

## PURPOSE

This policy sets out Council's approach to permitting and licensing events within its jurisdiction, including events on Council land and mass outdoor public events not on Council land. The objectives are to:

- Promote the health and safety of event attendees;
- Minimise adverse impacts of events under Council's control on the natural and built environments, including neighboring properties;
- Provide clarity for event organisers about Council's requirements;
- Protect Council property; and
- Meet our legislative requirements.

## RELATED DOCUMENTS

- Access Policy
- Advertising Devices on Council Land Policy
- Helicopter and Other Aircraft Operations on Council Property Policy
- Remission and Rebate of Fees and Charges Policy
- Tolosa Park Usage Policy
- The use of Animals for Entertainment and use of Jumping Castles on Council Property Policy
- Waste Services Policy

## SCOPE

This policy applies to any person or group of people organising an event in Glenorchy municipality under Council's jurisdiction. This includes all private and public events on Council land, whether run by Council or by an external party, and mass outdoor public events not on Council land.

It does not apply to indoor events, or seasonal or casual use of Council sports grounds covered by a lease or licence with Council or the assessment of any other permit or licence required under any other Act or Regulation.

## STATUTORY REQUIREMENTS

Acts	<p><i>Local Government Act 1993 (Tas)</i></p> <p><i>Public Health Act 1997 (Tas)</i></p> <p><i>Food Act 2003 (Tas)</i></p>
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	<i>Work Health and Safety Act 2012 (Tas)</i> <i>Building Act 2016 (Tas)</i> <i>Land Use Planning and Approvals Act 1993 (Tas)</i>
Regulations	Work Health and Safety Regulations 2012
Australian/International Standards	N/A

## DEFINITIONS

**Assistance Animal** means as defined in the Disability Discrimination Act 1992 (Cwlth).

**Charity Event** means an event where all profits go to a registered charity or charitable project. It does not include events primarily for sporting, religious, social, political or promotional purposes, fundraising for business or promoting the interests of a member group, such as professional, trade or union groups.

**Community Event** means a free or non-profit event which encourages local celebration, community capacity building, local environmental enhancement or restoration, ect.

**Event** means an organised activity or gathering of people brought together at a pre-arranged time for a common purpose.

**Major Event** means an event of 1,000 people or more present for less than two hours.

**Mass Outdoor Public Event** means an outdoor event of 1,000 people or more present for two hours or more.

**Medium Event** means an event of 150-999 people.

**Minor Event** means an event of up to 149 people.

**Permit** means written approval issued by Council for purposes relevant to this policy, including a letter, licence or other approval.

**Place of Assembly licence** means a licence issued under the *Public Health Act 1997* permitting a mass outdoor public event.

**Planning Scheme** means a planning scheme currently in operation under the *Land Use Planning and Approvals Act 1993* within the municipality of Glenorchy.

## POLICY STATEMENT

### General Use

1. Council welcomes and encourages events on both public and private land where these strengthen community wellbeing and connectivity or enhance the appeal and vibrancy of the municipality.
2. To promote the health of participants and people nearby, all events held on Council land and all mass outdoor public events are to be smoke-free.

### Mass Outdoor Public Events Require a Place of Assembly Licence

3. All mass outdoor public events need a Place of Assembly Licence whether on Council land or elsewhere. In deciding whether or not to grant a Place of Assembly Licence, the Council may have regard to any other relevant Council policies or guidelines.

### Events on Council Land – General Requirements

4. Organisers of events on Council land must ensure their event does not create a nuisance (including excessive noise, pollution, or risk), leave any mess or cause any damage to Council property.
5. Event organisers will be required to reimburse Council for the cost of any works undertaken by Council to rectify any damage or mess on Council land. A bond may be required in advance.
6. Public toilets are available for events on Council land, but larger events may be required to include additional toilets depending on the type and scope of event and the facilities available.
7. Council encourages all event organisers and stallholders to avoid single use plastics.

### Events on Council land – Event Permit Requirements

8. The following events require an event permit if held on Council land:
  - Any medium, major or mass event;
  - Any commercial event;
  - Any event involving motorised vehicles;
  - Any event of 30 or more participants involving bicycles, skateboards, roller skates or other similar wheeled transport in an area designed for the purpose (e.g. the Criterium Circuit in Tolosa Park or a Council Skate park);
  - Any event of 10 or more participants involving bicycles, skateboards, roller skates or other wheeled transport not in an area designed for the purpose;
  - Any sporting event of 30 or more participants not involving wheeled transport, including games, running, climbing, etc.;

- Any event involving:
    - Animals other than guide dogs or assistance animals;
    - Power generators, amplified sound or significant noise levels;
    - Temporary structures including tents, stages, portable toilets, signage, shade umbrellas, etc.
    - Open flame barbecues or other cooking equipment;
    - Digging, excavating, boring or driving in tent pegs, poles, etc.;
  - Any event involving:
    - Any event planned to be held on a Council owned or managed road reservation, including road pavement, footpaths and nature strip, that may disrupt or obstruct normal use of the road; and
    - Any event where food will be sold or included in the admission fee.
9. Permits may be issued for single events or for multiple events in one year. Multi-year permits may also be considered for events that have a history of high-quality event management and compliance.
10. Any road or footpaths closures must be undertaken in accordance with section 19 or 20 of the Local Government (Highway) Act 1982. Approval will be required from the Transport Commission and Commissioner of Police and an advertisement will be required in the local paper. Affected properties, drivers and pedestrians must be notified. The exception to this is if the road closure is undertaken by the Police.
11. Permit applications must be submitted on a “Public Events on Council Land-Event Application” form. Applications will be assessed on their own merits with consideration to adjacent events and benefit to community.
12. The Council may refuse, or apply conditions to, any applications if:
- The proposed event does not align with Councils objectives or policies;
  - Any other relevant permit has not been obtained;
  - The proposed event conflicts with a planning permit condition or planning scheme requirement;
  - The proposed event conflicts with a previously permitted event at the same location;
  - The location requested does not have the capacity needed for the event;
  - The event poses an unreasonable risk to public safety or may create a nuisance;
  - All required information has not been provided within specified timeframes; or
  - An applicant has previously not complied with conditions of a permit or Council policy.
13. Unless allowed under another Council policy, event permits do not provide exclusive use of a site.

### **Supporting Information Required with Application**

14. Event permit/Place of Assembly applications must be supported by any information required by Council and in the required form. Appendix 1 sets out the information requirements at the date of adoption of the policy. These may be updated from time to time.
15. Event organisers are responsible for managing all other approvals, information, applications and fees required for secondary/additional participants such as food suppliers and ride operators.

### **Applications and Supporting Information Must be Received Within Required Timeframes**

16. All application information must be provided within timeframes specified. Appendix 2 contains timeframes at the date of adoption of the policy. These may be updated from time to time.
17. An event permit or Place of Assembly licence will only be issued once all required documentation has been approved and fees and changes have been paid in full.
18. Council, subject to an additional late fee, may accept late applications at its discretion . Very late applications may not be accepted.

### **Requirements for Other Permits**

19. Organisers of events are responsible for obtaining all other required permits including, for instance, a planning permit under the relevant planning scheme.
20. Additional time may be required to process other permits. In particular, organisers should find out early if a planning permit is needed and allow time for processing.

### **Compliance with Policy**

21. The Council may inspect any event to ensure compliance with relevant requirements.
22. The cost of compliance inspections for Place of Assembly licence events will be charged to the organiser/s of the event.

### **Fees and Charges**

23. Fees for Place of Assembly and event permit applications are included in the Council's Schedule of Fees and Charges, updated annually. Payment is required at the time of application.
24. Event permit application fees may be waived or reduced for charity or community events. Organisers seeking a remission of fees on these grounds should submit a written application, stating the reasons for the request. No waiver or reduction is available for Place of Assembly application fees.

## Cancellations

25. Application fees will not be refunded for major or mass public outdoor events if the event is cancelled after Council has begun to assess the application. Council may consider refunding part or all of an application fee for minor and medium events where assessments are at an early stage.

## BACKGROUND

This policy replaced the Event Management Policy adopted in February 2016, which dealt with mass outdoor public events only. To date, there has been no explicit written policy setting out how events on Council land more generally will be handled.

## DOCUMENT CONTROL

<b>Version:</b>	2.0	<b>Adopted</b>	26/4/2023	<b>Commencement Date</b>	27/4/2023
<b>Minutes Reference</b>	Council Meeting Item 3			<b>Review Period</b>	4 Years from adoption
<b>Previous Versions:</b>	Council Meeting, 15 February 2016				
<b>Responsible Directorate</b>	Corporate Services	<b>Controller:</b>	Executive Manager Stakeholder Engagement		
<b>ECM Document No.:</b>	Council Policies				

**Appendix 1: Supporting information to accompany event applications**

<b>Event type</b>	<b>Mandatory Information</b>	<b>Information that may be required</b>
Minor events on Council land Requiring event permit	<ul style="list-style-type: none"> <li>• Risk management plan</li> <li>• Event site plan</li> <li>• Certificate of Currency- \$20m public liability insurance</li> </ul>	<ul style="list-style-type: none"> <li>• A valid planning permit or letter from Council’s planning services area indicating a permit is not required.</li> <li>• Certificate of Currency – property and equipment insurance</li> <li>• Traffic management plan</li> <li>• Waste management plan</li> <li>• Smoke management plan</li> <li>• Accessibility events checklist</li> <li>• Further licences, permits, information on a case-by-case basis</li> </ul>
Medium events on Council land	<ul style="list-style-type: none"> <li>• Event and risk management plan</li> <li>• Certificate of Currency - \$20m public liability insurance</li> <li>• Traffic management plan</li> </ul>	<ul style="list-style-type: none"> <li>• A valid planning permit or letter from Council’s planning services area indicating a permit is not required.</li> <li>• Certificate of Currency – property and equipment insurance</li> <li>• Waste management plan</li> <li>• Smoke management plan</li> <li>• Accessibility events checklist</li> <li>• Further licences, permits, information on a case by case basis</li> </ul>
Major/ mass public events on Council land	<ul style="list-style-type: none"> <li>• Event and risk management plan</li> <li>• Event site plan</li> <li>• Certificate of Currency - \$20m public liability insurance</li> <li>• Certificate of Currency – business insurance, equipment insurance, motor vehicle insurance, workers compensation as relevant to the event</li> <li>• Traffic management plan</li> <li>• Waste management plan</li> <li>• Smoke management plan</li> </ul>	<ul style="list-style-type: none"> <li>• A valid planning permit or letter from Council’s planning services area indicating a permit is not required.</li> <li>• Further licences, permits, information on a case by case basis (for instance, temporary occupancy permits, food vendor registration, etc)</li> </ul>
Mass public events not on Council land	<ul style="list-style-type: none"> <li>• Event management plan</li> <li>• Risk management plan</li> <li>• Event site plan</li> <li>• Traffic management plan</li> <li>• Waste management plan</li> <li>• Smoke management plan</li> </ul>	<ul style="list-style-type: none"> <li>• A valid planning permit</li> <li>• Further licences, permits, information on a case by case basis (for instance, temporary occupancy permits, food vendor registration, etc.)</li> </ul>

**Appendix 2: Timeframes for applications and supporting information**

<b>Event type</b>	<b>Requirement</b>	<b>Timeframe</b>
Minor events (where required)	Event permit application and permit fee	Minimum 3 weeks prior to event
	Supporting information	Minimum 1 week prior to event
Medium events	Event permit application and permit fee	Minimum 6 weeks prior to event
	Supporting information	Minimum 3 weeks prior to event
Major events and mass outdoor public events	Event permit application and permit fee	Minimum 8 weeks prior to event
	Place of Assembly application form and prescribed fee (as required)	Minimum 8 weeks prior to event
	Event and Risk Management Plan	Minimum 6 weeks prior to event
	Food business applications	Minimum 4 weeks prior to event
	Temporary Occupancy Permit	Within timeframes specified under the <i>Building Act 2016</i> .
	Other required information	Minimum 3 weeks prior to event