

# YOUR GUIDE TO PLANNING AN EVENT



Events play a vital role in creating communities that are engaged, vibrant and have a strong sense of pride and community connectivity.

Events deliver a range of positive impacts including economic and tourism benefits, promotion of the city's image as a destination and they provide an opportunity to raise the city profile as a great place to live and invest in.

We are committed to ensuring that the City of Launceston provides the community and visitors with an opportunity to experience and participate in a diverse range of vibrant and stimulating events and cultural activities.

Our Events Facilitation Team can provide guidance and information relating to the organisation of a public event, celebration or function and assist you in ensuring your event is as successful as it can be.

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\*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.



## Event Notification Form

Your first step is to complete the Event Notification Form (ENF). The ENF enables the Event Facilitation Team to assess whether any permits, licences and or venue bookings are required.

Required documents **must** be submitted a minimum of **8 weeks before the event** to ensure there is sufficient time for relevant permit requirements to be met and issued. Late fees may apply for applications received after this. For an online Event Notification Form [CLICK HERE](#).



## Event Venue

The City of Launceston own and manage a range of locations suitable for events of all types. From our beautiful parks and recreation areas, malls, function spaces and larger privately managed

facilities, there are spaces suitable for events of all sizes and duration.

If you wish to conduct your event within a City of Launceston park, reserve or mall a booking will need to be made and is subject to approval. A Hire Fee may be applicable for the use of the spaces and/or a \$50 cash bond payable on collection of necessary keys (refundable upon key return). For further information on Fees and Charges visit City of Launceston Website [CLICK HERE](#). You will also be required to attend a site induction in the week preceding your event.



## Event Site Plan

Once your venue has been selected, an Event Site Plan needs to be developed. A detailed plan will assist with determining the layout of your event, identifying existing and temporary infrastructure, i.e. stages, stalls, marquees, gazebo's, chairs, tables, lighting,

fencing, toilets, first aid point, information point, rides/amusements, waste bins, wet areas, and essential amenities such as location of power and water.

Existing infrastructure should also be considered and included to ensure smooth access and flow through the site for patrons. Where possible site plans should be drawn to scale, and clearly marked with a key, so it is easily understood by event staff, contractors and patrons.



Items to consider on your Event Site Plan are listed below:

- Amenities (power, tap water)
- Entry / Exit points
- Evacuation routes (pedestrian + vehicle)
- Marquees and stalls
- Parking
- Road closures
- Toilets - location and number
- Stages
- Information Tent
- Licensed liquor outlets (bars)
- First Aid post
- Signage
- Water hazards (potential hazards or site-specific characteristics)
- Amusement rides
- Lighting equipment
- Public hydration station
- Refuse and recycling
- Exclusion zones
- Designated Smoking Area(s)
- Fire Fighting Equipment
- Event boundaries

To assist with your planning the City of Launceston Interactive Events Infrastructure Map is available [HERE](#) and a best practice Event Site Plan [HERE](#).



## Risk Assessment and Emergency Management Plan

Event Organisers have a duty to provide a safe and healthy environment for those who attend the event and/or provide support to the event. The City of Launceston also has this same duty for any event held on Council owned land or facility. The purpose of a Risk Assessment is to: identify risks and /or hazards, provide information and analysis to support decisions on how to treat particular risks, determine the best treatment to manage risks when there are a range of management options.

Although event organisers take steps to reduce or eliminate risks, an Emergency Management Plan (EMP) must be in place in case an incident occurs. The purpose of an EMP is to ensure a systematic response to an emergency occurs so that the negative impact/result is reduced.

To ensure the provision of a safe and healthy environment, any individual or group organising an event of any nature or size, must complete a Risk Assessment and Emergency Management Plan for their event.

To access a Risk Assessment and Emergency Management Plan template [CLICK HERE](#).



## Place of Assembly (POA)

Under Part 5 of the *Public Health Act 1997*, a Place of Assembly Licence is required for any mass outdoor public event with one thousand

people or more, present for two hours or more. This estimate should include event staff and contractors on site.

A 'public event' includes but is not limited to, any performance, exhibition, circus, festival, food festival, pageant, regatta, sports event, dance and publicly advertised lecture.

The Council is responsible for assessing Place of Assembly Licence applications to help ensure public events do not pose a risk to the health and safety of the community. It is also your responsibility as an event organiser to ensure you run your event in accordance with the *Public Health Act 1997*. Late fees apply to applications received less than 4 weeks prior to the event.

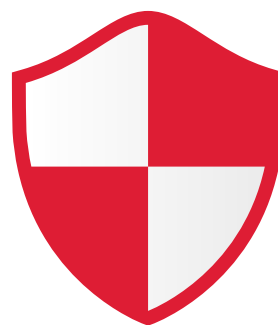
**You will need to provide the following information when submitting an application for a Place of Assembly permit:**

- Certificate of currency Public Liability \$10M

- Approved Smoke-Free Management Plan (see information on page 7)
- A list of food and beverage providers and a copy of a valid state-wide/mobile Food Business Registration or Temporary Food Business Registration
- A Risk Assessment and Emergency Management Plan template - [CLICK HERE](#)

The POA application fee for 2018/2019 is \$122.00. \$0 for Non-profit organisations (evidence must be provided with application). If your application is received less than one calendar month prior to event, the total fee is \$224.00.

A Place of Assembly Application Form can be found [HERE](#).



## Insurance

**Public Liability Insurance -** A minimum of \$10 million is required for all public events. Public liability Insurance will protect you against claims for personal injury or property damage by

members of the public who attend your event. Please seek independent advice on how to obtain this.

**Vehicle third party accident and property damage -** All malls and squares are considered public streets



and as such all vehicles/trailers being driven in these areas are required to have current motor vehicle registration and third party accident and property damage insurance. Insurance is not required for display vehicles as long as they are not being driven in or to the areas.



## Road Closure and Traffic Management

Depending on the type, location and scale of your event, there may be disruptions to traffic, and or road closures

required as part of your event.

For a Road Closure for a Public Function application form [CLICK HERE](#).

A Road Closure Plan and Traffic Management Plan template will be available in the coming weeks.

Once approved it is the responsibility of the event organiser to pay for and submit a Road Closure Advertisement - public notice (a template for this will be provided with your Road Closure Permit). The City of Launceston Events Team will notify key stakeholders including but not limited to Emergency Services, Metro, Access Groups and relevant City of Launceston Departments. It is important to note that the onus is on the event organiser to notify any directly impacted residents and or businesses of traffic management impediments.

Depending on the type of road closure, location and/or activity, further approvals or permits may be

required from Tasmania Police, these include but are not limited to permits for charitable collection, demonstrations, street processions, motor vehicle race permits, road cycle races and Road Closure permits for Public Events on State Roads. You can find further information [HERE](#). NOTE: *Please advise the Events Facilitation Team if you are seeking a permit from Tasmania Police.*



## Food & Beverage

The City of Launceston require notification of all vendors providing or selling food and beverage as part of a public event. A valid state-wide/mobile or

Temporary Food Business Registration is required. If you do not hold a current registration you'll need to apply for a [Temporary Food Licence](#). Please note late fees apply to applications received less than ten working days prior to the event, penalty rates may apply if received within 4 weeks of the event.

Please [CLICK HERE](#) for a Food and Beverage Vendors List.

### Useful Resources

[The Safe Food Guide](#)

[Food Act 2003](#)

[FREE on-line I'm Alert food safety training:](#)

[Food Standards Code](#)

[Food Safety in other languages](#)

[Service of Alcohol](#)



## Service of Alcohol

If your event includes the provision or sale of alcohol, you will need to have a Liquor Licence. Any event that provides alcohol needs to ensure the responsible service of alcohol, by engaging appropriately qualified persons.

It is good practice to consider what measures you will put in place to prevent underage drinking and promote responsible service.

Any service of liquor in a City of Launceston owned/managed venue requires landowner permission by City of Launceston in writing. Further information can be provided by contacting [events.enquiries@launceston.tas.gov.au](mailto:events.enquiries@launceston.tas.gov.au)

For more information on the service and sale of liquor including how to obtain a permit visit [Department of Treasury and Finance](#).



## Temporary Structures

If your event includes the use of a temporary structure a Temporary

Occupancy Permit (TOP) is required. A temporary structure includes but is not limited to gazebos, hoekers, marquees, gantries and tiered seating. A TOP can be issued for a period of 3 years so

some suppliers/owners may already have the relevant TOP on file for their structure/s.

Please [CLICK HERE](#) for an Infrastructure List Template.

Temporary Occupancy Permits can be issued through any certified building surveyor in Tasmania. If you would like to engage the City of Launceston to undertake the permit, please [CLICK HERE](#) for an application form and note fees and charges will be applicable.

NOTE: The licensing of a jumping castle and amusement rides are managed through [Work Safe Tasmania](#).



## Smoke-Free

Organisers of events declared smoke-free by the Director of Public Health are required to complete a Smoke-Free Management Plan as part of the process for obtaining a Place of Assembly license which is

issued by local councils.

Call the Department of Health and Human Services Public Health Hotline - Tasmania on 1800 671 738 for further information or visit [Smoke-Free Public Events: A Guide for Event Organisers](#).

Further information on the above can be directed to the City of Launceston Environmental Health Department by contacting the Customer Service



Centre on 03 6323 3000.



## Accessible Events

Special consideration should be given to ensure that your event is accessible and can be enjoyed by all members of the community.

Some things to consider when thinking about whether your event accommodates the wider community is venue selection i.e. is there clear, unobstructed paths and ramps, marketing collateral i.e. symbols included on signage, parking i.e. accessible parking bays, public amenity i.e. accessible toilets, public transport options and diverse food and beverage options.

To find out how to make your event more accessible and what you can do to ensure the best experience for all patrons, please refer to [Accessible Events](#).



## Waste Management

Every aspect of an event can be designed to minimise waste. Having an effective waste management plan not only helps meet event patrons' expectations and deliver a safe and welcoming event experience but it can also reduce clean-up times and costs for event organisers

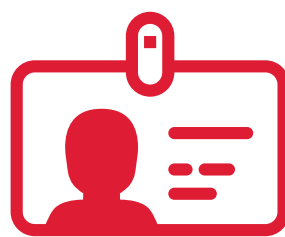
Good event waste management plans combined with sustainable packaging policies (such as no single use plastic or only compostable food packaging) can also increase your event's chance of receiving sponsorship or grant funding. Aiming for an event with zero waste is a worthwhile goal.

The [Rethink Waste Tasmania - A Guide to Preparing and Event Waste Management Plan](#) provides a template, checklists and information for Tasmanian event managers to create their own Event Waste Management Plan. It will help avoid, reduce, reuse and recycle waste when planning and delivering any form of public or private gathering.



## Sustainable Events

Sustainable Events are becoming commonplace nationally and globally, as public expectation increases for lower carbon emissions and less environmental impacts. They provide a better experience for patrons and demonstrate a commitment to environmental sustainability. All areas of event management provide opportunities to make environmental and cost savings and these guidelines are designed to assist you to make your event more sustainable. For more information and guidelines [CLICK HERE](#).



## Companion Card

Companion Cards are held by a person who requires a companion carer, or lifelong attendant for support and assistance. Previously, to participate in community events persons requiring a companion carer were asked to pay for two admissions – one for themselves and one for their companion.

This has the effect of doubling the cost for that person to participate and is a discriminating practice under Tasmanian and Commonwealth disability anti-discrimination legislation.

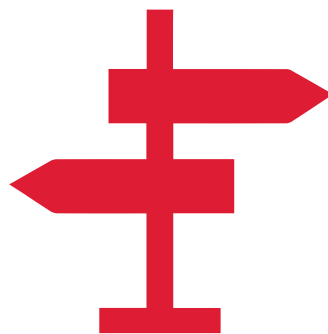




The Companion Card scheme has been developed as a way of removing the financial barrier for people requiring companions, to attend events, activities and venues. The Companion Card provides venues with a simple and consistent method of identifying who may legitimately require a companion carer.

Businesses, venues and event operators are encouraged to formally register their acceptance of the Companion Card by affiliating with the Program.

More information on the National Companion Card Scheme can be found at [www.companioncard.gov.au](http://www.companioncard.gov.au)



## Temporary Signage

Temporary signage can be an engaging and effective way to promote your event. A well-placed sign in an area that receives

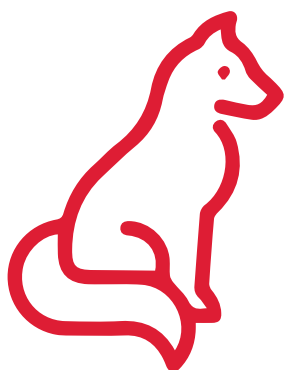
a high traffic and visitation can be a valuable way of ensuring your event is seen by a wide-ranging audience. There are guidelines that must be followed to ascertain if permits for signage are required, as part of the signs code.

A 'temporary sign' can be exempt from requiring a planning permit where the following can be met: ***E18.4 Signs that do not need a license -***

Temporary signs where they;

- a) announce an event of a religious, educational, cultural, social or recreational character
- b) have sponsors name or logo subordinate to the message
- c) have permission from the landowner to erect the sign
- d) not constructed on any vegetation
- e) have a maximum area of 2m<sup>2</sup>
- f) be displayed for no longer than 30 days before the event
- g) be removed within 7 days of the completion of the event

## Animals at Events



As cute as they are, having animals at events does require some further planning to ensure the health and safety of the public. All sites or attractions where patrons have access to animals, such as a petting zoo or nursery, must have hand washing facilities that are:

- Clearly signposted
- Stocked with soap, paper towel and hand sanitiser
- Located immediately adjacent to that site or attraction, or where located within an enclosed building at each exit point, for the duration of the event and,
- Regularly checked and restocked if required

Pregnant or sick animals are not permitted at any sites or attractions where patrons have access.

The following links provide further information:

[SAHealth2015](#) [QLDHealth2014](#)



The City of Launceston must provide landowner permission for any temporary signage erected in the City of Launceston road reserve, park, mall or building.

Further information on Temporary Signage can be obtained from the City of Launceston's Planning Department on [planning.queries@launceston.tas.gov.au](mailto:planning.queries@launceston.tas.gov.au) or by phone on 6323 3220.

If you would like to advertise a public event by placing a temporary sign(s) in the State Road Reservation, you will require approval from the Department of State Growth. Applications must be received a **minimum of 21 days** before the first date you want to display the sign, to allow sufficient time for the application to be assessed and for successful applicants to arrange for the manufacture of a sign. Submit an application [HERE](#).



## Fireworks

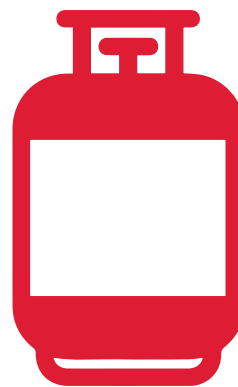
If you plan on having Fireworks form part of your event you will need to obtain a permit. Permit applications are assessed and issued through Worksafe Standards Tasmania, who looks at the experience and

qualifications of those who operate and conduct firework displays.

It is recommended you notify your local fire station as well as the Aviation Authority.

Your intention to hold a fireworks display should be well communicated to the local community and stakeholders to ensure public safety and reduced impact on pets.

To apply for a permit and for further information visit [Worksafe Standards Tasmania](#).



## Storage and use of LPG at Public Events

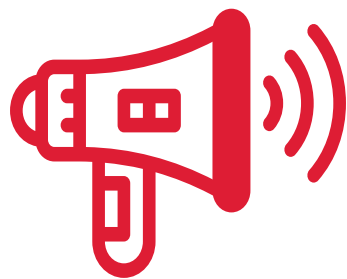
Guidelines apply to the minor storage and use of liquefied petroleum gas (LP Gas) at public events such as festivals, major sporting events, fetes and local markets.

To ensure an acceptable level of gas safety, and minimise the possibility of gas-related incidents, please read the information from Worksafe Standards Tasmania relating to the safe storage and use of LPG at public events in the [Storage and use of LP Gas at Public Events Guidance Note](#).



## Safe and Healthy Crowded Places Handbook

The Australian Institute for Disaster Resilience recently published the Safe and Healthy Crowded Places Handbook - a free national resource encouraging a proactive approach from event organisers, venue operators and others involved in managing crowded places. The handbook and supporting companion toolkits are available [HERE](#).



### Marketing

In order to ensure the best opportunity for a successful event, an effective marketing/promotional strategy is needed.

There are many ways in which you can communicate your event to the public, including some of these common methods:

- Printed material - posters, flyers, pavement and shopfront stickers
- Social Media - Facebook, Instagram and Twitter are powerful, yet cost-effective tools to get the word out in your local community and specific target markets

- Letterbox drop - not only a valuable way of promoting your event, but also essential in ensuring surrounding businesses and residents are aware of the event and any impacts

All of your event marketing material, whether printed or digital, should clearly communicate the key elements of the event: Who; When; Where and Why, supported by clear and engaging imagery.



### Event Sponsorship

To ensure a diverse and vibrant events calendar within our municipality, City of Launceston offers financial assistance to eligible events through its Event Sponsorship program.

The purpose of the Event Sponsorship Program is to support events that deliver community, social, cultural, tourism and economic benefits to the Launceston community, building our profile and reputation as a great place to live, visit and invest.

Further information around eligibility, applications and rounds can be found on the City of Launceston website [CLICK HERE](#) or by contacting the Grants and Sponsorship Officer on 6323 3000.



## Useful Contacts

### Department of Treasury and Finance Liquor and Gaming

PO Box 972  
Launceston TAS 7250  
Phone: (03) 6777 2777  
Email: [licensing@treasury.tas.gov.au](mailto:licensing@treasury.tas.gov.au)  
Web: <http://www.treasury.tas.gov.au/>

### Department of State Growth

GPO Box 536, Hobart TAS 7001  
Email: [permits@stategrowth.tas.gov.au](mailto:permits@stategrowth.tas.gov.au)  
State Roads Division  
Phone: (03) 6166 3328

### St. John Ambulance Tasmania

Phone: 1300 360 455  
Email: [Tasmania@stjohntas.org.au](mailto:Tasmania@stjohntas.org.au)  
Web: [www.stjohntas.org.au](http://www.stjohntas.org.au)

### Events Tasmania

GPO Box 536  
Hobart TAS 7001  
Phone: 1300 880 634  
Email: [info@eventstasmania.com](mailto:info@eventstasmania.com)  
Web: <https://www.eventstasmania.com/home>

### MAST Marine and Safety Tasmania

GPO Box 607  
Hobart TAS 7001  
Phone: 1300 135 513  
Web: [www.mast.tas.gov.au](http://www.mast.tas.gov.au)

### WorkSafe Tasmania

PO Box 56  
Rosny Park TAS 7018  
Phone: 1300 366 322 (within Tasmania)  
(03) 6166 4600 (outside Tasmania)  
Email: [wstinfo@justice.tas.gov.au](mailto:wstinfo@justice.tas.gov.au)  
Web: [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au)

### Emergency Triple Zero 000

(Police, Fire, Ambulance)

### Tasmania Police

Police Assistance Line 131 444  
Web: [www.police.tas.gov.au](http://www.police.tas.gov.au)

### Volunteering Tasmania

Phone: 1800 677 895  
Email: [admin@volunteeringtas.org.au](mailto:admin@volunteeringtas.org.au)  
Web: <https://www.volunteeringtas.org.au/>