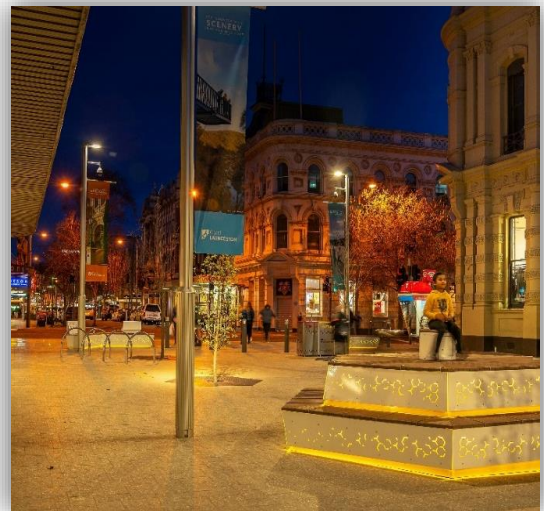


# Guidelines for Activities in Malls, Parks and Public Reserves



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# 1 General Information

## 1.1 Malls

Located in the heart of Launceston's central business district, the City of Launceston's Malls provide versatile spaces suitable for hire for a range of activities.

The three malls - Brisbane Street Mall, Quadrant Mall and Civic Square - are close to parking, public transport, and Launceston's Visitor Information Centre.

For detailed information about the Malls, visit our [Venues and Facilities webpage](#).

## 1.2 Parks and Public Reserves

The City of Launceston boasts a number of high quality parks and public reserves that provide ideal places for play, recreation, gatherings and quiet reflection.

For detailed information about parks and public reserves, visit our [Parks and Gardens webpage](#).

## 1.3 Purpose of Guidelines

The purpose of these Guidelines is to:

- explain what activities can take place in malls, parks and public reserves
- detail the available amenities
- detail the General Terms and Conditions for activities.

Use of the spaces is governed by the *Facilities and Highways By-Law number 1 of 2021* (The By-Law), the *Local Government Act 1993* (The Act) and the General Terms and Conditions as outlined in these Guidelines.

## 1.4 Online Mall, Parks and Public Reserve Maps

Online interactive and printable maps are available to help you understand locations, size, and amenities.

For Malls, go to visit our [Venues and Facilities webpage](#) and for Parks and Public Reserves, visit our [Parks and Gardens webpage](#).

## 1.5 Scope

The Guidelines apply to all organisations or individuals applying to conduct an Activity in the City of Launceston's Malls, Parks or Public Reserves.

## 1.6 Related Policies, Procedures and Legislation

- [Launceston City Council Facilities and Highways By-Law number 1 of 2021](#)
- [Local Government Act 1993](#)
- [City of Launceston Event Planning Guide](#)

## 1.7 Definitions

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<b>Activity</b>	<p><b>Activity</b> refers to the use of a space or spaces, for a permitted purpose, for not more than 500 people in total, <b>and</b> where one temporary structure (3m x 3m weighted marquee) may be permitted.</p> <p>An Activity does not include Busking.</p>
<b>Busking</b>	<p><b>Busking</b> is defined as an entertainer who provides performances for the public by playing a musical instrument, dancing, singing, clowning or juggling, or doing other acts of a similar nature in public places.</p> <p>To apply for a Busking Permit or make an online busking booking, go to our <a href="#">Busking</a> webpage.</p>
<b>Event</b>	<p><b>Event</b> refers to the use of a space or spaces, for more than 500 people. The Event booking process is separate from the Activity booking process. For information on how to plan an event, go to our <a href="#">Event Planning and Sponsorship</a> webpage.</p>
<b>Mall</b>	<p><b>Mall</b> means the Brisbane Street Mall, The Quadrant Mall, Civic Square and The Avenue.</p>
<b>Public Reserve</b>	<p>For the purposes of these Guidelines, <b>Public Reserve</b> means a reserve, area of bushland, park, flood levee or garden usually open to the public, and under the control and management of the Council.</p>

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## 2 Booking Requests

Mall, Park, or Public Reserve Activity requests must be submitted via our online booking request forms:

- [Mall Activity Booking Request online form](#)
- [Parks or Public Reserve Activity Booking Request online form](#)

Hard copy forms are available at our Customer Service Centre on request.

The following minimum requirements apply to Activity Booking Requests:

- A minimum notice period of 15 days is required, however requests are generally confirmed and processed within 10 working days of receipt
- Completion of the online Activity Booking Request form in full
- Certificate of Currency for Public Liability Insurance (PLI). PLI is required for Malls. We will let you know if it is required for your Park or Public Reserve Activity. If you don't have PLI, it may be purchased from the City of Launceston for the permitted Activity
- A Tasmania Police Permit is required if you are fundraising or holding a demonstration or procession (e.g. march, rally, pageant, parade, protest) wholly or partly in a Mall
- Full details of any structures you want to include (for example, one 3m x 3m weighted marquee, a small table, and some chairs)
- Payment of fee (if applicable).

Sometimes requests may need to be referred to an Authorised Officer for consideration, or further information may be required before determining whether the Activity is suitable for your nominated location.

Please note - if your request is categorised as an Event rather than an Activity, the Event booking process will apply. Eight weeks' notification is required for Event applications.

### 2.1 Activity Approval Conditions

- The City of Launceston reserves the right to refuse an Activity where the application form is received less than 15 days prior to the event.
- For an Activity to be considered, the Conditions of Use must be agreed upon by completing, signing and lodging the booking request application, and attaching all required information. The Activity will not be considered if the application form is not completed in full.
- The City of Launceston must be fully informed of the Activity to take place. Withholding or failing to disclose full details of the Activity may result in the City of Launceston terminating the Activity and refusing future requests from the applicant.
- All Activity applications submitted are subject to availability and approval confirmation.
- The City of Launceston reserves the right to refuse any Activity at its discretion.

- If the City of Launceston does not consider the proposed hire area suitable for the type of Activity being undertaken by the Hirer it may be refused, or an alternate venue suggested.
- Dependent on the nature of the Activity, additional Conditions of Use may be applied, and must be agreed to by the Hirer.
- The Hirer must obey any directions given to them by an Officer of the City of Launceston or a Police Officer.
- Confirmation of the Activity booking will be provided to the Hirer in writing.
- Receipt of the application form by the City of Launceston confirms acceptance by the Hirer of the Conditions of Use detailed below.

## 2.2 Police Permits

You will need a Police Permit to conduct a fundraising drive or a march/rally/demonstration in a Mall. This is required under section 49AB of the *Police Offences Act 1935*.

For information on how to apply for a permit, go to the [Tasmania Police Permits for Events webpage](#).

## 2.3 Fees and Charges

The Council's adopted Fees and Charges that apply to activities in Malls, Parks and Public Reserves can be viewed on our [Payments, Fees and Charges webpage](#).

# 3 Malls

To help you plan your Mall Activity, this section details suitable activities, mall suitability and the amenities that are available.

If the Activity you are planning is not listed, or you have any questions, please contact our Customer Service Centre on 03 6323 3000 or email [CoL.CustomerService@launceston.tas.gov.au](mailto:CoL.CustomerService@launceston.tas.gov.au)

### 3.1 Suitable Activities

ACTIVITY	Brisbane Street Mall	The Quadrant Mall	Civic Square	The Avenue
*Animal displays / interactions	✓	✓	✓	◇
Busking (dedicated locations only)	✓	✓	x	◇
Charitable collections	✓	✓	✓	✓
Commercial activity	✓	✓	✓	◇
Concert	✓	✓	✓	◇
Displays	✓	✓	✓	✓
Food - serving and stalls	✓	✓	✓	◇
Information stands	✓	✓	✓	✓
Membership drives	✓	✓	✓	✓
Music / Dancing events	✓	✓	✓	◇
Political campaign displays	✓	✓	✓	✓
Preaching	✓	x	✓	x
Public speaking	✓	x	✓	x
Radio broadcast	✓	x	✓	◇
Raffles	✓	✓	✓	✓
School activities	✓	x	✓	◇
Sport, contest or game	✓	x	✓	◇
Street performers	✓	✓	✓	◇
Surveys	✓	✓	✓	✓
Temporary structure (one 3m x 3m weighted marquee)	✓	✓	✓	◇
Vehicle access for set-up and pack-down of Activity	✓	x	✓	◇

\*Subject to approval by Authorised Officer

◇ These activities are only suitable in The Avenue for approved Events that require closure of the road

Activities and approved events are suitable in The Quadrant Mall and Dicky Whites Lane provided they align with On Street Dining permits and typical business use

### 3.2 Mall Amenities

AMENITIES	Brisbane Street Mall	The Quadrant Mall	Civic Square	The Avenue
Bike racks	✓	✓	✓	✓
Children's Play Space with water feature	✗	✗	✓	✗
Courtyard with Catenary Lighting	✗	✗	✓	✗
Drinking fountains	✓	✓	✓	✗
*Feature lighting	✗	✗	✓	✗
Grassed area	✗	✗	✓	✗
Japanese Garden	✗	✗	✓	✗
Marquee anchor points	✗	✗	✓	✗
Power - general outlets	✓	✓	✓	✗
Power - three phase	✓	✗	✓	✗
Rubbish bins	✓	✓	✓	✓
Seating (fixed)	✓	✓	✓	✓
Sheltered areas	✓	✗	✓	✗
Stage (permanent 6.3m x 6.1m)	✗	✗	✓	✗
Stage (small multifunction areas)	✗	✓ (3)	✓	✗
Tables (communal long)	✗	✗	✓	✗
Terrace Area featuring a built-in bar table	✗	✗	✓	✗
Umbrellas	✗	✗	✓	✗
USB charging stations	✓	✗	✓	✗

*\*Civic Square and Town Hall feature lighting can be programmed to recognise and support significant events that are for a charitable cause or have positive community outcomes. To apply, go to our [Town Hall Illumination webpage](#)*



## 4 Parks and Public Reserves

This section contains details to help you plan your Activity in a Park or Public Reserve.

If the Activity you are planning is not listed, or you have any questions, please contact our Customer Service Centre on 03 6323 3000 or email [CoL.CustomerService@launceston.tas.gov.au](mailto:CoL.CustomerService@launceston.tas.gov.au)

### 4.1 Calendar Notation

Parks and Public Reserves are public spaces and although we don't make bookings, we will make a note in the calendar so that if another group contacts us about the same date and location, we can let them know another Activity is taking place.

We can also let you know if your intended date and location will be impacted by another activity or any maintenance or closure, and suggest alternate locations.

### 4.2 Suitable Activities

Examples of Activities that are suitable for Parks and Public Reserves are:

- function, party, reception, assembly, concert or informal social gathering
- school gathering
- organised sport, contest or game
- exercise class
- wedding

To enquire about an Event (more than 500 people) in a Park or Public Reserve, go to our [Event Planning and Sponsorship](#) webpage.

### 4.3 Park and Public Reserve Amenities

Key parks and public reserves in the municipality **have some or all** of the following amenities:

- BBQ
- Dogs on leash
- Drinking fountain
- Grassed areas
- Parking nearby
- Picnic tables
- Public seating
- Play space
- Shade areas
- Swing/s
- Toddler play equipment
- Toilets
- Walking trail/s (sealed or unsealed)

Please see our [Parks and Gardens webpage](#) for up-to-date information about amenities.

Large parks and public reserves **with some or all** of the above amenities include:

- Brickfields - West Launceston
- Cataract Gorge - Cliff Grounds - Trevallyn
- Cataract Gorge - First Basin - West Launceston
- City Park - Launceston
- Coronation Park - South Launceston
- Heritage Forest - Invermay
- Princes Square - Launceston CBD
- Punchbowl Reserve - Punchbowl
- Ravenswood Skate Park - Ravenswood
- Riverbend Park - Inveresk
- Royal Park Regatta Lawns - Launceston
- Royal Park Skate Park - Launceston
- St Georges Square - East Launceston
- Waverley Lake - Waverley
- Youngtown Regional Park

For a full list of parks and public reserves and their features, visit our [Parks and Gardens webpage](#).

## 5 General Conditions of Use

Mall, Park and Public Reserve Activity bookings are subject, but not limited to, the following General Terms and Conditions. Additional Conditions of Use may be applied depending on the nature of your Activity.

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<b>Advertising</b>	A person must not put up any activity related advertisement, signboard, decoration or other sign in Malls, Parks or Reserves without Council approval.
<b>Clear pathways</b>	Footpaths, shop windows and doorways are to be kept free of obstruction to ensure a clear pathway and safe access and egress for business operations and in the event of an emergency.
<b>Cancellations and Complaints</b>	A City of Launceston Authorised Officer may cancel any future Activity approval following a review of the Activity and in response to investigated complaints.
<b>Damage</b>	The Hirer is responsible for any damage to the property during the course of the Activity and agrees to undertake to promptly compensate the City of Launceston.
<b>Distribution of leaflets/flyers</b>	Distribution of anything to any bystander or passer-by is not permitted. Information can be displayed on tables or stands for the public to access after approval has been given.
<b>Donations</b>	Donations may be collected only if the Hirer has been issued with a permit from Tasmania Police <b>and</b> the City of Launceston has approved the Hirer's application to use the Mall, Park or Reserve. The public must not be approached in the collection of donations.
<b>Electricity</b>	Where electricity is available and used, power cords must be placed a minimum distance from outlets and be secured along the length of the cord to avoid trip hazards

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**Equipment and Displays**

The provision for all equipment required for Activities is the responsibility of the Hirer and all costs must be borne by the Hirer. The City of Launceston does not supply such equipment as staging, chairs etc. Set up and pack down of all equipment and requirements is to be undertaken by the Hirer, at the Hirer's expense.

The Hirer must ensure the facilities and equipment used at the Activity are maintained to a professional standard at all times.

Electronic equipment is to be tagged and tested and the tags current.

If any such equipment or furniture is deemed unsafe, unsuitable, or unsatisfactory by the City of Launceston for any reason whatsoever, that equipment must immediately be removed from the space by the Hirer, at the Hirer's expense.

The Hirer is responsible for all property, equipment, decorations, and material associated with the event. The City of Launceston will not accept any responsibility for damage or loss prior to, during or after the Activity.

The Malls, Parks and Reserves have no storage facilities for Activities and all equipment and materials must be delivered to the Hirer and removed by the Hirer immediately following the Activity. All goods left after the conclusion of the allocated bump-out time for the Activity will be deemed abandoned and will be disposed of by the City of Launceston. A charge will be raised for any cleaning or waste removal undertaken by the City of Launceston.

The Hirer must not modify or attach displays to any fixture, tree, plant, sculpture, or artwork. Details of any intended temporary infrastructure must be included in the Hirer's booking request, will be subject to review, and may be subject to special conditions.

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**Filming, Market Research and Conducting Surveys**

Filming, market research and conducting of surveys in any Malls, Parks and Reserves must be approved by the City of Launceston.

The City of Launceston does not have a permit system in place for filming or photography requests. However, when film crews or photographers intend to conduct business on Council property, permission is required and all relevant laws and regulations must be adhered to, including CASA regulations when using drones.

For all inquiries regarding filming and photography, contact the Council's Communications Team at [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)

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**Food and Drink Stalls**

The preparation and/or distribution/sale of food or drink are not permitted without approval from the City of Launceston.

All food and drink preparation and/or distribution must comply with State Government legislation requirements including the Food Act, Food regulations and Food Standards Code.

Temporary Food Licences are required for fundraising stalls, street stalls, special events food stalls and market food stalls.

Fees apply as per Council's adopted Fees and Charges.

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**Insurance and Indemnity**

Where required, the Hirer shall have and maintain for the period of the Activity, a policy of insurance against risk to the public, such policy to cover a minimum amount of \$20 million in respect of any one claim.

A Certificate of Currency outlining the nature and level of insurance cover must be attached to the application.

The Certificate of Currency business description needs to include a mention of the activity being undertaken.

The Hirer must immediately notify the relevant insurers and the City of Launceston in writing of any occurrence or accident likely to give rise to a claim under the insurance policy and give all information and assistance as may be reasonably practicable in all the circumstances.

Where the Hirer does not have insurance, it can be purchased from the City of Launceston for the permitted Activity.

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**Noise control**

A person must not operate, play, permit or cause any sound to be emitted from musical instruments, gramophone, amplifier, wireless set, television set, loudspeaker, player piano, tape recorder, loud hailer or other noisy instrument in the Malls, Parks or Reserves unless the person has been authorised to do so.

Confirmation of an Activity and signing of the application form does not constitute authorisation.

Any public address or sound system used must be kept to a reasonable level of volume. The noise level should not exceed 74 decibels.

The Tasmanian *Environmental Management and Pollution Control Act 2016* and *Environmental Management and Pollution Control (Noise) Regulations 2016* provide for the management and control of noise pollution.

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**Promotional Vehicles and Product Giveaways**

Approval must be sought for the use of promotional material and give-aways; as well as promotional vehicles, such as those used by radio stations.

Promotional staff must stay in the area allocated and allow pedestrians to approach the display. Staff cannot approach pedestrians.

Approval must be given for each sample/product. The City of Launceston may request copies of samples/products and restrictions may be placed on the number or size of samples/products distributed.

Promotional vehicles, such as those used by radio stations, cannot assist in the promotion of a commercial business unless the City of Launceston has issued authorisation for such purposes.

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**Public Speaking**

The making of speeches or any form of preaching, protesting or group discussions is prohibited in Malls, Parks and Reserves without Authorisation.

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**Selling Items**

A person must not undertake any of the following activities without authorisation to do so:

- set up or use any stall, vehicle or stand for the sale of goods or refreshment, or
- carry out any trade or business or offer anything for sale or purchase.

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**Signage** Any signage, brochures and flyers must not be offensive. Signage must not be attached to any fixture, tree, plant, sculpture or artwork.

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**Temporary structure** One 3m x 3m weighted marquee may be erected.

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**Vehicle access** To load and unload goods, all vehicles require authorisation to access Malls, Parks and Reserves.

Times for vehicular entry and exit from Malls, Parks and Reserves vary, depending on the space being hired.

Vehicles are not permitted in The Quadrant Mall.

Vehicles must:

- not exceed 5km per hour while travelling
- have flashing lights on at all times
- when moving be accompanied by a spotter walking in front of the vehicle to ensure walking speed (5km/hr) is maintained
- give way to pedestrians and people with mobility aids

Fines may be applicable if any vehicles do not adhere to these guidelines.

Please note the City of Launceston is not liable for any parking fines incurred through the Activity.

Pedestrian and emergency vehicle access must be maintained at all times.

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**Waste Management** It is the responsibility of the Hirer to remove any waste matter generated by the Activity.

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## 6 Web addresses

Links to City of Launceston web addresses have been provided throughout these guidelines.

For reference, the full addresses are also provided below

Web page	Web address
City of Launceston	<a href="http://www.launceston.tas.gov.au">www.launceston.tas.gov.au</a>
Busking	<a href="https://www.launceston.tas.gov.au/Community/Arts-and-Culture/Busking">https://www.launceston.tas.gov.au/Community/Arts-and-Culture/Busking</a>
Event Planning and Sponsorship	<a href="https://www.launceston.tas.gov.au/Community/Sponsorship-and-Grants/Event-Planning-and-Sponsorship">https://www.launceston.tas.gov.au/Community/Sponsorship-and-Grants/Event-Planning-and-Sponsorship</a>
Legislation and By-laws	<a href="https://www.launceston.tas.gov.au/Council/Legislation-and-Policy/Legislation-and-By-laws">https://www.launceston.tas.gov.au/Council/Legislation-and-Policy/Legislation-and-By-laws</a>
Payments, Fees and Charges	<a href="https://www.launceston.tas.gov.au/Council/Payments-Fees-and-Charges">https://www.launceston.tas.gov.au/Council/Payments-Fees-and-Charges</a>
Parks, Reserves and Gardens	<a href="https://www.launceston.tas.gov.au/Recreation/Parks-and-Gardens">https://www.launceston.tas.gov.au/Recreation/Parks-and-Gardens</a>
Town Hall Illumination Application	<a href="https://www.launceston.tas.gov.au/Council/Forms-and-Applications/Town-Hall-Illumination-Application">https://www.launceston.tas.gov.au/Council/Forms-and-Applications/Town-Hall-Illumination-Application</a>
Venues and Facilities	<a href="https://www.launceston.tas.gov.au/Recreation/Venues-and-Facilities">https://www.launceston.tas.gov.au/Recreation/Venues-and-Facilities</a>