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| Public Events on Council Land – Event Application | | | | | | | | | | | | |
| Application for **Approval** to conduct a public event on Council’s land. | | | | | | | | | | | | |
| Before completing this application form, you need to contact Council’s Property Assets section on (03) 6216 6800 to make a tentative booking of the site at least 12 weeks prior to your event. | | | | | | | | | | | | |
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| **Part 1: Your Details** | | | | | | | | | | | | |
| Title |  | First Name | | | | |  | Last Name | | | | |
|  |  |  | | | | |  |  | | | | |
| Date of Birth | | | | | | |  | ABN / ACN | | | | |
|  | | | | | | |  |  | | | | |
| Business / Organisation Name | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Postal Address | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Telephone | | | | |  | Mobile | | |  |  | | |
|  | | | | |  |  | | |  |  | | |
| Email | | | | | | | | | | | | |
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| **Part 2: Location Details** | | | | | | | | | | | | |
| Site Name | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Site Address | | | | | | | | | | | | |
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| **Part 3: Details of your event** | | | | | | | | | | | | |
| Name of Event | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Start Date | | | | |  | Finish Date | | |  |  | | |
|  | | | | |  |  | | |  |  | | |
| Bump-in Time | | | | |  | Bump-out Time | | |  |  | | |
|  | | | | |  |  | | |  |  | | |
| Expected Number of Patrons | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Type of Activity *(Please tick (🗸) all that apply)* | | | | | | | | | | | | |
| * Fair | | | * Market | | | | * Fete | | | | | * Concert |
| * Festival | | | * Car boot sale | | | | * Disco | | | | | * Movie |
| * Performance | | | * Sports event | | | | * Trade show | | | | | * Rally |
| * Amusement rides | | | * Exhibition | | | | * Taste | | | | | * Fund raiser |
| * Fireworks | | | * Other: | | | |  | | | | |  |
| Please give a brief description of your event: | | | | | | | | | | | | |
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| **PART 4: POWER SUPPLY** *(Fees may apply)* | | | | | | | | | | | | |
| Will a power supply be required at your event: | | | | | | | | | | | | |
| * Yes | | | | * No | | | How many: | | | |  | |
| * Single Phase 15 amp | | | | * Three Phase 20 amp | | | * Three Phase 32 amp | | | | * Three Phase >32 amp | |
|  | | | | | | | | | | | | |

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| **PART 5: Temporary Structures** *(Separate application form required)* | | | | |
| Will temporary structures be used at your event: | | | | |
| * Yes | * No |  | |  |
| Type of Structure | Number | Dimensions in m2 | | Stage/Platform Height |
|  |  |  | |  |
|  |  |  | |  |
|  | | | | |
| **PART 6: TRAFFIC MANAGEMENT** *(Traffic Management Plan may be required)* | | | | |
| Are temporary road closures proposed for your event: | | | | |
| * Yes | * No |  | |  |
| Please provide details of road that will be disrupted by the event: | | | | |
| Road Name | Section | Start Time | Finish Time | Road to be Closed Yes/No |
|  |  |  |  |  |
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| **PART 7: WASTE MANAGEMENT** *(Waste Management Plan may be required)* | | | | |
| How will you manage waste at your event: | | | | |
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| **PART 8: 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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| **PART 9: Alcohol** *(Approval required from the Department of Justice)* | | | | |
| Will alcohol be served or BYO permitted at your event: | | | | |
| * Yes | * No |  | |  |
| |  | | --- | | If yes, please provide details: | |  | |  | |  | | | | | |
| **PART 10: Amusement Devices** *(Separate application form required)* | | | | |
| Will there be amusement devices used at your event: | | | | |
| * Yes | * No |  | |  |
|  | | | | |
| **PART 11: Vehicle Access** | | | | |
| Will your event require the entry of vehicles onto Council land: | | | | |
| * Yes | * No |  | |  |
| If yes, please provide details: | | | | |
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| **PART 12: First Aid** | | | | |
| Will your event have First Aid personnel: | | | | |
| * Yes | * No |  | |  |
| Organisation | Number of First Aid Personnel | Start Time | | Finish Time |
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| **PART 13: Emergency Evacuation** | | | | |
| Does your event have an Emergency Evacuation Plan | | | | |
| * Yes | * No |  | |  |
| If yes, please provide details: | | | | |
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|  | | | | |
| Name of nominated person to authorise an evacuation: | | Contact number during the event: | | |
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| **PART 14: Toilets** | | | | |
| Will additional toilets be required for your event: | | | | |
| * Yes | * No |  | |  |
| If yes, please provide details: | | | | |
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| **PART 15: Fireworks** *(Approval required from the Department of Justice)* | | | | |
| Will there be fireworks at your event: | | | | |
| * Yes | * No |  | |  |
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| **PART 16: Animals** | | | | |
| Will your event require the entry of animals onto Council land: | | | | |
| * Yes | * No |  | |  |
| If yes, please provide details: | | | | |
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| **PART 17: Lost Children** | | | | |
| What will you do if a child gets lost: | | | | |
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| **PART 18: Bad and Dangerous Weather** | | | | |
| Does your event have a contingency plan for bad or dangerous weather: | | | | |
| * Yes | * No |  | |  |
| If yes, please provide details: | | | | |
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| **PART 19: Noise** | | | | |
| Will your event use PA systems, amplified music or noise generating equipment: | | | | |
| * Yes | * No |  | |  |
| If yes, please provide details: | | | | |
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| **PART 20: Insurance** *(All events must have Public Liability Insurance and a copy of Certificate of Currency must be provided)* | | | | |
| Insurer | Policy Number | Sum Insured | | Expiry Date |
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| List exclusions: | | | | |
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| **PART 21: Indemnity** | | |
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| 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. | | |
|  | | |
| Signed by authorised person on behalf of applicant: | | |
| Name (BLOCK LETTERS) | Signature | Date |
|  |  |  |

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| **PART 21: Declaration** | | | |
| 1. I am authorised by the above organisation/club/school/association to make this application. | | | |
| 1. If approved, the application agrees to: | | | |
| 1. Complete a risk assessment safety inspection of the Council property and complete the ‘Event Management Risk Assessment’ | | | |
| 1. All areas and facilities used for the event will be left in a clean and tidy condition.  * A bond maybe 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. | | | |
| 1. 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. | | | |
| 1. Only use approved line marking agents on Council property | | | |
| 1. Not sub-let any Council property or facility | | | |
| 1. Ensure children using Council property are supervised by an adult | | | |
| 1. Agree not to permit any animals (with the exception of guide/hearing dogs), glass and vehicles on Council property unless prior approval is obtained | | | |
| 1. Ensure all temporary structures are maintained in a fit and proper condition to ensure that they are safe for use. | | | |
| 1. Ensure all structures are suitably anchored to the ground. | | | |
| 1. Comply with any requirement set by Council as part of the Conditions of Approval for the event | | | |
| 1. Ensure that if the Council property is used at night, the level of lighting is appropriate for the type of usage | | | |
| 1. Comply with any direction of Council in relation to the Council property eg: closures due to wet weather or maintenance | | | |
| 1. Ensure that additional barbeques brought to the site are fitted with drip trays. | | | |
| 1. I understand if Council is required to conduct any repairs due to damage caused by applicant, the applicant will be invoiced | | | |
| 1. 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. | | | |
| 1. I have a COVID-19 Safety Plan or COVID-19 Safe Risk Assessment in place. | | | |
|  | | | |
| Name Print | Signature (Applicant) | Organisation Name | Date |
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| **Event Application Checklist** | | | Attached |
| 1 | Completed Public Events on Council Land - Application | **Mandatory** | * Yes |
| 2 | Completed Event Site Plan   * Parking * Toilets * Temporary structures *– if applicable* * Food stalls *– if applicable* * Petting zoo and hand washing stations *– if applicable* * Amusement devices *– if applicable* * Bins * Emergency eviction points | **Mandatory** | * Yes |
| 3 | Completed Public Events on Council Land - Risk Assessment | **Mandatory** | * Yes |
| 4 | Public Liability Insurance Certificate of Currency (minimum $20 million) | **Mandatory** | * Yes |
| 5 | Licenses/Other Public Liability | If applicable | * Yes * No |
| 6 | Waste Management Plan (for assistance in completing, refer Guide “Waste Management”) | If applicable | * Yes * No |
| 7 | Completed Mobile Food Business Application Form and provided valid copy of statewide food business registrations | If applicable | * Yes * No |
| 8 | Completed Amusement Device on Council Land – Application Form | If applicable | * Yes * No |
| 9 | Incident Report Form | If applicable  post event |  |
| 10 | Traffic Management Plan | If applicable | * Yes * No |
| 11 | Waste Management Plan |  | * Yes * No |
| 12 | Informed relevant Government Authorities (where applicable)   * Department of State Growth * Tasmanian Police * Tasmanian Fire Service * State Emergency Services (SES) | If applicable | Please attach supporting correspondence |
| 13 | Fireworks Permit |  | * Yes * No |
| 14 | Copy of Construction Induction training (White Card) |  | * Yes * No |
| 15 | Copy of Working with Vulnerable People registration card |  | * Yes * No |
| 16 | Product Liability Insurance Certificate of Currency |  | * Yes * No |
| 17 | COVID-19 Safety Plan or COVID-19 Safe Risk Assessment | **Mandatory** | * Yes |