

# Event Management Guide

## A guide for events held at Council owned venues in the Northern Midlands



Thank you for holding your event in the Northern Midlands. Events add vibrancy and colour to our community and attract people into our towns and villages.

This guide has been created to assist Event Organisers to run events in our community safely and smoothly, and to ensure they meet the relevant legislative requirements.

If your public event is held at any of Northern Midlands Council's reserves, parks or buildings then this Event Management Guide is for you. You may also find the content useful if your event is on private property.

Public health and safety laws provide requirements to hold certain permits and licences for a public event. The information contained in this manual will help Event Organisers to determine whether they need a permit, registration, or licence for any of the planned activities.

To determine what is relevant to your event, go through the Event Checklist. If it is relevant to your event go to the page number to view the relevant information, permit applications, forms, links, examples, and templates.

### Note:

**Not everything in this guide will be relevant to your event.**

Please address only the items that are relevant to your specific activities and delete sections that do not apply

### Questions? Assistance?

Contact Council's Tourism and Events Officer: 6397 7303 or [fiona.dewar@nmc.tas.gov.au](mailto:fiona.dewar@nmc.tas.gov.au)

### Please send your Event Management Guide to Council:

<b>Email to</b> <a href="mailto:fiona.dewar@nmc.tas.gov.au">fiona.dewar@nmc.tas.gov.au</a>	<b>Post to</b> Tourism & Events Officer Northern Midlands Council PO Box 156, Longford, 7301	<b>Drop off</b> Council Chambers, Reception 13 Smith St, Longford
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# EVENT CHECKLIST

The must haves...		The first 7 documents in this checklist are essential when you are holding an event on Council property.	Page number
1	Event Notification Form	Information provided may be used to list the event on Council's website event calendar.	3
2	Hire Agreement	A Facility Hire Agreement must be completed for every venue.	4
3	Public Liability Insurance	Please provide an up-to-date Certificate of Currency.	4
4	Risk Assessment	Demonstrate that you have assessed the risk involved with your event.	5
5	Emergency Management Plan	Outline your procedure for action in an emergency.	7
6	Site Plan	Provide a map of your event showing key areas i.e. toilets, exits, first aid etc.	9
7	First Aid	What first aid people/tools will be at your event?	9

Other considerations		Please review through the extended checklist below and follow the links to anything relevant to your event. If unsure, please discuss with Council, we are here to help.	Page number
8	Place of Assembly	Determine if required depending on the number of expected attendees.	10
9	Grant funding	Council offer grants for eligible events held in the Northern Midlands.	10
10	Tents & Structures	A Temporary Occupancy Permit may be required.	10
11	Food & Catering	Relevant if your event will have food sellers, vendors, catering.	11
12	Alcohol	If alcohol will be consumed at your event, you must obtain a liquor licence.	12
13	Fireworks	Link to obtain a permit.	12
14	Toilets	Find out the guidelines for how many toilets are required.	13
15	Rubbish & Bins	Council may be able to assist.	14
16	Power	If you require access to power.	15
17	Contractors	Requirements for contractors.	15
18	Gas and Fire management	Will there be gas cylinders at your event?	16
19	Parking, Traffic, Pedestrian	Considerations when planning pedestrian and vehicle traffic.	16
20	Signage	Your signage may require a permit.	17
21	Lost Children & Property	Consider your procedure for lost children and property?	17
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23	Security & Crowd Control	Consider your procedures for security and crowd control.	18
24	Jumping Castles	Notice about jumping castles and other inflatables on Council property.	19
25	Smoke Free Event	Registering your event as SMOKE FREE.	19
26	COVID-19	No longer regulated, but there are guidelines to follow.	19
27	Useful equipment	The range of equipment available to borrow from Council.	19
28	Road Closure	Does your event affect roads and traffic?	20

## 1. EVENT NOTIFICATION FORM

The information included in this form will also be used to list the event on Council's website event calendar. Attach a relevant photo if possible.

Consider who else you need to notify about your event, i.e. local police and emergency services such as Tas Fire Service and Ambulance Tasmania, local residents and the business community.

<b>Event name</b>	
<b>Type of event</b> e.g. Flower show, race, market	
<b>Description of Event</b>	
<b>Date &amp; Time</b> If multiple days, please provide dates and times for each day	<div>Date of event:</div> <div>Set up date and start time:</div> <div>Open to the public time:</div> <div>Closed to the public time:</div> <div>Pack up date and time:</div>
<b>Event location</b>	
<b>Event website</b>	
<b>Estimated number of people expected to attend</b>	
<b>Event Organiser</b>	<div>Organisation name:</div> <div>Contact name:</div> <div>Phone:</div> <div>Email:</div> <div>Address (if no email):</div> <div>Contact no. during the event</div>
<b>Who else has been notified about the event:</b>	<div>Select all relevant to your event activities:</div> <div><div><input type="checkbox"/> Police</div><div><input type="checkbox"/> Tas Fire Service</div><div><input type="checkbox"/> Ambulance</div><div><input type="checkbox"/> Depart of State Growth</div><div><input type="checkbox"/> Local residents</div><div><input type="checkbox"/> Local businesses</div></div>

## 2. HIRE AGREEMENTS

### Facility Hire Agreement

A Facility Hire Agreement is required for booking a Council building or reserve, and must be signed and submitted to Council in order to secure your booking. Hire agreements can be found online:

<https://www.northernmidlands.tas.gov.au/community/facilities/halls-and-community-centres>

Hard copies of the Facility Hire Agreement can be requested from council on 6397 7303 or [council@nmc.tas.gov.au](mailto:council@nmc.tas.gov.au)

## 3. PUBLIC LIABILITY INSURANCE

Events held on Council property must be covered by Public Liability insurance to the value of at least \$20 million.

If you have stallholders/vendors, will they be covered under your insurance or have their own?

Please indicate below which insurance option is applicable to your event:

*(note: the boxes are clickable)*

<input type="checkbox"/>	The Event Organiser is responsible for the Public Liability Insurance for this event and enclose a Certificate of Currency.
<input type="checkbox"/>	If exhibitors / stallholders / vendors are attending the event:  The Event Organiser has Public Liability Insurance PLUS the exhibitors/stallholders/vendors have their own public liability insurance to \$20 million, and their Certificate of Currency has been sighted by the event organisers.
<input type="checkbox"/>	Some or all of the exhibitors/stallholders/vendors at this event are covered under the event's insurance, described in the Public Liability Certificate of Currency attached (please list which exhibitors are covered under your policy).  Any exhibitors/stallholders/vendors not covered under the event's insurance have their own insurance, and their Certificate of Currency has been sighted by the event organisers.
<input type="checkbox"/>	Other insurance arrangement?

## 4. RISK ASSESSMENT

Event Organisers are required to carry out a Risk Assessment of their specific event activities relevant to the venue where it is being held, and detail the action to remove, reduce, or mitigate the risk.

Now is the time to look at what could go wrong and steps you will take to avoid it. Take note of existing risks on the site, risks created by your event, external risks you cannot control but will need to manage during the event.

Your Risk Assessment should be shared with, and understood by all members of your team, volunteers, vendors / stall holders / exhibitors, etc.

Some examples of risk considerations are below.

Activities during set up, pack up, and during the event	Moving vehicles, pedestrians	Existing infrastructure & Infrastructure you bring in	Power cables
Cash handling	Broken glass	Proximity to a water body	Proximity to machinery
Power failure	High fire danger days	Hazardous chemicals	Gas bottle leaks / explosions
Weather extremes	Lost children	Food poisoning	Manual handling
Blocked exits	Preventing bottlenecks	Proximity to roads and traffic	Having sufficient marshalls to manage evacuation

### EXAMPLE RISK ASSESSMENT

This is an example of a simplified Risk Assessment that is suitable for smaller events. This example includes generic risks, and may be useful in your own Risk Assessment, however you must also consider potential risks relevant to YOUR specific event, the activities being carried out, and the venue. Consider the likelihood and consequences for each risk. Identify who is responsible for managing each risk (this may be a person or organisation). A **blank Risk Assessment template** is available on the next page for your use.

Larger events, or events run by larger organisations generally have their own Risk Assessment format, if so please supply.

Risk Assessment	Event Name: THIS IS AN EXAMPLE OF A RISK ASSESSMENT (blank form on next page)	Who is responsible
<b>Hazard &amp; Risk</b>	<b>Action to remove, mitigate or control hazard, or to take if incident occurs</b>	
Evacuation crowd crush	<ul style="list-style-type: none"> <li>Venue choice – use an appropriate venue for expected numbers.</li> <li>Control numbers with a registration or ticketing system.</li> <li>Planned exits – ensure they are clearly marked.</li> <li>Ensure exits and emergency assembly points are clearly shown on programs.</li> <li>Appoint marshalls (volunteers/team members/external contractor). Ensure marshalls are briefed.</li> </ul>	
Fire	<ul style="list-style-type: none"> <li>Know the location of fire extinguishers / blankets.</li> <li>Brief team on actions in case of fire.</li> <li>Follow Emergency Management Plan.</li> </ul>	
Trips/falls	<ul style="list-style-type: none"> <li>Check the site the day before and throughout the event for any trip hazards.</li> <li>Cover exposed hazards on the ground, use barriers to prevent access to hazards that can't be covered.</li> </ul>	
Injuries & Illness	<ul style="list-style-type: none"> <li>Professional First Aid onsite/First aid kit onsite/First aid volunteer onsite. This will be indicated on the program.</li> <li>Ambulance called in the event of serious injury or illness.</li> </ul>	
Objects that can cause injury (i.e. sharp corners, objects jutting out at head or body height)	<ul style="list-style-type: none"> <li>Organisers to check the site the day before and throughout the event for hazards.</li> <li>Cover exposed power cords on the ground, use barriers to prevent access to hazards that can't be covered or removed.</li> </ul>	
Crowd Control	<ul style="list-style-type: none"> <li>Organisers in attendance to monitor attendees. Patrons demonstrating aggressive or unruly behaviour will be asked to leave. If behaviour continues organisers can contact the police.</li> </ul>	
Alcohol Intoxicated patrons or underage drinking	<ul style="list-style-type: none"> <li>Organisers in attendance to monitor attendees. Patrons under the obvious influence that affects behaviour will be asked to leave. If necessary, police will be called to remove them.</li> <li>Ensure those serving alcohol have a current RSA and ask for ID when serving younger patrons.</li> </ul>	
Electrical Safety	<ul style="list-style-type: none"> <li>Exhibitors are advised in the prospectus that electrical equipment must be tested and tagged.</li> <li>A local electrician will be on-call during the event.</li> <li>Ensure all cords along the ground are covered appropriately.</li> <li>Organisers on the lookout and monitoring for safety throughout the event.</li> </ul>	
Inclement Weather	<ul style="list-style-type: none"> <li>Organisers to monitor long range forecast.</li> <li>If rain looks likely, consider venue change, or cancellation/postponement.</li> </ul>	
Food poisoning/hygiene	<ul style="list-style-type: none"> <li>Ensure all food and beverage vendors have appropriate licences, and food storage handling practices.</li> <li>Professional First Aid on site (or hospital nearby, or call ambulance etc.)</li> </ul>	

**Blank Risk Assessment Template for your use.**

[illegible]

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

## 5. EMERGENCY MANAGEMENT PLAN (EMP)

Event Organisers must have an Emergency Management Plan (EMP) for their event relevant to the venue where it is being held. The EMP outlines the procedure for action in the event of an emergency. You need to identify who does what and when. For example: If the site needs to be evacuated, the EMP should set out the responsible organisers and tasks to be undertaken in the event of an evacuation. Carry out an emergency drill, especially for large events and/or high risk events.

Your Emergency Management Plan should be shared with and understood by all members of your team, volunteers, vendors and stall holders, exhibitors, etc.

Any incidents that involve serious damage to property or injury to a person/s are required to be reported to Council.

Depending on the type of event, Event Organisers may consider advising the local emergency services/police of their upcoming event.

Some examples of emergency management considerations are below.

Evacuation of children and people with a disability	Communication method	Back-up communication method, i.e. megaphone	Communication method for hearing impaired patrons, i.e. signs
Preventing bottlenecks	Avoiding people crush, who is watching for this	Clear access for emergency services	Assign roles to the team

### EXAMPLE EMERGENCY MANAGEMENT PLAN

This is an example of a simplified Emergency Management Plan that is suitable for smaller events. This example includes generic actions, and may be useful in your own Emergency Management Plan, however you must also consider arrangements relevant to YOUR specific event, activities being carried out and venue. A **blank Emergency Management Plan template** is available on the next page for your use.

Larger events, or events run by larger organisations generally have their own Emergency Management Plan format, if so please supply.

Emergency Management Plan THIS TABLE IS AN EXAMPLE OF AN EMERGENCY MANAGEMENT PLAN (blank form on next page)		Who is responsible
Incident Control Centre	<ul style="list-style-type: none"><li>Located at venue name and address, and specific location of the Incident Control Centre, i.e. organisers table at the left of the entrance.</li></ul>	
Event Contacts	<ul style="list-style-type: none"><li>List of main event contacts by name, i.e.<ul style="list-style-type: none"><li>Leader of organisation</li><li>Safety officer</li><li>Exhibitor director</li><li>Waste/Cleaning coordinator</li><li>Etc.</li></ul></li></ul>	
Emergency Services	<ul style="list-style-type: none"><li>If emergency services are required, the Event Organiser is to call 000 and request the relevant service. Anyone can call 000 if required.</li><li>Event Organiser or delegated person is to, where possible, isolate the area where the emergency is until Emergency Services arrive.</li><li>Event Organiser or delegated person is to wait for the Emergency Services at entrance and guide them to where the incident has occurred.</li></ul>	
Evacuation	<ul style="list-style-type: none"><li>If evacuation is required, the Event Organiser is to notify patrons via the Public Address System that an evacuation is required (insert whatever communication system you have in place).</li><li>All patrons are then to move to the Emergency Assembly Point marked on the Site Plan and located at [insert location].</li><li>All patrons are to remain at the Emergency Assembly Point until the Event Organiser or the Emergency Services have cleared patrons to leave.</li></ul>	
Communication	<ul style="list-style-type: none"><li>All communications to patrons and exhibitors will be via Public Address System (insert whatever system you have in place).</li></ul>	
Incident Reporting	<ul style="list-style-type: none"><li>All incidents, including accidents, near misses, injuries, illness, aversive behaviour, damage to property) will be recorded on an Incident Reporting Form by Event Organisers (insert whatever recording system you will use).</li></ul>	
Medical & Emergency Contacts	<ul style="list-style-type: none"><li>Emergency Services: 000</li><li>Launceston General Hospital: 6777 6777</li><li>Nearest doctor: [insert as relevant].</li><li>Police (Longford): 6777 2366 or 131 444</li><li>Council: 6397 7303</li><li>Poison information hotline: 13 11 26</li></ul>	

**Blank Template Emergency Management Plan Template for your use.**

Emergency Management Plan for [Insert event name]		Who is responsible
Incident Control Centre		
Event Contacts		
Emergency Services Action		
Evacuation		
Communication		
Incident Reporting		
Medical Contacts & Emergency Services		

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Create an Incident Reporting Form/Register.**

Depending on the type of event you are holding, this may be a simple notebook to record incidents, or a more formal reporting procedure.



## 6. SITE PLAN

A site plan is a map of the event showing the location of key areas, i.e. toilets, exits, first aid, water, event activities etc. From Council's perspective, please don't be daunted at creating a site map, no drawing skills are necessary; it can be a simple hand drawn mud map or created using google maps. Let us know if you need help.

Consider identifying the following items on your site plan (*note: not all are relevant to your event. This list is provided as a guide to consider what may be applicable*).

These are the must-haves on your site plan:	Here are some other considerations for your site plan:
<ul style="list-style-type: none"><li>• Entrance / Exits</li><li>• Emergency Assembly Point</li><li>• Emergency Vehicle Access</li><li>• First Aid</li><li>• Fire Fighting Equipment (extinguisher, blanket, hydrant)</li><li>• Toilets</li><li>• Identification of hazards</li></ul>	<ul style="list-style-type: none"><li>• Incident Control Centre</li><li>• Rubbish bins</li><li>• Temporary fencing or other barriers</li><li>• Security</li><li>• Drinking Water</li><li>• Lost Children/Property</li><li>• Shelter</li><li>• Seating</li><li>• Wet / dry areas</li><li>• Mains power/water/gas</li><li>• Information</li><li>• Stallholders or event activities</li><li>• Parking &amp; accessible parking</li></ul>

## 7. FIRST AID

You should provide some level of first aid at your event. The minimum requirement is a First Aid Kit. The type of event, location (i.e. near water, uneven ground), time of year (i.e. risk of heat stroke, hypothermia), and the number of attendees, distance from an emergency hospital or ambulance base, will determine the level of first aid you provide.

Whatever form of first aid you have, it must be easy to find with clear signage, located in a prominent location, included on your site map and on your event program if you have one.

You must provide sufficient first aid to ensure that any accidents, injuries or illnesses can be dealt with appropriately. Your Emergency Management Plan should have the contacts for the nearest medical centre, hospital emergency department, emergency services.

Please check the box to indicate the type of first aid you will have at your event.

<input type="checkbox"/>	First Aid Kit. Ensure an up to date, well stocked kit is on-site. Event organisers will manage the first aid kit and call for first aid back up from the local medical centre or emergency service if required.
<input type="checkbox"/>	Trained first aiders on-site will administer basic first aid. Call for first aid back up from the local medical centre or emergency service if required. <input type="checkbox"/> How many first aid personnel will be onsite? <input type="checkbox"/> How many first aid locations will be at your event? <input type="checkbox"/> First Aiders contact details during the event:
<input type="checkbox"/>	An external first aid organisation will be onsite, i.e. <input type="checkbox"/> St John Tasmania, Launceston Phone: 6343 4226 Email: <a href="mailto:launceston@stjohntas.org.au">launceston@stjohntas.org.au</a> More information available here: <a href="https://stjohntas.org.au/">https://stjohntas.org.au/</a>  <input type="checkbox"/> Other

## 8. PLACE OF ASSEMBLY LICENCE

A **Place of Assembly Licence** is required if you are expecting at least 1,000 people to attend your event, in any one place over a two hour period.

A Place of Assembly is defined in the *Public Health Act 1997* as:

- Any place or area used for the entertainment of members of the public; and
- Any place or area used for the assembly of members of the public for social and recreational purposes; and
- Any school or other place or area used for community or public purposes.

Application for a Temporary Place of Assembly Licence:

<https://northernmidlands.tas.gov.au/source-assets/forms/Place-of-Assembly-Permanent-and-Temporary-Application-Form-2024.pdf>

For queries and further information please contact Council's Environmental Health Officer or Tourism & Events Officer: 6397 7303, or [council@nmc.tas.gov.au](mailto:council@nmc.tas.gov.au)

**Note:** *This also applies to events being held on private property.*

## 9. GRANT FUNDING

### Events & Festivals

Each year Council offers grants for festivals and events held in the Northern Midlands. Organisations can apply for assistance in the form of a grant, or in-kind, or a combination of both. There are a minimum of two rounds each year. Further information is available here: <https://www.northernmidlands.tas.gov.au/community/your-community/grants-and-event-funding>

### Other funding sources

Events Tasmania have a variety of grants which your event may be eligible for: <https://www.eventstasmania.com/home>

## 10. TENTS, MARQUEES, STRUCTURES, STAGES – TEMPORARY OCCUPANCY PERMIT

If you plan to have marquees, gazebos, tents, stages, grandstands, other structures or infrastructure etc. at your event, you may require a **Temporary Occupancy Permit (TOP)**. (*Note: may also be required for events held on private property*).

There are many exceptions where a Temporary Occupancy Permit is not required, i.e. the size; how close they are located to each other and other structures; what activity is being carried out in them, i.e. no cooking or ignitable fuel source. Temporary Occupancy Permits are issued under the *Building Act 2000* to allow the use of an existing building or temporary structure for a particular short term activity such as a public or private event.

To assist you to determine if a TOP is required, please liaise with Consumer, Building and Occupational Services (CBOS) <https://cbos.tas.gov.au/topics/technical-regulation/building-standards/permit-authorities/temporary-occupancy-permits>.

If your event requires a Temporary Occupancy Permit, contact a private Building Surveyor to obtain one.

A Temporary Occupancy Permit must be on display for the duration of the event.

You will need to provide Council with a copy of your Temporary Occupancy Permit.

There are a number of exemptions. Further information is also available here: <https://ablis.business.gov.au/service/tas/temporary-occupancy-permit/9328>

If your marquees or any structures need to be secured into the ground you must liaise with Council to determine the location of underground infrastructure, i.e. pipes, cables, watering systems, etc. You are liable for any damage to Council's underground infrastructure. It is not permitted to insert pegs and posts in the ground at most of Council's reserves. Those with marquees will need to provide an alternative system of securing their structure, i.e. using weights, water or sand filled containers etc.

## 11. FOOD SELLERS / VENDORS & CATERING PROVIDERS

There are two requirements for food vendors selling food in a public space:

- **Food Business Registration:** A food vendor must have a Registered Food Business. This registration can be an annual or temporary i.e. 1 day, 2-8 weeks, 6 months or 12 months (for those that don't trade every day, so it is different to an annual).
- **Mobile Food Vendor Permit:** Vendors selling food in a public place must have a Mobile Food Vendor Permit. This can be for a one-off event, 6 or 12 months.

**Note:** If your event is on private property, you do not need a Roadside Mobile Food Vendor Permit. If food is for sale on private property, you will need a temporary food registration.

Most mobile vendors are already aware of these requirements and will have them in place. The Event Organiser must sight the permits & registrations, and advise Council of having done so. Use the table below for reporting.

Information, fees, and forms can be found here: <https://northernmidlands.tas.gov.au/council/services/food-registration-2>

### Catering at your own event

If you are supplying food to the public at your event and the food is prepared by the event organisers or volunteers, that food must be prepared in a registered kitchen under the auspices of the organisers, and must be prepared by someone with appropriate skills and knowledge to prepare safe food.

There must be at least one nominated responsible person onsite at the event who has Food Safety Training. There is a free online learning program designed to enable you to understand how to safely work with, and handle, food in commercial settings: Food Safety: <https://dofoodsafely.health.vic.gov.au/index.php/en/>

We welcome questions and are here to assist. Please contact Council's Environmental Health Officer or Tourism & Events Officer on 6397 7303 or [council@nmc.tas.gov.au](mailto:council@nmc.tas.gov.au)

Food prepared or sold from markets or outdoor events must comply with food safety laws (further information about requirements here: [https://www.dhhs.tas.gov.au/\\_data/assets/pdf\\_file/0004/208570/Guidelines\\_for\\_Mobile\\_Food\\_Businesses\\_Dec\\_2015.pdf](https://www.dhhs.tas.gov.au/_data/assets/pdf_file/0004/208570/Guidelines_for_Mobile_Food_Businesses_Dec_2015.pdf)

For questions or advice, contact Council's Environmental Health Officer 6397 7303.

### Who is supplying food at your event?

Using this template please provide a list of Food Sellers and Catering providers at your event and record their document numbers. This form can also be used for entertainers and other vendors at your event.

**Note:** For Place of Assembly Applications you will also need to provide registration copies.

	Business/Vendor Name	Type of Food / Entertainment or activity	Public Liability Insurance	Food Business Registration	Mobile Food Vendor Permit sighted	Name of Council where registered. If not with NMC please provide copies.
1						
2						
3						
4						
5						

Add more lines as required.

## 12. ALCOHOL

If there will be alcohol at your public event, whether provided for a cost or no charge, or BYO, you must notify the Council.

If you intend selling or supplying alcohol at the event a liquor licence must be obtained from the Liquor Licensing Commission Tasmania. This can be obtained via this link: <https://www.treasury.tas.gov.au/liquor-and-gaming/liquor>

Event Organisers and volunteers/staff serving alcohol must have a Responsible Service of Alcohol permit (RSA). Visit this website for comprehensive information and a list of accredited training providers: <https://www.treasury.tas.gov.au/liquor-and-gaming/liquor/responsible-service-of-alcohol>

For vendors selling/serving alcohol that have a Small Producers Permit, their licence may cover them at pre-approved events that they listed when applying for their licence. If they decide to attend an event not previously listed on their application, they must notify the commission by email: [licensing@treasury.tas.gov.au](mailto:licensing@treasury.tas.gov.au) requesting approval, minimum 7 days before the event.

Alcohol sellers or providers at your event may already have a Liquor Licence and you will need to sight it and advise Council.

### Who is supplying alcohol at your event?

Using this template please provide a list of Alcohol Vendors at your event and to indicate you have sighted their relevant Liquor Licence.

	Alcohol Vendor Name	Contact Phone during event	Liquor Licence sighted	Small Producers Permit sighted
1				
2				
3				

Add more lines or a separate page as required.

## 13. FIREWORKS

If you are planning a fireworks display at your event, you must obtain a permit. Information available here:

<https://worksafe.tas.gov.au/topics/licensing-permits-and-registration/fireworks-permits>

<input type="checkbox"/>	Yes, there will be fireworks or pyrotechnics at this event
<input type="checkbox"/>	Yes, we have obtained a permit
	Permit number:
	Person responsible for fireworks:
	Mobile phone number of responsible person during the event:

## 14. TOILETS

There are no regulatory provisions for the number of public toilets provided at an event, and Event Organisers must use common sense and consider the comfort of their patrons. The risk to reputation is high.

- Consider patrons with disability or vision impairment.
- To determine the number of toilets to be provided for your event, consider the following criteria:
  - Duration of the event
  - Type of crowd
  - Whether or not the event is pre-ticketed, and numbers known, or un-ticketed
  - Staggering finishing times where there are multiple activities
  - Weather
  - If alcohol will be available, or brought in

Use this table to guide you:

Patron		Male			Female	
Facility		WC	Urinal	Hand basin	WC	Hand basin
No. of Patrons Where alcohol is NOT available	<500	1	2	2	6	2
	<1000	2	4	4	9	4
	<2000	4	8	6	12	6
	<3000	6	15	10	18	10
	<5000	8	25	17	30	17
No. of Patrons Where alcohol is available	<500	3	8	2	13	2
	<1000	5	10	4	16	4
	<2000	9	15	7	18	7
	<3000	10	20	14	22	14
	<5000	12	30	20	40	20

You can reduce the quantity required for shorter events, i.e.

Duration	Quantity
8 hour +	100%
6 – 8 hours	80%
4 – 6 hours	75%
4 hours or less	70%

Source: Crowded Places Checklists

**Create an Amenities management plan.** Use this checklist as a guide:

<input type="checkbox"/>	Monitoring the hygiene and condition
<input type="checkbox"/>	Cleaning schedule
<input type="checkbox"/>	Re-stocking of toilet paper, soap/hand towel
<input type="checkbox"/>	Provision for disposal of feminine hygiene products
<input type="checkbox"/>	Include the location of amenities in your site plan
<input type="checkbox"/>	Included the location of amenities in your program
<input type="checkbox"/>	Accessible facilities for people with low vision, mobility or disability
<input type="checkbox"/>	Parent/baby facilities
<input type="checkbox"/>	Will portable toilets require pumping out (i.e. for events longer than 4 hours / large numbers of people)

## 15. RUBBISH & BINS

### General Waste Bins

Council have a limited number of 240 litre rubbish bins for use at events. The waste from these bins goes into landfill.

General waste bins can be hired or supplied as part of in-kind support through Council's event grant program. The service provided includes Council delivering bins to your event and collect and empty them after the event.

#### Conditions of using Council supplied bins:

- Bins will only be delivered to someone onsite to receive and sign for the delivery, acknowledging the Event Organiser's responsibility and conditions of use.
- Bins will be delivered to one location. Event Organisers can distribute the bins around their event as required.
- You must use the bin liners supplied with the bins. If not used, you will be charged for bin cleaning.
- Bins and full rubbish bags must be returned back to the original delivery point for collection.

#### Cost of bins:

Allow minimum \$400.00 in your budget, however this is an approximate price, as weekends are more expensive, and it will depend on how many bins are requested, and the delivery location/distance.

- The fee includes bin liners and tip fees.
- If the bin liners are not used, Council will clean the bins and charge the Event Organiser a cleaning fee: \$60.00 per hour (minimum charge of 1 hour).
- Bin lids and wheels damaged during the event will be charged to the Event Organiser: \$20.00
- Missing and damaged bins will be charged to the Event Organiser: \$100.00 per bin.

#### No charge option

If you would like to use Council's bins at no cost, you can collect and return the bins emptied and cleaned from the Longford Depot during business hours. (Note: If the bins are not cleaned satisfactorily, Council will clean the bins and the Event Organiser will be charged a cleaning fee).

#### Other bin options

If your event requires more bins than Council can provide, or you would like to hire a skip, the following contacts for external contractors may be useful:

- Veolia: 6332 6500.
- JJ Richards: 6341 2200.
- Dispose of waste yourself: Waste Transfer Stations: \$6 per 240lt bin.

### Select a Waste Management Option

Please select your waste management option below. If unsure, please discuss your bin requirements with us:

<input type="checkbox"/> General waste bins as part of your In-Kind request on your event grant application. How many bins do you require?
<input type="checkbox"/> General waste bins No Charge option. How many bins do you require? <input type="checkbox"/> Collect from depot, empty, clean, and return to depot <input type="checkbox"/> Collect from depot, leave out for normal kerbside rubbish collection by contractor, clean, and return to depot.
<input type="checkbox"/> We will be arranging our own waste management at the tip or with an external contractor.
<input type="checkbox"/> The existing bins at the venue are sufficient for our event.

## 16. POWER

Refer to the checklist below to ensure you have electrical safety in hand.

Some of Council's outdoor reserves have access to power. Enquire at Council 6397 7303.

To access power, there is a \$50 key deposit for the power, a \$10 charge for each hook-up to the power. There are load limits, so please discuss your requirements with Council.

Use this checklist as a guide:

<input type="checkbox"/>	All power boards, extension leads, appliances etc must be test/tagged to comply with Australian Standards.
<input type="checkbox"/>	All leads, cords, and cables on the ground must be covered appropriately to reduce tripping hazards.
<input type="checkbox"/>	All leads, cords, and cables not covered on the ground must be properly secured and safe.
<input type="checkbox"/>	<p><b>Performances:</b></p> <ul style="list-style-type: none"><li>• If the venue is darkened, as for a performance, you must provide adequate lighting to identify exits, corridors, and aisles leading to them.</li><li>• Do you plan to have auxiliary power or generators to provide light during an outage and the public address system? The latter may be used to provide directions to spectators in the event of a power failure, thereby alleviating panic.</li><li>• As many concerts are performed with only stage lighting, access to the main lighting or house lights is essential in case of an emergency. The location of the controls for these lights, and the operation of the controls, must be marked and made known to those on-site responsible for emergencies.</li></ul> <p>• Include this information on your site plan (if relevant to your event).</p> <p><b>Describe your emergency power and lighting systems.</b></p> <p>.....</p> <p>.....</p> <p>.....</p>
<input type="checkbox"/>	<p>It is recommended to have an electrician on call for your event. (Note: any contractors who carry out work on Council property must do an induction. They can contact Council on 6397 7303 to arrange to do an online induction).</p> <p>Name of certified electrician: .....</p> <p>Contact details during the event: .....</p>

## 17. CONTRACTORS

Will you be using the services of any contractors for your event? All contractors who conduct work on Council property must complete an online induction. This includes providing evidence of their insurances and qualifications. Contractors can contact 6397 7303 to arrange an online induction.

<input type="checkbox"/>	Will there be contractors conducting work on Council land for your event: Y <input type="checkbox"/> N <input type="checkbox"/>
<input type="checkbox"/>	What work will the contractor be carrying out?
<input type="checkbox"/>	Have you confirmed the contractor has done an induction? Please provide their company name/contractor name:

## 18. GAS & FIRE MANAGEMENT

During the months from December to March fire danger is high. Consult with the fire authority as to how fire danger can be minimised.

On days of total fire ban, it is a requirement to obtain a permit from the fire services to use an open flame for any purpose, including cooking, heating for temporary stalls, marquees, or in the open.

Use this checklist as a guide:

<input type="checkbox"/>	Is your event to be held in the period from December to March? If yes: <ul style="list-style-type: none"><li>• Do you have a fire management plan?</li><li>• Have you consulted with the Tasmanian Fire Service? <a href="https://www.fire.tas.gov.au/">https://www.fire.tas.gov.au/</a></li></ul>
<input type="checkbox"/>	Gas cylinders must comply with AS 1596-1989 and AG601-1995. They should be checked and approved by the Workplace Standards Tasmania or other relevant qualified person prior to installation and use.
<input type="checkbox"/>	On total fire ban days what method will you use for cooking outdoors/in a marquee (if your event involves cooking).
<input type="checkbox"/>	What portable fire protection equipment will be strategically located throughout the venue?
<input type="checkbox"/>	Include location of fire extinguishers on your site plan.
<input type="checkbox"/>	Ensure your team are made aware of the location of fire extinguishers.

## 19. PARKING, TRAFFIC, & PEDESTRIAN MANAGEMENT

Patron access and parking must be planned to ensure there is no disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff. Include this information in your site plan. Consider:

<input type="checkbox"/>	<b>Emergency Vehicles.</b> <ul style="list-style-type: none"><li>• You must create a space for emergency vehicles and keep this space clear from other vehicles throughout the event.</li></ul>
<input type="checkbox"/>	<b>Adequate car parking space.</b> <ul style="list-style-type: none"><li>• Will this be in the streets?<ul style="list-style-type: none"><li>○ Designated car parking locations or paddocks?</li><li>○ Will you have attendants guiding vehicles where to park?</li><li>○ Will parking areas be marked with bollards/bunting/witches hats?</li></ul></li><li>• Will there be a requirement for overflow parking? How will you manage this?</li><li>• How will you let people know where to find parking?</li></ul>
<input type="checkbox"/>	<b>Accessible Access.</b> <ul style="list-style-type: none"><li>• How will you let people know where accessible access is located?</li></ul>
<input type="checkbox"/>	<b>Preferred access routes to the venue.</b> <ul style="list-style-type: none"><li>• Will you have signage on the highway or in the local streets to direct people to the venue?</li></ul>
<input type="checkbox"/>	<b>Adequate lighting into and out of the venue.</b> <ul style="list-style-type: none"><li>• At night people feel more confident, and are likely to go the right way if the entry and exit points are well lit and stand out.</li></ul>
<input type="checkbox"/>	<b>Shuttle buses.</b> <ul style="list-style-type: none"><li>• You may consider providing shuttle transport where the event covers a large area.</li><li>• Create specified pick up points for the shuttle. Include in your program.</li></ul>
<input type="checkbox"/>	<b>Car parking for other vehicles. You might also consider allowing designated car parking for:</b> <ul style="list-style-type: none"><li>• Key Stakeholders</li><li>• Sponsors</li><li>• Disabled patrons</li><li>• Media</li><li>• Buses</li><li>• Taxis</li></ul>



## 20. SIGNAGE

Clear appropriate signage is essential for events. Signage promoting your event may be erected on Council land subject to specific details being provided and approved by Council prior to erecting the signs.

Temporary Event Signs are exempt from requiring planning approval, provided the following specifications are met:



- Must not exceed 5m<sup>2</sup>.
- Must not be erected for a period not exceeding 30 days.
- Must not rotate or contain flashing lights.

Signage on State Government land requires the permission of the Department of State Growth. Click on this link to download the application form:

[https://www.transport.tas.gov.au/roads\\_and\\_traffic\\_management/permits\\_and\\_bookings/advertising\\_a\\_community\\_event](https://www.transport.tas.gov.au/roads_and_traffic_management/permits_and_bookings/advertising_a_community_event)

### Longford Sign opportunities

Signs must be made of corflute or similar. Bookings for the sign boards must be made at the Council Officers, 6397 7303

<b>Tannery Road Longford</b> Sign 1 (Kingsley House side) Sign 2 (Opposite Kingsley House) Size: 895mm wide x 595mm high 	<b>Illawarra Road Longford</b> East of the roundabout into Longford, near the poplar trees. Sizes: 1 slot: 1250mm wide x 445mm high 2 slots: 2,500mm wide x 445mm high 
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### Street Banners

Most towns in the municipality have banner infrastructure in the streets. The banner size is 800mm wide (2 x 400mm) x 2,540mm high, and are double sided. Approvals of design and permission to arrange for them to be installed are made at Council, 6397 7303. It is recommended banners stay up for 6 – 8 weeks to be viable. Installation costs depend on travel time to location (approx \$600 - \$1,000). Please note banner poles may already be booked at the time you require, so please book installation as far as possible in advance of your event.

Complete the booking form below and discuss with a Council officer to check availability and costs.



### Street Banners Booking Form

Check the town where your banners are to be installed	<input type="checkbox"/> Longford <input type="checkbox"/> Evandale <input type="checkbox"/> Perth <input type="checkbox"/> Campbell Town <input type="checkbox"/> Cressy <input type="checkbox"/> Avoca
Date required for installation	
Date required for removal	

## 21. LOST CHILDREN & LOST PROPERTY

<input type="checkbox"/>	Do you have a delegated area for lost children and lost property? Include this on your site plan, and your program, and include an easy to see sign.
<input type="checkbox"/>	Have your team been briefed on what to do with lost children
<input type="checkbox"/>	Do people waiting with/looking after lost children have Working with Vulnerable People clearance?

## 22. NOISE

The *Environmental Pollution Management and Pollution Control (Miscellaneous Noise) Regulations 2016* provides the days and times within which certain noise can be made. More information is available here: <https://epa.tas.gov.au/policy/acts-regulations/empca/noise-regulations>

Some noisy activities/equipment may include:

- Music
- Announcements over a PA
- Car engines
- Rides and activities that involve people squealing
- Machinery

Use this checklist as a guide to create your Noise Management Plan:

<input type="checkbox"/>	Will your event have noise activities likely to create high noise levels? Y <input type="checkbox"/> N <input type="checkbox"/>
<input type="checkbox"/>	Where will your noise making equipment/activities be located?
<input type="checkbox"/>	What are the times frames noise will be made?
<input type="checkbox"/>	Who might be impacted?
<input type="checkbox"/>	Have you contacted neighbouring property occupants regarding the event? Y <input type="checkbox"/> N <input type="checkbox"/> Properties in the vicinity, beyond neighbouring? Y <input type="checkbox"/> N <input type="checkbox"/> How and when?
<input type="checkbox"/>	What measures will you use to test and control noise in accordance with the <i>Environmental Pollution Management and Pollution Control (Miscellaneous Noise) Regulations 2016</i> ? ..... .....

## 23. SECURITY & CROWD CONTROL / POLICE NOTIFICATION

If security is required at your event, include the contact details in your Emergency Management Plan.

It's a good idea to ensure your team is aware of how many security are on duty, and have their contact details with them.

Consider notifying the Police about your event.

<input type="checkbox"/>	Is security required at your event? Y <input type="checkbox"/> N <input type="checkbox"/> If yes, provide details: Company name: ..... Licence details: ..... Number of security personnel at your event..... Hours that security personnel are on-site? .....
<input type="checkbox"/>	Have you contacted the local Police to notify them that your event is taking place? Y <input type="checkbox"/> N <input type="checkbox"/> If yes, provide details: Date notified: ..... Police officer notified: .....
<input type="checkbox"/>	What are your arrangements for the security of cash at the event?
<input type="checkbox"/>	How will you protect your assets at the event?
<input type="checkbox"/>	What are your measures for crowd control at the event?

## 24. JUMPING CASTLES & INFLATABLES

Council prohibits the use of jumping castles, zorb balls, or similar on Council owned or controlled land.

## 25. SMOKE FREE EVENT

If you plan on a smoke free event, you may wish to provide an area for smokers to use. You will need a Smoke Free Management plan, and approval from the Department of Health and Human Services. More information available here:

[https://www.health.tas.gov.au/sites/default/files/2021-11/Smoke\\_Free\\_Public\\_Events\\_Guide\\_for\\_Event\\_Organisers\\_DoHTasmania2018.pdf](https://www.health.tas.gov.au/sites/default/files/2021-11/Smoke_Free_Public_Events_Guide_for_Event_Organisers_DoHTasmania2018.pdf)

## 26. COVID-19

While events in Tasmania are no longer regulated by specific COVID-19 Public Health Guidelines, COVID is still amongst us and events must be conducted to promote and enable COVID safe behaviours, including:

- Asking patrons and staff not to attend if unwell
- Providing sanitiser and hand washing facilities
- Cleaning and disinfecting
- More information about Covid safety can be found here:  
[https://www.business.tas.gov.au/coronavirus\\_information/event\\_framework](https://www.business.tas.gov.au/coronavirus_information/event_framework)

## 27. USEFUL EQUIPMENT

Council has a range of useful equipment for event organisers. While there is an \$80 charge to cover preparing the equipment for collection, the actual hire is free of charge to event organisers who come to collect it and return it in clean and good condition after use. If event organisers prefer equipment to be delivered and collected by Council please contact us for a price. Use the template. The number in brackets is up to how many we have available, and please note that some equipment may not be available for your event if it is already booked out by another event.

Equipment required	QTY	Item	QTY	Item
		Rubbish bins & liners (15)		Galv Steel Barrier Fence (13 x 2mt)
		Star pickets & caps (50)		Hi Vis vests (20 various sizes)
		Witches' hats 70mm (25)		Triangle bunting (120 mt)
		Plastic bollards (23)		Nightline bunting (100 mt)
		No Parking signs (12)		
Equipment Collection	Date: Time:		Return date: Return time:	
Contact of the person collecting the equipment	Name:		Mobile no.	
Delivery and collection option	This option incurs a charge which is determined according to the volume and location. Please liaise with Council regarding a price.			

## 28. ROAD CLOSURE

All costs associated with road closure advertising and traffic management are the responsibility of the Event Organiser.

**Council roads:** If your road closure is on a Council road, please see the procedure and application form below.

**State roads:** If your road closure is on a state road, a permit is required from the Department of State Growth. More information here: [https://www.transport.tas.gov.au/road\\_permits/permits\\_and\\_bookings](https://www.transport.tas.gov.au/road_permits/permits_and_bookings)

*Note: Once you have approval from Dept of State Growth, you will need to provide a copy to Council.*

### Road closure procedure (Council roads)

Follow this checklist to ensure you carry out the required steps:

<input type="checkbox"/>	Obtain a traffic management plan from a traffic management company (a google search will help you find one) It is a legal requirement that any road closures are subject to a Traffic Management Plan which must be implemented by a qualified person/s who hold a current <i>Prepare Work Zone Traffic Management Plan Certificate</i> .
<input type="checkbox"/>	Complete a Road Closure Form (see next page).
<input type="checkbox"/>	Risk Assessment and Emergency Management Include Traffic Management in your Risk Assessment and Emergency Management Plans and include them in your application. Where applicable, address the following types of risks: <ul style="list-style-type: none"><li>• Pedestrian hazards and crowd management</li><li>• Animal hazards</li><li>• Tree hazards</li><li>• Water hazards</li><li>• Slippery/Gravelly/other hazards</li><li>• Drivers who ignore the road closed signs</li><li>• Local traffic movements</li><li>• Accessibility for emergency vehicles</li></ul>
<input type="checkbox"/>	Copy of your notice for newspaper (publication 2 weeks prior to the event preferred, but minimum 7 days prior to the event) Pursuant to sections 19 & 20 of the Local Government (Highways) Act 1982. Notice of the road closure is to be advertised in the Examiner newspaper.
<input type="checkbox"/>	Notify residents Affected residents must be notified by letterbox drop or face-to-face contact. Has this occurred? How were residents notified? If notified by letter box drop, please attach a copy of the flyer. When were residents notified? (minimum of 2 weeks prior to the event).
<input type="checkbox"/>	Obtain a road closure approval letter from Tasmania Police. It is a requirement that organisers notify and obtain approval from the Police for the intended road closure.
<input type="checkbox"/>	Submit to Council: <ul style="list-style-type: none"><li><input type="checkbox"/> Traffic Management Plan,</li><li><input type="checkbox"/> Signed Road Closure Application,</li><li><input type="checkbox"/> Residents' notice,</li><li><input type="checkbox"/> Newspaper notice and</li><li><input type="checkbox"/> Police approval</li></ul> Council will review the application and advise in writing if the application is supported in-principle or if further information is required.

## APPLICATION FOR ROAD CLOSURE (Events)

Applicant information			
Organisation name:			
Event Organiser's name:			
Organisation address:			
Phone:			
Email:			
Event information			
Event name:			
Event description:			
Event location:			
Event date:			
Traffic Management Plan			
Who has prepared your Traffic Management Plan?			
What are the names and mobile numbers of the qualified person/s who will supervise and implement the Traffic Management Plan?			
Have you included the Road Closure in your Event Risk Assessment and Emergency Management Plan?	Y <input type="checkbox"/> N <input type="checkbox"/>		
How will residents, businesses and affected road users be advised of the closure prior to the event?			
Include a map showing: <ul style="list-style-type: none"> <li>• Which roads will be closed</li> <li>• The location of streets where residents and businesses will be affected</li> <li>• Where signage and traffic controllers (people or infrastructure) will be located</li> <li>• Detour routes</li> </ul>			
Where will you source signs, barricades, and relevant equipment from?			
Road Closure Streets, Dates, and Times			
List the names of roads to be closed/traffic altered (include the names of the intersection streets either side of the closure). Please add another sheet if necessary.			
Street name	Date	Time Closed	Time Re-opened

### Road Closure Terms and Conditions

- (1) The Council reserves the right to cancel the applicants use of a street on a date shown in this application in the event of the street being required for an extraordinary function or extraordinary use.
- (2) The applicant shall not do, or neglect to do, or permit to be done or left undone, anything that will affect the Council's Insurance Policy or Policies relative to fire or public risk in connection with the closure of this street and the applicant hereby agrees to indemnify the Council to the extent that such policies are affected by commission or omission.
- (3) The applicant agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, claims, charges, expenses and damages whatsoever which may be brought about or made or claimed against it by any of them arising out of or in any way related to the closure of this street.
- (4) The applicant shall at all times during the allocated period of use insure and keep insured with an insurance company approved by the Council against public risk for an amount of not less than \$10 million.
- (5) At all times during the period of road closure the applicant must allow any emergency service vehicles or emergency personnel access to, and or through a race stage identified in this application, to assist or aid any person/s or properties contained within that stage, and, the stage will be closed immediately and remain closed until all emergency vehicles and emergency personnel have left the race stage.

### UNDERTAKING

I ..... Of ..... hereby make application for closure of the above street/s for the dates and times specified and acknowledge having received and read the Terms and Conditions and undertake to be bound by and comply with the Terms and Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the street in association with this application comply with the terms and conditions.

.....  
Signature

.....  
Date