulated, tank, carrier, other .....
- Entertainment sites
- Other, please list in the space provided

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### 3 Sanitary Facilities

Sanitary facilities are required for all public events.

For indoor events that exceed the limit of the occupancy permit for the building, please contact a private building surveyor to advise you on any additional sanitary facilities that may be required.

The following tables outline the minimum requirements for sanitary facilities to ensure the maintenance and protection of the public health of patrons attending outdoor public events and the community as a whole.

Sanitary facilities for events where alcohol <u>IS</u> available					
Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
1000	2	3	1	5	1
1000-2000	3	6	2	10	2
2000-3000	4	9	3	15	3

The number of patrons relative to the number of sanitary facilities provided can be increased if the duration of your event is less than 8 hours. The below table provides guidance of the figures that can be utilized.

Duration of Event	Increase in Maximum Patrons
8 hours +	0%
6-8 hours	20%
4-6 hours	25%
Less than 4 hours	30%

Will the event duration enable you to increase the maximum number of patrons based on the figures outlined in the table below, to an allowable level?

YES  NO

Based on the total number of patrons expected to attend the event, please indicate the number of sanitary facilities you intend to provide for the event in the table below.

Total number of patrons:					
Event duration:					
	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
Existing Facilities					
Additional Facilities					

Will you be providing at least one unisex disabled toilet:

YES  NO

#### Management of Sanitary Facilities

Provide the name and contact details of the company supplying the additional sanitary facilities:

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Will the sanitary facilities require emptying or pumping during the event:

YES  NO

Who is the person responsible for monitoring, cleaning and re-stocking consumables in the sanitary facilities during the event:

Name: .....

Organisation: .....

Contact during the event: Mobile: .....

Outline the frequency that sanitary facilities will be:

Monitored: .....

Cleaned: .....

Has the person/people responsible for monitoring, cleaning and re-stocking the sanitary facilities advised staff/volunteers of the potential public health risks associated with coming into contact with bodily fluids such as, blood, faeces, vomit and syringes?

YES  NO

What type of personal protective equipment will be provided to cleaning staff/volunteers:

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Do you have a procedure for the disposal of sharps (ie syringes) that may be generated by patrons of your event?

YES  NO

If 'NO' please contact the Council's Environment & Health Group for advice on the collection and disposal of sharps.

If 'YES' please provide a brief outline of your procedure for collection and disposal of sharps.

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#### 4 Temporary Structures

The *Building Act 2016* and the Building Regulations 2016 require that prescribed temporary structures only be erected and used if a Temporary Occupancy Permit has been issued by a building surveyor for their use.

**Requirements**

**Source:** [http://www.justice.tas.gov.au/building/building-and-plumbing/event\\_permits](http://www.justice.tas.gov.au/building/building-and-plumbing/event_permits)

A TOP is required where a person intends to:

1. temporarily use an existing building for a use which is not the normal use permitted. An example is holding a market in a warehouse. The normal use of the warehouse is goods storage; the temporary use is a public market.
2. operate an event or function using temporary structures. For example booths, tents, marquees, seating or stages.
3. put up a temporary building or a temporary structure on private property. For example a temporary boat or vehicle shelter, a temporary radio mast or for a wedding or party.

Under the *Building Act 2016* a person must not occupy an existing building or temporary structure without an occupancy permit unless:

1. a temporary occupancy permit is in force; or
2. a temporary occupancy permit is not required.

Further examples of when a Temporary Occupancy Permit may be required include:



- outdoor concerts, rallies, festivals, or similar events where there are temporary stages, tiered seating or temporary shelters erected
- indoor entertainment or events in an existing building e.g. a bush dance held in a shearing shed; a food and wine festival held in a warehouse
- markets, (either indoor or outdoor), fairs, shows, carnivals and rodeos
- sporting events where there are temporary structures erected e.g. car rallies, rowing carnivals, school sports days.

An owner or an agent of an owner may apply through their building surveyor for a Temporary Occupancy Permit. The application form is available from your building surveyor.

### **Exemptions from a Temporary Occupancy Permit**

Some types of smaller temporary structures are exempt from requiring a Temporary Occupancy Permit. Exemptions are detailed in the *Building Regulations 2016*.

**The *Building Act 2016* and the *Building Regulations 2016* require that prescribed temporary structures only be erected and used if a Temporary Occupancy Permit has been issued by a building surveyor for their use.**

### **Requirements**

**Source: [http://www.justice.tas.gov.au/building/building-and-plumbing/event\\_permits](http://www.justice.tas.gov.au/building/building-and-plumbing/event_permits)**

A TOP is required where a person intends to:

4. temporarily use an existing building for a use which is not the normal use permitted. An example is holding a market in a warehouse. The normal use of the warehouse is goods storage; the temporary use is a public market.
5. operate an event or function using temporary structures. For example booths, tents, marquees, seating or stages.
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An owner or an agent of an owner may apply through their building surveyor for a Temporary Occupancy Permit. The application form is available from your building surveyor.

**Do you intend to use or erect any of the following structures at your event:**

- Booth, tent or gazebo**
- Stage**
- Platform**
- Tower**
- Temporary seating**

**Please list the type, dimensions and use of each structure:**

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**Please attach a copy of the Temporary Occupancy Permit issued by your Building Surveyor or advice from your Building Surveyor that you are exempt from the requirements to obtain a Temporary Occupancy Permit.**

- Copy of Temporary Occupancy Permit/Exemption from Building Surveyor attached**

## 5 Waste Management

Is there a waste management contractor for the event?

YES

NO

Company:	
Contact Person:	Phone:(Daytime)
Contact during the event: Mobile:	

If no waste management contractor, describe the waste management plan:


How will waste management staff be trained and who will train the staff?


## 6 Traffic Management

Patron access, vehicular or pedestrian, must be planned to ensure there is no disruption to neighbouring businesses or homes, traffic and road ways.

Clear access to the venue by emergency services must be provided and maintained at all times during the event.

Where public transport is not available, or where the event is to conclude after normal public transport operations cease, event organisers must ensure that patrons are advised of the lack of availability of public transport.

To overcome limitations in public transport, the event organisers need to ensure the following is provided for event patrons:

- Providing adequate car-parking, including over-flow car-parking that is well signed and supervised by staff or volunteers of the event;
- Parking for disabled patrons;
- Sourcing private transport providers, if required;
- Providing advance notice of the event to local taxi companies;
- Designating adequate and supervised areas for the pick up and set down of patrons;

The consequences of not making such arrangements can result in disruption and damage to neighbouring premises, vehicular damage and damage to the areas utilised for parking.

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Is there a parking area for patrons attending your event?  
 YES  NO

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Is this area marked on your site plan?  
 YES  NO

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Will the parking areas be supervised and staffed at all times by:

EVENT STAFF  
 VOLUNTEERS

If provided by a volunteer organisation please complete the following sections

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Organisation:

Contact Person:	Phone: (Daytime)
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Contact during the event: Mobile:

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**Road Closures**

Will there be any road closures for the event?  
 YES  NO

If so, please attach a copy of any approvals granted by Tas Police and the Council and list the details of the road closures below:

Street	Times of Closure

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Have the following agencies, services and individuals been notified of the road closures?

Tas Fire  
 Ambulance  
 Public Transport Providers  
 Residents and businesses directly impacted by the closures

## 7 Security and Crowd Control

Choosing appropriate security is essential to the success of your event and the safety of the public.

Different types of events require different types or combinations of security.

The event organizing committee needs to examine the risks involved with the event by asking for example, "What could happen?" or "What if?" The answers will determine whether police, private uniformed security or peer security is required.

Important points to consider when choosing the type of security for your event are:

- Control of access to stage or performance areas;
- Security control at entrances and exits;
- Control of vehicular and pedestrian traffic;
- Searches for alcohol, drugs and weapons;
- Patrolling for illegally lit fires; and
- Assisting emergency services personnel.

What type of security have you selected for the event?

- Police
- Private Uniformed Security
- Volunteer Organisation
- None
- Other. Please provide an explanation in the space provided below.

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If a private security firm has been contracted, please complete the following sections

Company Name:

Licence Details:

Contact Person:

Phone:(All Hours):

Contact during the event:

Phone:(All Hours):

Number of security personnel to attend the event:

Provide a brief outline of their responsibilities at your event:

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If Tasmania Police are to provide security for the event, please complete the following sections

Contact Officer's Name:

Station:

Phone:

Mobile:

Fax:

Email:

Number of officers to attend the event:

Provide a brief outline of their responsibilities at your event:

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Please tick items that security arrangements have been made for and provide a brief outline of those arrangements:

- Cash

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**Prohibited or confiscated items**

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**Medical equipment and supplies**

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**Lost/stolen property**

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**Lost children**

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## 8 Emergency Procedures

**Do you have an emergency response plan for the event?**  
**YES**  **NO**   
 If 'YES' please attach a copy of you emergency response plan.  
**Copy Attached**

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**Have any of the following agencies been consulted in the development of the emergency response plan:**

- Tas Police
- Tas Fire
- Ambulance
- SES
- St Johns Ambulance
- Other. Please provide details in the space provided

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**Have all event staff, volunteers and contractors been trained in the requirements of the emergency response plan?**  
**YES**  **NO**

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**Does your emergency response plan contain the following:**

- evacuation plan
- a site plan of the venue and event
- an emergency assembly point
- a list of key personnel who are authorized to evacuate, engage emergency services, etc
- establish an emergency control centre
- contain a communications protocol in the event of power outages
- identify alternative entry and exit points for emergency services vehicles

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**Is your event being held in a fire permit period?**  
**YES**  **NO**

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**Have you provided for fire fighting equipment?**  
**YES**  **NO**   
 If 'YES' please list the fire fighting equipment that will be available at the event:

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**If your event is to be held on a Total Fire Ban day, provide a brief outline of the changes that will be made to your event to incorporate these restrictions:**

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## 9 First Aid

<p>The provision of First Aid is critical to any event. First Aid Posts must be appropriately equipped and easy to find by patrons.</p> <p>The number of Posts required depends on the size of the event. Use the table below as a guide.</p> <p>First Aid room(s) must be provided to the satisfaction of the First Aid Provider. At a minimum, the rooms must be fitted with:</p> <ul style="list-style-type: none"> <li>• A floor;</li> <li>• Chairs and tables;</li> <li>• Easily identified signage that is visible at night;</li> <li>• Power and running water, and</li> <li>• Adequate lighting.</li> </ul>			
Who is supplying First Aid at your event?			
Name of Provider:			
Contact Person:			
Phone (Daytime):	Mobile:		
Number of First Aid Posts:			
Number of First Aid Personnel at each post:			
Are the First Aid Posts marked on your site plan?			
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

## 10 Noise

<p>Events can create noise levels much higher than normal expected or experienced by the community. Music amplifiers, refrigerators, generators, and crowds are all contributing factors. It is important to monitor the level of noise produced by the event to minimize disruption to local residents and businesses.</p> <p>At events where noise levels are very high, such as rock concerts, air shows and motor racing, employees exposed to high noise levels for prolonged periods must be provided with adequate ear protection. The audiences should also be warned of the dangers posed and advised of measures to protect their hearing.</p> <p>Noise pollution from events can cause complaints to authorities from surrounding residents and the community.</p>
Describe the activities/mechanisms likely to create higher than normal noise levels at your event.
Describe how you will monitor and minimise noise levels.

## 11 Food and Alcohol

**Will food be available at your event?**

**YES**  **NO**

If 'YES' please attach a list of all food vendors and indicate the location of food services on a site plan. Please include the contact details of all food vendors.

**Will alcohol be available at your event?**

**YES**  **NO**

If 'YES' please provide details of your Liquor Licence permit. ie confirmation from the Licensing Commission that your existing liquor licence covers this event, additional licence needs to be obtained, etc