



GLENORCHY
CITY COUNCIL

Licence Number: _____

PO Box 103
Glenorchy Tas 7010
Ph: (03) 6216 6800
gccmail@gcc.tas.gov.au

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: _____

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

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: _____

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

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.

PRIVACY NOTICE:

Council collects personal information to carry out its operations as a Tasmanian Local Government. This personal information may be used for other purposes permitted by law. The information may be shared with contractors and agents of the Council for this purpose, law enforcement agencies, courts and other organisations.

You do not have to provide your personal information but if full information is not provided the Council may be unable to action your application or request.

You can find out more about how the Council manages personal information and how you can request access or corrections to it in the Council's Privacy Policy available on the Council website or on request.