

## **Community Event Permit Application Form**

This form must be completed if your event is being held on Council land or a reserve managed by Council. Please complete this permit application at least 28 days prior to your event and email [kc@kingborough.tas.gov.au](mailto:kc@kingborough.tas.gov.au).

There may be fees associated with the processing of your permit application, please refer to the relevant By-law for applicable fees.

### Organiser Details

Name of Organisation/Group

### Contact Name

First

Last

### Address

Street Address

Suburb

Post Code

Phone

Email

## Event Details

Name of Event

Event Start Date

Event Start Time

Event End Date

Event End Time

## Event Address

Street Address

Suburb

Post Code

Phone

Email

Set Up Date

Set Up Start Time

Pack Up Date

Pack Up Finish Time

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## Event Description

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Anticipated maximum number of people to attend event overall:

Anticipated maximum number of people at peak time:

*If this number exceeds 2000 you will require a "Temporary Place of Assembly" permit.*

Entry Fee to Event: \$

Public Liability Insurance Certificate of Currency:

**\* Please attach separately**

*Minimum \$20 million cover.*

Site Plan:

**\* Please attach separately**

## Waste Wise Event Policy

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☐ I have read and understood the Waste Wise Events Policy and our event will adhere to the Policy.

As part of our commitment to being 'Waste Wise', Council has developed a policy, which includes guidelines about how to hold a Waste Wise Event. Events are a method of raising public awareness about recycling and showcasing different ways to minimise waste. This policy will ensure that events that are organised and supported by Council and all public events held on Council owned or managed property are committed to waste avoidance and sustainable procurement practices. View and download the policy and guidelines at [kingborough.tas.gov.au/events](http://kingborough.tas.gov.au/events) Please indicate that you have read and understood the Waste Wise Events Policy. If you need advice on how to run a waste wise event, please contact Council on 6211 8200.

### Risk Assessment

☐ I have completed/will complete an up-to-date risk assessment for my event and understand that it may need to be sighted by Council staff prior to the event.

### Application Forms

Are you having food trucks at this event?

☐ Yes ☐ No

It is the event organiser's responsibility to ensure that all food trucks have the appropriate event license or temporary food license and that they are on display at the time of the event. If you are providing food, which includes BBQ, please complete a Temporary Food Application.

Are you erecting marquees bigger than 6x3m and/or stages at the event?

☐ Yes ☐ No

If yes, you are required to obtain a permit (or engineers certificate/building surveyors certificate) AND designate a Place of Assembly.

Are you intending on closing roads for this event?

☐ Yes ☐ No

If you are intending on closing roads, please complete the Road Closure Application Form.