

RPH _____
Receipt No: _____
Date: _____

Place of Assembly - Specific Event Application

Only mass outdoor public events require a Place of Assembly licence.
 A mass event means an event with 1000 people or more, present for two hours or more.
 I hereby apply for a **Specific Event Licence** pursuant to Part 5 of the *Public Health Act 1997*:

EVENT DETAILS

Name of Event.....

Date of Event.....

Start Time..... Finish Time.....

Location of Event.....
Postcode.....

Description of intended event

.....

Will there be music or other amplified sounds at the event?.....

If yes, what hours will the music or other amplified sounds be played each day of the event?.....

.....

Number of persons to be accommodated

Number of toilets and hand wash basins provided:

Male WC's Female WC's.....

Urinals..... Female WHB.....

Male WHBAccess Toilets.....

APPLICANT DETAILS

Full name of applicant

Postal addressPostcode.....

Telephone Mobile Phone

Facsimile Email

Emergency contact Telephone

REQUIREMENTS CHECKLIST

Please tick and provide the following when submitting your application:

- Copy of Public Liability Insurance with minimum cover \$10 million
- Detailed Site Plan
- Risk Management Plan
- Emergency Management Plan
- List of Food and Beverage vendors/stalls
(Stall holders may require a Temporary Food Licence)
- Approved Smoke Free Management Plan and the approval letter from DHHS
- Land owner permission
- Temporary Occupancy Permit (if required, for structures such as stages, tents, marquees)
- Evidence for Non-profit organisation status

FEE AND SIGNATURE

Application fee for 2018/2019: **\$122.00**

\$0 for Non-profit organisations - evidence must be provided with application

If application is received less than one calendar month prior to event, the total fee is \$224.00

Signature of applicant.....

Name of applicant..... Date:...../...../.....

PAYMENT OPTIONS

Paying in Person: Submit signed application form and other requirements with your payment in person at our Customer Service Centre, Town Hall, 18-28 St John Street, Launceston. Office hours are Monday to Friday from 8.30am to 5.00pm.

Mailing your Payment: Cheques or Money Order should be made payable to City of Launceston and mailed along with your application to PO Box 396 LAUNCESTON TAS 7250

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.