



Break O'Day  
COUNCIL

## Public Event Application Form

(If not hiring a Council facility)

Please complete this form if you are planning to hold a public event, celebration or function and return it to Council's Community services Project Officer, no later than 60 days prior to the event date. You may be contacted for more information and the Community Services Project Officer may be able to provide you with some guidance and advice including the coordination of Council Permits and licences.

### Responsible Events in Break O'Day

All Public Event Application Forms should be completed with the following in mind:

- Ensuring the safety of volunteers, participants, visitors, attendees and surrounding residents;
- Minimising the inconvenience to surrounding residences and businesses;
- Considering access issues for people with disabilities, older people or people with prams;
- Protecting parks, reserves and areas of natural vegetation damage;
- Being proactive in minimising the impact of noise on surrounding residents;
- Minimising the impact of pollution on the local environment; and
- Complying with all relevant laws and regulations.

### ***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 Break O'Day Council
2	Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under the Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of Break O'Day Council, in accordance with Council's Personal Information Protection Policy (LG47).
3	Failure to provide this information may result in your application not being able to be accepted or processed.

**EVENT DETAILS**

Name of organisation	
ABN of organisation	
Contact Person, Phone and Email	
Address of organisation	
Brief description or type of event <i>please describe in less than 100 words</i>	
Is this a new event? <i>If <b>No</b>, how long has it been running?</i>	Yes / No
Date(s) of the event:	
Time of event:	Start: Finish:
Date of bump in:	
Time of bump in:	Start: Finish:
Date of bump out:	
Time of bump out:	Start: Finish:
Name of contact person during bump in and out	
Number of contact person during bump in and out	
Who will be attending?	
How many are you predicting may attend?	
Are you charging an entry fee?	Yes / No
Would you like Council to advertise your event through their website/facebook/newsletter?	Yes / No

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## INSURANCE

Do you hold Public Liability insurance? <i>If <b>yes</b>, please attach a copy to this form If <b>no</b>, please seek independent advice on your events insurance requirements.</i>	Yes / No
Does your Public Liability Insurance cover this event?	Yes / No

## MARKETING AND COMMUNICATION

Is the event announced?	Yes / No
Is the event ticketed?	Yes / No
Does the event have a website or facebook page?	Yes / No
Would you like the event shared on Council's facebook page and / or printed in the Newsletter?	Yes / No
If <b>yes</b> to the above, please write a blurb (100 words or less)	

## LOCATION & ACCESS

If using a Park or Reserve, do you require vehicle access?  <i>Please note that vehicle access is subject to agreement and a traffic management plan must be provided.</i>	Yes / No
Will you require access to power at the event?  <i>Please note power may not always be available and there may be charges associated with getting power to some areas</i>	Yes / No
Will you require access to water at the event?  <i>Please note water may not always be available and there may be charges associated with getting water to some areas</i>	Yes / No
Are there Accessible toilets available?	Yes / No
Do you have clear, unobstructed paths of travel both inside and out?	Yes / No

### PERMITS & LICENCES

Will Alcohol be served at your event? <i>If yes, please seek landowner consent</i>	Yes / No
If Alcohol is being sold, do you have a liquor licence?	Yes / No
Will food be sold or provided at the event?	Yes / No
Will food be provided by the vendor who is registered under the Food Act?  <i>If no, a Temporary Food Licence may be required</i>	Yes / No

### TEMPORARY STRUCTURES

Will the event include marquees or shade structures?  <i>If yes, please detail quantity and sizes</i>	Yes / No
Will the temporary structures be secured by weights or pegged?	Yes / No
Will the event include a stage?	Yes / No
Will the event include bank seating or grandstand?	Yes / No
Will the event include rides / amusements?	Yes / No
Will you have tables and chairs?	Yes / No

### ROAD CLOSURES & TRAFFIC MANAGEMENT

Will the event occur on and/or alter normal access to a public footpath, roadway or nature strip?	Yes / No
Will the event disrupt or alter normal trading for local businesses?	Yes / No
If yes to either of the above, have you sought approval of your traffic management plan / road closure request?	Yes / No
Will you require vehicle access to the site to set up equipment and/or for suppliers?	Yes / No

## FIREWORKS

Are you planning a Fireworks display?  <i>If a Council reserve, park or sports field, Break O'Day Council must give landowner consent.</i>	Yes / No
If <b>yes</b> , do you have a certificate of currency and Risk Management plan from the Pyrotechnic?	Yes / No
If <b>yes</b> , have you notified the local Fire Station	Yes / No
If <b>yes</b> , have you notified the local Aviation Authority?	Yes / No
If <b>yes</b> , have you notified the local hospital or health care provider?	Yes / No
If <b>yes</b> , have you notified the local residents, warning them of the possible effects on pets and ways to minimise impact?	Yes / No

## MANAGEMENT PLANS

Have you notified the Tasmanian Police of your event?	Yes / No
Have you notified the local Ambulance of your event?	Yes / No
Have you notified the State Emergency Services of your event?	Yes / No

## SITE / LAYOUT PLANS

Have you prepared a site plan?  If <b>no</b> , please prepare one taking into consideration: <ul style="list-style-type: none"><li>• Amenities including water</li><li>• All buildings including temporary structures and stages</li><li>• Toilet locations</li><li>• Any potential hazards</li><li>• Entry and exit points</li><li>• Car parking</li><li>• First Aid post location</li><li>• Fire fighting equipment</li><li>• Event boundaries</li></ul>	Yes / No
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### EMERGENCY AND RISK MANAGEMENT

Have you prepared an emergency management plan?	Yes / No
Have you prepared a Risk Assessment?	Yes / No
<i>If no, please complete and submit to Council.</i>	

### ENVIRONMENTAL MANAGEMENT

Do you require Council bins to be provided for the event?	Yes / No
If <b>yes</b> , how many and when would you like them delivered	Qty: _____ Delivery Date: __/__/__
Address for Delivery	_____
Have you arranged for post event clean-up, including waste removal?	Yes / No
Have you arranged for sun protection and shade?	Yes / No
Will there be music or other amplified sounds at the event?	Yes / No
If <b>yes</b> , do you have measures to reduce the noise?	
Have you provided adequate toilets for event patrons, staff and contractors?	Yes / No
Will the event be smoke free?	Yes / No

### Vendor Information

Are you intending on engaging any Vendors or stalls?? e.g. <i>Food Vans, Jumping Castle</i>	Yes / No
Please describe type of Vendors/Stalls e.g. <i>2 x Food Stalls / 1 Jumping castle</i>	_____ _____ _____ _____