

**Latrobe Council**

PO Box 63 (170 Gilbert Street) Latrobe Tasmania
Telephone (03) 64 26 4444 Facsimile (03) 64 262121
Email : council@latrobe.tas.gov.au

Mass Outdoor Public Event Place of Assembly Application

Event and applicant details

Event Name:		Date:	
Address Of Event			
Description of Event including activities			
Applicant		Event manager	
email:			
Phone:		Mobile:	
Emergency Contact:		Phone:	

Type of Event

tick the relevant box and provide details.					
<input type="checkbox"/>	Sporting Event				
<input type="checkbox"/>	Festival				
<input type="checkbox"/>	Music Event				
<input type="checkbox"/>	Other				
Estimated number of participants including competitors					
Tickets being pre-sold?	Yes	No	Tickets sold at gate	Yes	No

Documents required for inclusion with application:

- ✓ Smoke free management plan (smoke free event with designated smoking areas)
- ✓ Site plan including temporary structures
- ✓ Event Management plan
- ✓ Emergency Evacuation plan

Supporting Documentation- If applicable

Road Closures / Traffic management	Yes	No
Fire Works Permits	Yes	No
Police Permit	Yes	No
Liquor Licence	Yes	No
Incident Management plan	Yes	No
Fire Safety Plan	Yes	No
Temporary Occupancy Permits	Yes	No
Permission to erect signage	Yes	No

Sanitary Facilities Details

	Permanent facilities			Temporary		
Number & type	WC's	Urinals	Hand Basins:	WC's	Urinals	Hand Basins:
Male						
Female						
Unisex						
Unisex disabled access						
Total						

Information requested in this form is collected under authority of the *Public Health Act 1997* section 75A as specified by the director of Public Health. This information will be used to evaluate the licence application by Council. Please refer to the Australian Government Emergency Management *Manual for Safe and Healthy Mass Gatherings*. Should you not provide the requested information, Council will be unable to process your application.

Food Business Details

Permanent (Name and Registration Number)	Temporary (Name and Registration Number)	Mobile (Name and Registration Number)

Potable Water Details

Water source:	Private Supply <input type="checkbox"/> Type _____ TasWater <input type="checkbox"/>
If private supply provide details and treatment	

Declaration and Signature

I understand that I will need to:

1. Comply with all conditions of approval against my licence, which may be subject to inspections by a Council Officer prior to and during the event to determine compliance.
2. Apply for renewal of registration every 12 months where the facilities are permanent

Signature:		Date:	
Name (print):		Fee:	\$105.00

Please Lodge your completed application and all supporting information with the prescribed fee to Latrobe Council

Receipt No.:

Date://