

Event notification form

This form advises City of Launceston of your intention to hold an event.

Please complete if you are planning to hold a public event, celebration or function and return it to our Events Facilitation Officer no later than 60 days before the event.

All Event Notification Forms will be reviewed and you may be contacted for more information.

If you have any questions, contact our Events Facilitation Officer on 03 6323 3380.

City of Launceston assistance

City of Launceston supports the development of the vibrant and diverse event calendar in a number of ways:

- Council's Events Facilitation Officer can provide information to assist event organisers, providing guidance and advice including the coordination of Council permits and licences.
- Council's Event Sponsorship Program supports new and established events held in Launceston. For more information and how to apply please contact Grants and Sponsorship Officer on 03 6323 3217 (this document is not an application form for funding).

Responsible Events in Launceston

All Event Notifications should be completed with the following outcomes in mind:

- Ensuring the safety of volunteers, participants, visitors, attendees and surrounding residents;
- Minimising the inconvenience to surrounding residences and businesses;
- Considering access issues for people with disabilities, older people or people with prams;
- Protecting parks, reserves and areas of natural vegetation from damage;
- Being proactive in minimising the impact of noise on surrounding residents;
- Minimising the impact of pollution on the local environment;
- Complying with all relevant laws and regulations.

Best Practice Reference Documents

WorkSafe Tasmania - Work Health and Safety Act 2012, the Work Health and Safety Regulations 2012, codes of practice, including the Code of Practice for Risk Management of Agricultural Shows and Carnivals www.worksafe.tas.gov.au

WorkSafe Tasmania - Storage and use of LPG at public events

http://worksafe.tas.gov.au/safety/safety_subjects/subject/gas_cylinders/storage_and_use_of_lpg_at_public_events

Department of Health and Human Services - Guidelines for a Mobile Food Business

https://www.dhhs.tas.gov.au/_data/assets/pdf_file/0004/208570/Guidelines_for_Mobile_Food_Businesses_Dec_2015.pdf

Meetings and Events Australia - Accessible Events - A Guide for Meeting and Event Organisers

http://www.meetingsevents.com.au/downloads/Accessible_Events_Guide.pdf

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

1.	Personal information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to Launceston City Council.
2.	Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of Launceston City Council, in accordance with Council's Personal Information Protection Policy (17-Plx-005).
3.	Failure to provide this information may result in your application not being able to be accepted or processed.

EVENT NOTIFICATION FORM

Public Events

Please Print

Title Given Name/s

Surname

Unit/Street No Street

Suburb State Post Code

Postal Address (if different from street address)

Suburb State Post Code

Phone H B M

Email address

Business Name ABN

Although the information in this document has been researched and presented with due care and attention, City of Launceston accepts no responsibility for any errors or omissions that may have occurred within this publication.

Please Print and use tick boxes

Event Details			
Name of event:			
Proposed event venue name & address: NB: A booking hire agreement may be required if venue/ land is Council owned.			
Date(s) of Event:			
Time of event:	Start		Finish
Date of bump in:			
Time of bump in:	Start		Finish
Date of bump out:			
Time of bump out:	Start		Finish
Contact name during bump in/out:			
Contact number during bump in/out:			
Contact name during event:			
Contact number during event:			
Complaints number during event:			
Describe the event:			
Who will be attending?			
Number of persons expected onsite at any one time (including staff and contractors)?			
Is this a new event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If no , how long has it been running?			
Are you charging an entry fee at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you submitted a City of Launceston funding application?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Would you like to receive further/information on funding available?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have Sponsors involved with the Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes , who are they:			

Insurance	
Do you hold Public Liability insurance? If yes, please attach a copy to this form. If no, please seek independent advice on your events insurance requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Public Liability insurance cover this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you hiring staff for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , do you have WorkCover Insurance? If yes, please attach a copy to this form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Marketing / Ticketing / Communication	
Is the event announced?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the event ticketed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the Mayor and/or Aldermen be invited to perform official duties at this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you accept Companion Cards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the event have a website or Facebook page?	Website URL: <input type="text"/> Facebook URL: <input type="text"/>
Would you like the event listed on the Council website: www.destinationlaunceston.com.au/ www.launceston.tas.gov.au/lcc/	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , please write a blurb and attach on email 1 - 3 high resolution pictures.	
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
If schedule permits, would you like the event shared on the City of Launceston's Facebook page?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you require any road / street signage to be installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please provide the following: Signage type / Signage size / Proposed locations for signage / dates installed / copy of signage artwork. NB From time to time, City of Launceston can place posters in the Visitor Centre and Town Hall, Customer Service.</p>	
Have you prepared a consultation plan for this event including when and how you will advise neighbouring residents and businesses of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
When and how you will advise emergency and essential services of the event?	
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

Location	
Please provide detailed information on the exact location of your event. Please advise if you would like to be provided with an aerial map to mark your location.	
If using a park or reserve, do you require vehicle access? Please note that vehicle access is subject to agreement and a traffic management plan must be provided. A Hiring Agreement and a Key will be necessary and charges will be incurred.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Utilities	
Will you require access to power at the event? Please note power may not always be available and there may be charges associated with getting power to some areas.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you require access to water at the event? Please note water may not always be available and there may be charges associated with getting water to some areas.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Access	
Are accessible toilets available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have clear, unobstructed paths of travel both inside and out?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you need ramps for any area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does signage include use of symbols?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you included accessible parking bays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Permits and Licences	
Liquor	
Will alcohol be sold or served at your event? If a Council reserve park or sportsfield, City of Launceston must give landowner consent.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what measures will be put in place to prevent under-age drinking and promote responsible serving?	
If alcohol is being sold, do you have a Liquor Licence? If yes , please attach a copy to this form	<input type="checkbox"/> Yes <input type="checkbox"/> No
Raffles	
Are you running a raffle, bingo or other gaming activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, do you need a permit? If yes , please attach a copy to this form.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Food	
Will food be sold or provided at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will food be provided by a vendor who is registered under the Food Act? If no, a temporary food licence may be required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Temporary Structures	
Will the event include hoeckers, marquees, shade structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will these be secured with weights or pegged? Please note that it is the City of Launceston's preference that all temporary structures are secured with weights and you may not be permitted to use pegs in certain areas.	<input type="checkbox"/> Weighted <input type="checkbox"/> Pegged
Will the event include a stage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event include bank seating / grandstand?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event include a gantry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event include rides / Amusements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you have any tables or chairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you have any other temporary structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , please describe:	
Road Closures and Traffic Management	
Will the event occur on and/or alter normal access to a public footpath, roadway or nature strip?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event disrupt or alter normal trading for local businesses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to either, have you sought approval of your Traffic Management Plan / Road Closure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you require vehicle access to the site to set up equipment and for suppliers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you require the use of any CoL Carpark or Parking bays for your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public Transport Disruptions	
Will the event result in any disruption to public transport services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details:	

Fireworks		
Are you planning a fireworks display? If a Council reserve, park or sportsfield, City of Launceston must give landowner consent.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, do you have a certificate of currency and safety plan for the qualified pyro technician? If yes, please attach a copy to this form.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, have you advised the local fire station?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, have you advised the Aviation Authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, have you notified local residents warning of the possible effects on pets and ways to minimise impact on pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Management Plans		
Have you notified Tas Police in writing of this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , which branch?		
Have you notified Ambulance Tasmania about your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , which station?		
Have you notified the Tas Fire about your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , which station?		
Have you notified the State Emergency Service (SES) about your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , which branch?		
Site Layout Plan		
Have you prepared a site layout plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you considered the following?		
<input type="checkbox"/> Amenities (power, tap water)	<input type="checkbox"/> Entry / exit points	<input type="checkbox"/> Evacuation routes (pedestrian + vehicle)
<input type="checkbox"/> Marquees and stalls	<input type="checkbox"/> Parking	<input type="checkbox"/> Road closures
<input type="checkbox"/> Toilets (existing and temporary)	<input type="checkbox"/> Stages	<input type="checkbox"/> Information tent
<input type="checkbox"/> Licensed liquor outlets (bars)	<input type="checkbox"/> First Aid post	<input type="checkbox"/> Signage
<input type="checkbox"/> Water hazards	<input type="checkbox"/> Amusement rides	<input type="checkbox"/> Lighting equipment
<input type="checkbox"/> Public hydration station	<input type="checkbox"/> Refuse and recycling	<input type="checkbox"/> Exclusion zones
<input type="checkbox"/> Designated smoking area(s)	<input type="checkbox"/> Firefighting equipment	<input type="checkbox"/> Event boundaries

Emergency and Risk Management		
Have you prepared an Emergency Management Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you prepared a Risk Assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you considered the following?		
<input type="checkbox"/> Crowd management	<input type="checkbox"/> Traffic Management during event bump in / bump out	<input type="checkbox"/> Contractor's safety plans
<input type="checkbox"/> Marking of exclusion zones	<input type="checkbox"/> Fire hazards	<input type="checkbox"/> Evacuation plans
<input type="checkbox"/> Electrical and gas safety	<input type="checkbox"/> Responsible alcohol service	<input type="checkbox"/> Hazardous equipment
<input type="checkbox"/> Sharps and syringes	<input type="checkbox"/> Adverse weather conditions	<input type="checkbox"/> Complaints
<input type="checkbox"/> Water hazards	<input type="checkbox"/> Safety warden document	<input type="checkbox"/> Slip, trip, fall & burn hazards
<input type="checkbox"/> Venue specific hazards	<input type="checkbox"/> UV radiation	<input type="checkbox"/> Missing person
<input type="checkbox"/> Bump in / bump out timings	<input type="checkbox"/> Incorrect advertising / media	<input type="checkbox"/> Armed hold up
<input type="checkbox"/> Waste management	<input type="checkbox"/> Anti- social behaviour	<input type="checkbox"/> Accessibility access
Name of Safety Officer:		
Contact Number of Safety Officer:		
Contact Name of First Aid provider:		
Contact Number of First Aid Provider:		
Are you hiring security staff for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , name of company?		
If yes , how many staff?		
Have you read the Best Practice Reference documents listed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Environmental Management		
Have you arranged for bins to be provided at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you arranged for post event clean up, including rubbish removal?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you arranged for sun protection and shade?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will patrons have access to drinking water?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be music or other amplified sounds at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, do you have measures to reduce noise?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please describe your noise reduction plans		

Have you provided adequate toilets for event patrons, staff and contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event include a Petting Zoo?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event include camping areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event be Smoke Free? NB A Smoke-Free Management Plan must be submitted to public.health@dhhs.tas.gov.au for all events where a Place of Assembly licence is required (1000 or more people at any one time for more than 2hours).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the event been approved to include Designated Smoking Area(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other

Is there any further information you would like to tell us, or request?

Declaration

I/we have read and understood the contents of Event Notification Form and agree to accept responsibility for the safe operation and management of the Event and the suitability of any Management Plans prepared. Further, I/we accept responsibility for obtaining any necessary permits and licenses and for complying with all relevant laws and regulations. I/we understand that a copy of this Event Notification Form and any relevant attachments may be provided to Tasmanian Police for their information. I/we acknowledge that this form is provided by Council for information only, is not legal advice and that no liability rests with the Council for any failure on my/our part to take or not take any required action.

Name	
Position	
Signature	
Date	____ / ____ / ____

Completed applications need to be returned to City of Launceston in one of the following ways:

Mail Events Facilitation Officer
City of Launceston
PO Box 396
Launceston, Tasmania 7250

Email Contactus@launceston.tas.gov.au
in Person Customer Service Centre
Town Hall, 18-28 St John Street,
Launceston, Tasmania 7250

File No. SF4604				
EO		OD		Box
Doc. No.				
Action Officer			Date Received	