

# 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.

*\*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.*

## Contents

Event Notification Form	4
Event Venue	4
Event Site Plan	4
Risk Assessment and Emergency Management Plan	5
Place of Assembly (POA)	6
Insurance	6
Road Closure and Traffic Management	7
Food & Beverage	7
Service of Alcohol	8
Temporary Structures	8
Location Services	8
Smoke-Free	9
Accessible Events	9
Waste Management	9
Sustainable Events	9
Companion Card	10
Animals at Events	10
Temporary Signage	10
Fireworks	11
Storage and use of LPG at Public Events	11
Rallies & protests	12
Protection of Crowded Places	12
Safe and Healthy Crowded Places Handbook	13
Marketing	13
Event Sponsorship	13
Useful Contacts	14









 **CLICK HERE to stay up to date with the latest COVID-19 information.**

## What constitutes an event?

The City of Launceston does not have a set definition of what constitutes an event. We provide guidance, advice and information for the organisation of ANY public gathering, celebration or function in the Launceston municipality. If you are unsure of what steps to take, contact our Events Team via [events.enquiries@launceston.tas.gov.au](mailto:events.enquiries@launceston.tas.gov.au)

The general rule of thumb suggests if an event is held on council owned land, features food and beverage vendors, temporary infrastructure or requires a Place of Assembly licence, you will need to complete an Event Notification Form.



### 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. If an event is to be held in a City of Launceston Park, Mall, Reserve or building then approval is sought from the Asset Manager through the Event Notification process.

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. [Click here to view the Event Notification Form online.](#)



### 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. [View a map of Launceston online here.](#)

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 \$53.60 cash bond payable on collection of necessary keys (refundable upon key return). You will also be required to attend a site induction in the week preceding your event. The event venue can only be confirmed and guaranteed once your ENF has been received and approved. [Click here to view a list of the Adopted Fees & Charges.](#)



### 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, gazebos, chairs, tables, lighting, fencing, toilets, first aid point, information point, rides/amusements, waste bins, wet areas, and essential amenities such as location of power, water and sanitisation stations.

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.

It is important to remember to number and cross reference your Event Site Plan with other supporting documentation i.e. Temporary Infrastructure List and Food & Beverage List.

To assist with your event planning, view the City of Launceston [Events Infrastructure Map](#) and an example of a best practice [Event Site Plan.](#)



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
- Lost children stations
- Licensed liquor outlets (bars)
- First aid post
- Signage
- Water hazards (potential hazards or site-specific characteristics)
- Amusement rides
- Lighting equipment
- Public hydration station
- Sanitisation stations
- Refuse and recycling
- Exclusion zones
- Designated Smoking Area(s)
- Fire Fighting Equipment
- Event boundaries



## **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.

Download the [Event Risk Assessment Plan template](#).

Download the [Emergency Management Plan template](#).





## 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 supply supporting documentation along with your Place of Assembly application - a checklist is included on the form, including fees.**

[Click here to download A Place of Assembly Application Form.](#)



## 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**

Whether your event be static (such as street markets, festivals, sporting events and concerts) or non- static (such as cycling, running, triathlons, parades, vehicle races / rides) you as the event organiser have a duty of care towards those persons who attend the event to ensure that they are not exposed to risks from a public liability perspective.

For a full or part road closure, a [Road Closure Application form can be found here](#) and will be assessed by the City of Launceston Roads and Traffic Team.

A Traffic Management Plan and Traffic Guidance Scheme must also be submitted with your application form, prepared by a competent traffic management company or individual holding a RIICWD503E qualification.

Once the road closure application has been approved and a signed permit issued, it will be your responsibility to advertise your road closure in the Examiner newspaper prior to your event. An advertising template will be supplied by the Roads and Traffic Team.

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.

[Find further information on road closures here.](#)

NOTE: Please advise the Events Facilitation team if you are seeking a permit from Tasmania Police.

- [SafeWork Australia - Traffic Management Guide for Events](#)
- [Austroads Guide to Traffic Temporary Traffic Management](#)



## **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](#). To assist you to comply with the Food Act 2003, Food Standards Code and the [Department of Health Guidelines for Mobile Food Businesses](#), please click on the supplied [Food Stall Checklist](#). 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.

- [Food and Beverage Vendors List](#)
- [Food Stall Checklist](#)
- [Food Standards Australia New Zealand](#)

### **Useful Resources**

- [The Safe Food Guide](#)
- [Food Act 2003](#)
- [FREE Do Food Safely training](#)
- [Food Standards Code](#)
- [Food Safety in other languages](#)
- [Service of Alcohol](#)
- [Phasing Out Single Use Disposable Plastics at Events](#)





## 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 via enquiries@launceston.tas.gov.au](mailto:events@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](#).



## Toilets

Additional toilets may be required for your event. This calculation is dependent on attendee numbers and if alcohol is being served.

- [Determine the number of toilets required for your event here](#) (see page 39)
- [View a full list of public toilet locations here](#)



## Temporary Structures

If your event includes the use of a temporary structure, most of the time a Temporary Occupancy Permit (TOP) is required.

A temporary structure includes but is not limited to gazebos, hoekers, marquees, stages, gantries and tiered seating.

To determine whether or not your event structures require a Temporary Occupancy Permit [CLICK HERE](#).

For a more detailed copy of your obligations please see the Director of Building Control Determination [CLICK HERE](#).

If your structure/s require a Temporary Occupancy Permit (TOP) you will need to engage a building surveyor under the [Building Act 2016](#) to obtain any applicable permits and retain a copy of for your own records.

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

## Location Services



In cases where you need to break ground, you must ensure that all underground services are located and marked. It is the responsibility of the event organiser to arrange a National Utility Locating Contractor Association (NULCA) accredited contractor to locate services such as water, sewer, stormwater, electricity, communications, and gas etc. The cost for all underground service locations is to be paid by the event organiser and locations are to be marked on site prior to bump in. Any damage sustained to underground services is the sole responsibility of the Event Organiser. The Event Organiser will be required to arrange and pay for a Council Preferred Contractor to undertake any associated repairs to the satisfaction of Council. For any queries in the process involved in locating underground service locations, please contact Council's Buildings & Investigations Network on 6323 3000.





## 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](#). [View City of Launceston access maps online](#).



## 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 an Event Waste Management Plan](#) provides templates, 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.

[Download the Environmental Protection Authority Tasmania's \(EPA\) "Sustainable Event Guidelines"](#) which are designed to assist you to make your event more sustainable.

Council are very proud of being at the forefront of sustainability and developing new policies to comply. Please see our policy [Phasing out Single Use \(Disposable\) Plastics at Events, Markets and Other Activities on Council owned/managed land and Council Sponsored Events](#).





## 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)



## 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. Consideration must also be given

to the legal requirements under the [Dog Control Act 2000](#), such as - dogs not permitted within 10 metres of a playground, must be on-lead at all times in a public space, and restricted areas that include schools, shopping centres/shops, swimming pools, and sports grounds whilst sport is being played. 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
- The following link provides further information: [SAHealth2015](#)



## 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;

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





g) be removed within 7 days of the completion of the event

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](#).





## Rallies & Protests

Section 49AB of the *Police Offences Act 1935* requires that a person must not organise or conduct a march, rally or demonstration (political or otherwise)

without a permit if it is to be held wholly or partly on a public street. [Learn more about obtaining a permit online.](#)



## Protection of Crowded Places

### National Strategy for the Protection of Crowded Places From Terrorism

[Australia's Strategy for Protecting Crowded Places](#) from Terrorism has been developed to protect the lives of people working in, using, and visiting crowded places by making these places more resilient. The Strategy is based on strong, trusted partnerships between all levels of government and those responsible for crowded places. It aims to make crowded places as resilient as possible to terrorist attacks while preserving our use and enjoyment of these places.

The Strategy is supported by supplementary materials designed to increase understanding of the threat posed by particular weapons and tactics, and provide guidance on the issues and options for consideration during risk mitigation and contingency planning activities. The materials include:

- [Crowded Places Security Audit](#)
- [Crowded Places Self-Assessment Tool](#)
- [Active Armed Offender Guidelines](#)

- [Improvised Explosive Device Guidelines](#)
- [Chemical Weapon Guidelines for Crowded Places](#)
- [Hostile Vehicle Guidelines for Crowded Places.](#)

The success of this Strategy rests on strong and sustainable partnerships across Australia between government and the private sector to better protect crowded places. By providing owners and operators of crowded places access to better threat and protective security information, it is anticipated they will be in a better position to protect their crowded places from terrorism.

But, even the most robust and thorough protective security plan may not stop a terrorist attack on a crowded place from occurring or succeeding. Hardening and improving the resilience of crowded places relies on all stakeholders taking action to apply this Strategy. The Strategy involves four core elements:

- Building Stronger Partnerships
- Enabling Better Information Sharing and Guidance
- Implementing Effective Protective Security
- Increasing Resilience

If you have completed the self-assessment tool and security audit and require further information from Tasmania Police, please contact [SRCT@police.tas.gov.au](mailto:SRCT@police.tas.gov.au)





## 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 online.](#)



## 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](#) 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/>

### 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>

### 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)

### 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)

### TasFire

Phone: 1800 000 699  
Email: [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au)  
Web: [www.fire.tas.gov.au](http://www.fire.tas.gov.au)

### 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)

### 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/>

### Tasmanian Government

Coronavirus disease (COVID-19)  
Web: [coronavirus.tas.gov.au](http://coronavirus.tas.gov.au)  
Tasmanian Public Health Hotline Phone: 1800 671 738





Town Hall, 18-28 St John Street Launceston  
T 03 6323 3000  
E [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)  
[www.launceston.tas.gov.au](http://www.launceston.tas.gov.au)

