



GLENORCHY CITY
Where ideas happen.

Licence Number:

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Glenorchy Tas 7010
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ABN: 197 5325 2493

PLACE OF ASSEMBLY – SPECIAL EVENT

TAX INVOICE

Public Health Act 1997 (s.76 & 81)

- Application for Commercial Event
 Fee = \$..... (GST not applicable)
- Application for School/Community Event
 Fee = \$..... (GST not applicable)

Applicant Details

Name of Applicant:

Postal Address:
 Postcode:

Telephone: Mobile Phone:

Facsimile: Email:

Premises Details

Trade name of premises:

Address of premises:
 Postcode:

Emergency contact Telephone

Description of intended use of premises:

Number of persons to be accommodated:

Other licences issued/to be issued to the premises:

ADDITIONAL INFORMATION REQUIRED BY COUNCIL

NAME OF VENUE	
EVENT DATE(S)	
EVENT TIME(S)	
EXPECTED PATRONS	Overall Total: At any given time:

TOILET FACILITIES AVAILABLE #s (refer to scale on attached information sheet)	MALE: WCs..... WHBs..... URINALS.....
	FEMALE: WCs..... WHBs.....
	UNISEX FACILITIES FOR DISABLED PERSONS: WCs..... WHBs.....

Documentation that must accompany application

- Site plan and/or floor plan for **outdoor** events
- Any information required by Council for assessment purposes

*PLEASE LODGE YOUR COMPLETED APPLICATION FORM, ATTACHMENTS
AND FEE WITH THE GENERAL MANAGER OF THE COUNCIL*

Fee & Signature

Application fee: \$

Signature of applicant for registration: Date:

Office Use Only

Receipt No: Date: Capacity of Premises:

EHO CHECKLIST

- Form fully completed
- Form signed / dated
- Fee paid
- Site / floor plan attached
- Temporary Food Licence(s) Y / N / Not Required
- Event Management Plan Y / N / Not Required
- Temporary Occupancy Certificate(s) Y / N / Not Required

Further information required? Y / N

Date requested:

Details:

APPROVED: **DATE:**

EHO SIGNATURE

TOILET FACILITIES

Toilet facilities must be provided at all Special Events. In determining the number of toilets required, the following criteria should be considered:

- The duration of the event;
- Whether the event is pre-ticketed (& numbers known) or un-ticketed: and
- Whether alcohol will be consumed.

On the application form you need to specify the total number of persons expected to attend the event AND the number of persons expected at any given time. These numbers may be significantly different, especially in the instance where it is an all day event but patrons only attend for part of the day. The number of toilet facilities to be provided are based on the number of patrons expected at any given time (i.e. the most people there at one time).

TOILET FACILITIES FOR EVENTS WHERE ALCOHOL IS NOT AVAILABLE:

PATRONS	MALE			FEMALE	
	WC	URINALS	HAND BASINS	WC	HAND BASINS
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17
>5000	PLEASE DISCUSS REQUIREMENTS WITH COUNCIL				

TOILET FACILITIES FOR EVENTS WHERE ALCOHOL IS AVAILABLE:

PATRONS	MALE			FEMALE	
	WC	URINALS	HAND BASINS	WC	HAND BASINS
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20
>5000	PLEASE DISCUSS REQUIREMENTS WITH COUNCIL				

The above figures may be reduced for shorter duration events as follows:

DURATION OF EVENT	QUANTITY REQUIRED
8 hours plus	100%
6 – 8 hours	80%
4 – 6 hours	75%
Less than 4 hours	70%

At least one unisex facility must be provided for people with disabilities and this facility must comply with AS1428.1.

NB: Unisex toilets may be used to fulfill the requirement of Male & Female toilets. At least one must be unisex for people with disabilities. Should you wish to use unisex facilities, please discuss this with Councils Environmental Health Officer.

REFERENCE: Commonwealth of Australia, 1999, *Safe and Healthy Mass Gatherings*, Emergency Management Australia.