

# Public Events on Council Land



## Council Chambers

374 Main Road  
Glenorchy TAS 7010

## Postal Address

PO Box 103  
Glenorchy TAS 7010

## Customer Service

(03) 6216 6800  
 gccmail@gcc.tas.gov.au

ABN 19 753 252 493

[www.gcc.tas.gov.au](http://www.gcc.tas.gov.au)

## Application for Approval to Conduct an Event on Council's Land

Before completing this application form, you need to contact Council's Customer Service Team to make sure the event site is available. Submitting this form does not guarantee a site booking.

### Your Details

Surname:	Given Names:
DOB:	Mobile Number:
Business / Organisation Name:	
Postal Address:	
Email:	ABN/ACN

### Location Details

Site Name:
Site Address:

### Details of Your Event

Event Name:		
State Date:	Event Start Time:	Set Up Start Time:
End Date:	Event End Time:	Set Up End Time:
Expected Number of Patrons:		

Type of Activity (please mark (x) all that apply):

- |                                      |  |                                       |                                      |                                   |
|--------------------------------------|--|---------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Fair        | <input type="checkbox"/> Market        | <input type="checkbox"/> Fete         | <input type="checkbox"/> Concert     | <input type="checkbox"/> Clean Up |
| <input type="checkbox"/> Festival    | <input type="checkbox"/> Car Boot Sale | <input type="checkbox"/> School Event | <input type="checkbox"/> Movie       |                                   |
| <input type="checkbox"/> Performance | <input type="checkbox"/> Sports Event  | <input type="checkbox"/> Conference   | <input type="checkbox"/> Rally       |                                   |
| <input type="checkbox"/> Parade      | <input type="checkbox"/> Exhibition    | <input type="checkbox"/> Taste        | <input type="checkbox"/> Fund raiser |                                   |
| <input type="checkbox"/> Fireworks   | <input type="checkbox"/> Barbeque:     | <input type="checkbox"/> Conservation | <input type="checkbox"/> Other:      |                                   |

Please give a brief description of your event:

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### Power Supply

(Fees may apply) Will a power supply be required at your event:

- Yes  No

If yes:

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Single Phase 15 amp<br>No. of Outlets: | <input type="checkbox"/> Three Phase 20 amp<br>No. of Outlets: | <input type="checkbox"/> Three Phase 32 amp<br>No. of Outlets: | <input type="checkbox"/> Three Phase >32 amp<br>No. of Outlets: |
|---|--|--|---|

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## Temporary Structures

(Temporary Occupancy Permit may be required) Will temporary structures be used at your event?

Yes

No

Type of Structure	Number	Dimensions in metres <sup>2</sup>	Stage / Platform Height
e.g. Marquee	e.g. 1	e.g. 3m x 3m	

## Traffic Management

(Traffic Management Plan developed by a *qualified* person may be required) Are temporary road closures proposed for your event? If yes, please provide details of road that will be disrupted by your event.

Yes

No

Road Name	Section	Start Time	Finish Time	Road to be Closed Yes / No

## Waste Management

(Waste Management Plan may be required) How will you manage waste at your event?:

## Food Vendors

(Separate application form required or copy of state-wide food business registration) Will food be offered for sale or donation at your event:

Yes

No

Business Name	Operator	Contact Number	Statewide Registration (Yes/No)

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## Alcohol

(Approval required from the Department of Justice) Will alcohol be served or BYO permitted at your event? If yes, please provide details.

 Yes No

## Amusement Devices

(Separate application form required) Will there be amusement devices used at your event:

 Yes No

## Vehicle Access

Will your event require the entry of vehicles onto Council land? If yes, please provide details.

 Yes No

## First Aid

Will your event have First Aid personnel:

 Yes No

Organisation	Number of First Aid Personnel	Start Time	Finish Time

## Emergency Evacuation

Does your event have an Emergency Evacuation Plan? If yes, please provide details.

 Yes No

Name of nominated person to authorise an evacuation:	Contact number during the event:

## Toilets

Will additional toilets be required for your event? If yes, please provide details.

 Yes No



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## Fireworks

Fireworks will only be considered by Council if the event organiser holds a minimum of \$20M public liability insurance that explicitly covers fireworks and the event. Applications for fireworks may also be refused due to amenity impacts. Worksafe Tasmania approval is also required for any fireworks in Tasmania (i.e. a Fireworks Permit). Approval is also required from the Department of Justice.

Will there be fireworks at your market?

 Yes No

If yes, please contact Glenorchy City Council to discuss the fireworks further.

## Animals

Will your event require the entry of animals onto Council land? If yes, please provide details.

 Yes No

## Child Safety

What will you do if a child gets lost?

Will event staff have Registration to Work with Vulnerable People cards (RWVP)?

 Yes No

Is the organisation holding the event willing to comply with the Child and Youth Safe Organisations Act (2023)?

 Yes No

Would you like to schedule time with a Council Officer for assistance in planning a Child Safe event?

 Yes No

## Bad or Dangerous Weather

Does your event have a contingency plan for bad or dangerous weather? If yes, please provide details.

 Yes No

## Noise

Will your event use PA systems, amplified music or noise generating equipment? If yes, please provide details.

 Yes No

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## Insurance

(All events must have Public Liability Insurance, minimum \$20 million cover, and a copy of Certificate of Currency must be provided).

Insurer	Policy Number	Sum Insured	Expiry Date

List exclusions:

## Indemnity

Name of Applicant:

Holds Glenorchy City Council harmless and releases and indemnifies, and keeps released and indemnified, from and against all action, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of council, its servants, agents or employees either solely or in contribution thereto.

### Name (Block Letters)

### Applicant Signature

### Date:

By signing I authorise Glenorchy City Council to update my details listed within this form.

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## Declaration:

- 1) I am authorised by the above organisation/club/school/association to make this application.
- 2) If approved, the application agrees to:
  - a) All areas and facilities used for the event will be left in a clean and tidy condition.
    - A bond may be collected by Council.
    - If the venue is left in an unsatisfactory condition Council will arrange for contactors to clean the venue, and the cost will be passed onto the applicant.
  - b) Undertake a safety inspection of the site before the start of the event to ensure that all hazards and risks are identified and addressed, and not use the venue if it is unsafe to do so.
  - If the venue is not considered fit for use, Glenorchy City Council shall be informed immediately (including after hours and weekends) on (03) 6216 6800.
  - c) Only use approved line marking agents on Council property.
  - d) Not sub-let any Council property or facility.
  - e) Ensure children using Council property are supervised by an adult.
  - f) Agree not to permit any animals (with the exception of guide/hearing dogs), glass and vehicles on Council property unless prior approval is obtained.
  - g) Ensure all temporary structures are maintained in a fit and proper condition to ensure that they are safe for use.
  - h) Ensure all structures are suitably secured.
  - i) Comply with any requirement set by Council as part of the Conditions of Approval for the event.
  - j) Ensure that if the Council property is used at night, the level of lighting is appropriate for the type of usage.
  - k) Comply with any direction of Council in relation to the Council property e.g. closures due to wet weather or maintenance.
  - l) Ensure that additional barbeques brought to the site are fitted with drip trays.
  - m) I acknowledge that submitting this application does not constitute approval. The event will be assessed by Council, and approval will only be granted once a formal Conditions of Approval Letter has been issued by Council, signed and returned by the applicant.
  - n) I acknowledge that all applicable event application fees, venue hire fees, bonds and other charges must be paid in full before approval is granted.
- 3) I understand if Council is required to conduct any repairs due to damage caused by applicant, the applicant will be invoiced.
- 4) I am authorised to provide this release to Council on behalf of the above organisation/club/school/association from all claims made against Council by any person resulting from activities held on Council property.

## Name (Block Letters)

## Applicant Signature

## Date:

By signing I authorise Glenorchy City Council to update my details listed within this form.

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## Event Application Checklist

1	Completed Public Events on Council Land - Application	<b>Mandatory</b>	<input type="checkbox"/> Yes
2	Completed Event Site Plan <ul style="list-style-type: none"> <li>• Parking</li> <li>• Toilets</li> <li>• Bins</li> <li>• Emergency evacuation / assembly points</li> <li>• Temporary structures - <i>if applicable</i></li> <li>• Food stalls - <i>if applicable</i></li> <li>• Petting zoo and hand washing stations - <i>if applicable</i></li> <li>• Amusement devices - <i>if applicable</i></li> </ul>	<b>Mandatory</b>	<input type="checkbox"/> Yes
3	Completed Public Events on Council Land - Risk Assessment	<b>Mandatory</b>	<input type="checkbox"/> Yes
4	Public Liability Insurance Certificate of Currency (minimum \$20 million)	<b>Mandatory</b>	<input type="checkbox"/> Yes
5	Familiar with the Child and Youth Safe Organisations Act (2023)	<b>Mandatory</b>	<input type="checkbox"/> Yes
6	Copy of Event Organiser's Registration to Work with Vulnerable People card (RWVP).		<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Licenses/Other Public Liability		<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Completed Mobile Food Business Application Form and provided valid copy of statewide food business registrations		<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Completed Amusement Device on Council Land - Application Form	If applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Incident Report Form		<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Traffic Management Plan		<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Waste Management Plan		<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Informed relevant Government Authorities (where applicable) <ul style="list-style-type: none"> <li>• Department of State Growth</li> <li>• Tasmanian Police</li> <li>• Tasmanian Fire Service</li> <li>• State Emergency Services (SES)</li> </ul>	If applicable	Please attach supporting correspondence
14	Fireworks Permit		<input type="checkbox"/> Yes <input type="checkbox"/> No
15	Copy of Construction Induction training (White Card)		<input type="checkbox"/> Yes <input type="checkbox"/> No
16	Product Liability Insurance Certificate of Currency		<input type="checkbox"/> Yes <input type="checkbox"/> No