

Supporting Information Place of Assembly Application

This document **must be completed in full** and **attached with your application** for a place of assembly licence submitted through Council's website.

To assist you with completing this document, please read the **factsheet provided**.

Further questions can be directed to the Environmental Health team on 6211 8200.

1) EVENT DETAILS		
Event Name:		
Date of Event:		
Location:		
2) EVENT SAFETY		
Have you completed and attached a risk management plan with your application?	Yes	No
Have you completed and attached an emergency management plan with your application	Yes	No
Who will be providing first aid at the event? <hr/> <hr/> <hr/> <hr/>		
Provide details on what steps have been taken to manage the risk of overcrowding at the event. If you are engaging a security company, provide details: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

3) TEMPORARY STRUCTURES

Will temporary structures, as defined under the *Building Act 2016*, be used during the event (i.e. marquees, stages etc)?

NO

No temporary structures.

YES

Yes there will be temporary structures, and I have engaged a building surveyor to obtain occupancy permits.

4) NOISE, SMELL, POLLUTION OR OTHER NUISANCES

Describe any activities that could generate noise, such as music or amplified sound systems. How will potential nuisance from noise be managed?

Have permits been sought for use of fireworks and pyrotechnics?

NO

No fireworks or pyrotechnics at the event

YES

Yes, I have applied for a *fireworks permit*

What arrangements have been made for disposal of waste during / after the event?

Describe any activities that could generate odour, pollutants or other nuisances and how this will be managed:

Will owners of nearby property owners / occupants be notified of potential impacts from the event?
Please provide details:

5) TRAFFIC MANAGEMENT

If required, **please attach a traffic management plan** when submitting the webform for this application. If you are unsure whether you need a traffic management plan, Council's roads engineering team will make an assessment and advise after the application is submitted.

Have you applied for a road occupancy permit through Council for any road closures for the event?

NO
No road closures.

YES
Yes, I have applied for a road occupancy permit.

IF YES – which road/s will be closed:

6) POTABLE WATER

If the event is being held in a location without a reticulated water supply, provide details on how drinking water for attendees will be managed:

Kingborough Council

 Civic Centre, 15 Channel Highway, Kingston TAS 7050
 (03) 6211 8200

 kc@kingborough.tas.gov.au

 Locked Bag 1, Kingston TAS 7050
 www.kingborough.tas.gov.au

9) SMOKE-FREE PUBLIC EVENTS

Have you obtained a smoke-free event management plan approval from the Department of Health and attached a copy with your application?

NO

YES

10) TOILETS

Please provide details on numbers of toilet facilities available to attendees. You must specifically provide all of the following information:

	Water Closets	Urinals	Hand Basins	Type (e.g. existing, portable)
Male				
Female				
Unisex				
Accessible (unisex)				

What arrangements have been made for cleaning and maintenance of toilets during the event?
