



# **Event Management Plan Checklist and Guide**

## INTRODUCTION

The definition of an event includes any planned activity where any structure (permanent or temporary), open area, roadway, fenced or unfenced will contain a number of persons greater than that normally found in that area or location at one time. This activity may affect the location or surrounding area prior to, during or after the event.

This event-planning guide was developed, to assist people and organisations that become involved in the management of events.

## EVENT PLAN

The Event Plan is made up of nine areas as listed in the table below which can be used as a checklist. The attached Event Management Guideline will assist you develop you event plan. Please ensure that the relevant documents and information is attached. The Council staff is available to assist you if required.

### 1. Event Details

- 1.1. Event Place, Time and estimated number of people attending event
- 1.2. Event Manager details

### 2. Insurance Details

- 2.1. Insurance Details

### 3. The Venue

- 3.1. Potential Hazards
- 3.2. Site Plan
- 3.3. Contingency Plan

### 4. Traffic and Pedestrian Management

- 4.1. Traffic Management Plan
- 4.2. Road Closure
- 4.3. Adjoining Owners

### 5. Incident Management Plan

- 5.1. Event / Incident Control Centre
- 5.2. First Aid Arrangements
- 5.3. Incident Management Contact details
- 5.4. Fire Fighting Equipment
- 5.5. Fire Danger Period (be aware of Firefighting Equipment) Ensure CFA have been notified if applicable
- 5.6. Lost and Stolen Property / Lost Children
- 5.7. Incident Reports

### 6. Public Health

- 6.1. Temporary Food Stalls
- 6.2. Alcohol
- 6.3. Toilets
- 6.4. Water
- 6.5. Shelter
- 6.6. Waste Management
- 6.7. Noise

### 7. Public Safety

- 7.1. Security
- 7.2. Are Police (or private security) required to be notified or be in attendance
- 7.3. Lighting & Power
- 7.4. Temporary Structures
- 7.5. Fireworks & Pyrotechnics
- 7.6. Gas Cylinders

### 8. Event Promotion

- 8.1. Ticketing
- 8.2. Signage
- 8.3. Health Promotion
- 8.4. Advertising

### 9. Useful Contact Numbers

## 1. EVENT DETAILS

### 1.1. Event Place & Time

In this section you should provide a general overview of your event and be as specific as possible about the activities you are proposing to conduct at the event.

It is important to provide details of your set up and dismantling period as well as the actual times for your event to ensure minimizing multi-access and assist with the scheduling of works in the area.

### 1.2. Contact During Event:

The event manager is responsible for the overall management of the event.

Their role and responsibility includes organising, resourcing, creative directing, human resource management, negotiating, financial management, public representation, troubleshooting and liaison. The event manager must be contactable throughout the event planning, conducting and evaluation processes.

## 2. INSURANCE

Managing a public event includes ensuring the safety of event organisers, volunteers, contract staff, event staff and the public. It is highly recommended, and may be mandatory, that event managers have comprehensive public liability insurance and legal advice. Insurance cover should also include property and equipment.

## 3. THE VENUE

The aim of this section is to help you formulate a comprehensive map or plan of the site. You will need to consider potential hazards, access and egress of emergency services, and other needs such as pedestrians, traffic and shelter.

Some considerations to get you on the right track include:

- Where are the designated evacuation points?
- Take note of where the fire extinguishers are located – take note also of their tags and when they were last tested (note they should be tested every 6 months).
- Are gas bottles tagged appropriately and when were they last serviced?

### 3.1. Potential Hazards

When selecting a site, especially for an outdoor event, do a “Risk Assessment” for any potential hazards in the area. Hazards may include:

- Slip, trips and falls
- terrain – small holes that can twist ankles
- proximity to water bodies;
- wildlife/fauna including insects and snakes;
- bushfire potential;
- high winds;
- extremes of temperature;

- fitouts within buildings and structures; and
- chemicals stored on site; and structures.

This list is not exhaustive. The event manager must ensure that all hazards appropriate to the event have been addressed.

List the identified hazards at the selected site and the action taken to minimise the risk.

### 3.2. Site Plan

A site plan is a map of the event and is essential for event planning and management.

All key stakeholders can use it as part of the planning process, with consultation as to its final layout. The site plan must be easy to interpret and be posted strategically around the site for use by patrons.

The site plan can be distributed for setting up the event and is also invaluable in an emergency.

Use the checklist below to determine what must be shown on the site map. Use a simple grid format and include surrounding streets and landmarks. Entrances, exits, Event Co-ordination Centre, Emergency Co-ordination Centre, vendor locations, first aid posts, toilets, phones, security and licensed areas should be highlighted.

### 3.3. Site Plan Checklist

Event and Incident Co-ordination centre	First Aid posts	Main Power/water/gas control
Non-alcohol areas	Licensed liquor consumption areas	Picnic/quiet areas
Entrances & exits	Information centre	Taxi & Bus stops
Entertainment sites	Toilets and Toilet Blocks - state whether mobile	Stage location
Pedestrian route including emergency egress routes	Restricted Areas	Liquor outlets
Lost kids/property	Public telephones	Rubbish bins
Security locations	Seating	Drainage pits
Food/vendors/stalls	Media	Sharps Containers
Drinking water sites	Vehicle access routes Emergency access & egress routes – emergency vehicles Parking	Fire fighting equipment <ul style="list-style-type: none"> <li>• Fire Extinguishers</li> <li>• Fire Blankets</li> <li>• Hose Reels</li> <li>• Hydrants</li> </ul>

Attach a copy of your site plan.

### 3.4. Contingency Plan

Has a contingency plan been considered in the event say of an outside activity if it rains.

## 4. TRAFFIC AND PEDESTRIAN MANAGEMENT

### 4.1. Traffic Management Plan

Patron access must be planned to ensure there is no disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff.

Event organisers must make arrangements for the following:

- Adequate car parking space, including over-flow parking
- Access for people with disabilities
- Preferred access routes to the venue
- Adequate lighting
- Shuttle buses where venue/activity covers a large area

### 4.2. Road Closures

Will there be any road closures for the event? What roads will be closed for the event?

If so, the development of a traffic management plan, application to Council, approval and advertising may be essential well in advance to your event - at least six (6) weeks prior to the event.

On lodgment of the information, Council officers will inspect the area for the proposed temporary street closure and advise the applicant if it is practical and safe to do so for the purpose of conducting the event.

No closure may extend beyond 12 midnight on any day unless permission in writing is obtained from Council prior to the event and compliance with all Council local laws is mandatory.

The closure will apply only to that section of street nominated as approved by Council and it is the responsibility of the application to provide evidence that emergency services have been notified of the temporary street closure.

**If approved, Council will advertise the proposed closure at the expense of the Event Managers.**

The street closure is to be effected using appropriate barricades, warning signs and warning lights as detailed in the Traffic Management Plan submitted.

The Event Manager will be responsible for the clearing of rubbish from the area following the event. Non-compliance will result in Council invoicing the applicant for undertaking this work.

### 4.3. Adjoining Properties

In the interest of amenability with adjoining and/or property owners affected by the staging of your event, it is beneficial to inform them of the proposed event and activities and may even be a requirement of approval for same.

## 5. INCIDENT MANAGEMENT PLAN

### 5.1. Event / Incident Control Centre

All event organisers and staff need to be in contact throughout the event through the Event / Incident Control Centre. Organisers may have a representative at the Event / Incident Control Centre to facilitate the provision and dissemination of information. Event organisers must be able to communicate with the crowd both for public announcements and in emergencies.

These areas must be accessible to ambulances and other Emergency Service vehicles.

### 5.2. Incident Management Plan including First Aid Arrangements

The event must have a formal, written Incident Management Plan.

The plan should be provided to all event organisers, key stakeholders, police and emergency service personnel.

Local Emergency Service personnel should be contacted **at least two weeks prior to the event**.

The plan should include:

- Detailed First Aid arrangements for on-site emergencies not requiring outside help;
  - Who are the events first aid officers? Who will provide first aid?
  - Will the local ambulance be in attendance?
  - Incident forms (see 5.7)
- Who is the local contact for Tasmania Police? Have they been contacted prior to the event?
- Who is the local contact for the Tasmania Fire Service? Have they been contacted prior to the event?
- Who is the contact for the local Tasmanian Ambulance Service? Have they been contacted prior to the event?
- Who is the contact for the local Hospital? Have they been contacted prior to the event?
- Specify arrangements to request further police and other emergency services assistance
- Identify meeting points for emergency services
- Identify contact details for local ambulance service
- Include details of local hospitals
- Identify access and egress routes
- How will communication be conducted on the day?

**Note:** In any major incident, for the purposes of the law, the venue is considered a crime scene and thus under total control of the police.

### 5.3. Incident Management Contact Details

Who will be the designated contact people for any incident?

#### 5.4. Fire Fighting Equipment

Will portable fire protection equipment be strategically located throughout the venue for initial attack of the fire by the public and/or safety officers?

#### 5.5. Fire Danger Period

During the months from December to March fire danger is high. Consult with the fire authority as to how fire danger can be minimised. For outdoor events held on public land, the land manager may require a fire plan to be completed as a condition of permit.

On days of total fire ban, it is a requirement to obtain a permit from the fire services to use an open flame for any purpose, including cooking, heating for temporary stalls marquees or in the open. Fire fighting equipment must be supplied:

The local Tasmania Fire Service must be consulted if the event is to be conducted on a day of total fire ban or during the fire danger period.

#### 5.6. Lost and Stolen Property / Lost Children

What arrangements have been made for lost or stolen property and lost children? Show location on site map.

#### 5.7. Incident Reports

All incidents are to be recorded in the following format:

Name of Event: .....

Event Manager: .....

Date and Time of Incident	Description of Incident	Persons involved Name, address, phone	Action taken

## 6. PUBLIC HEALTH

### 6.1. Temporary Food Stalls

The provision of a variety of high quality, affordable food at public events contributes to the comfort of patrons, reduces effects of alcohol consumption and can increase revenue. Selling food at or near liquor sale points is essential.

A one day food stall is defined as a food stall used for selling any article of food of which the roof and three sides are covered with plastic sheeting, vinyl or other approved material (or a food stall within an existing building).

Details of the food businesses and type of food being provided at the event is essential.

Any enquiries can be directed to Melissa Bailey the Latrobe Council's Environmental Health Officer on (03) 64214650

### 6.2. Alcohol

If you intend selling or supplying alcohol at the event a liquor licence must be obtained from the Licensing Commission.

If alcohol is BYO to the event, the consent of local authorities (Latrobe Council) and Tasmania Police may be required.

### 6.3. Toilets

The number of toilets to be provided will depend on a number of factors including:

- anticipated crowd numbers
- the sex of patrons (women require more facilities than men)
- if alcohol will be available and
- the duration of the event.

The 2008 Australian Building Code states -

Sanitary facilities must as far as practicable be provided, within a 50m distance from a *temporary* structure according to the numbers set out in Table Tas H123.40

TABLE Tas H123.10

Sanitary Facilities

Sanitary facilities to be provided	Closet fixtures			Urinals			Washbasins		
	1	2	Each extra	1	2	Each extra	1	2	Each extra
Number of males	100	300	200	50	100	50*	50	200	200
Number of females	25	50	50**	-	-	-	50	150	200



\* Where the number of male patrons exceeds 250, not less than 5 urinals must be provided plus one additional urinal for every additional 100 males in excess of 250.

\*\* Where the number of female patrons exceeds 250, not less than 6 closet fixtures must be provided plus 1 additional closet fixture for every 100 females in excess of 250.

Current facilities at **Bells Parade** are -

	Closet fixtures	Urinals	Washbasins
Male	2	1	1
Female	6	-	2
Unisex Disabled	1	-	1

which caters for patronage of 300.

If existing facilities are not adequate, additional portable units must be made available.

A cleaning schedule should be established for toilets. Toilets must be cleaned, restocked with supplies regularly and desludged as often as necessary.

#### 6.4. Water

Events must have sufficient supply of freely available potable water, and clear directional signage to water.

Outdoor events that expose patrons to the elements must take due care for their health and comfort.

At outdoor events, organisers must provide one drinking fountain or drinking tap for every 200 patrons or part thereof. A wash basin does not constitute a drinking fountain or tap.

How will extra water be supplied to patrons on very hot days if needed?

What is the source of water?

#### 6.5. Shelter

Shelter and shaded areas should be available wherever patrons or staff and volunteers (including First Aiders) may be located for an extended period of time and where weather conditions dictate that it is required.

This may include:

- transport pick up and set down areas;
- spectator and official viewing areas;
- seated eating areas
- pedestrian thoroughfares;
- First Aid areas and Event management centre
- competitor and officials marshalling areas;
- entrances and ticketing areas; and
- optional area for patrons when needed.

#### 6.1. Waste Management

Waste management should be considered.

What arrangements have been made for extra bins for the event?

What arrangements have been made for rubbish to be appropriately removed?

## 6.2. Noise

Events can create noise levels much higher than normal. Music amplifiers, refrigerators, generators, and crowds are all contributing factors. It is important to monitor the level of noise produced by the event to minimise disruption to local residents and businesses.

Under the Environmental Pollution Management and Pollution Control (Miscellaneous Noise) Regulations 1994 states that noise is permitted -

7 am - 6 pm..... Monday to Friday

8 am - 6 pm..... Saturday

10 am - 6 pm..... Sunday, Good Friday and Christmas Day

Other times is subject to Council's discretion.

## 7. PUBLIC SAFETY

### 7.1. Security & Crowd Control

Choosing appropriate security is essential to the success of an event and the safety of the public. Different types of events require different types or combinations of security. The event organising committee needs to examine the risks involved with the event by asking for example, "What could happen?" or "What if?" The answers will determine whether police, private uniformed security or peer security is required.

### 7.2. Place of Public Assembly

Should your event be enclosed, the following requirements relating to the number of exits and width of same apply as per the 2008 Australia Building Code -

Tas TABLE H123.5

Number of exists and width

Accommodation provided (persons)	Number of <i>Exits Required</i>	Aggregate Width of <i>Exits</i> (mm)
1-25	1	1000
26-50	1	1500
51-75	2	2000
76-100	2	2500
101-200	3	3000
201-400	3	4000
401-600	4	6000
601-800	5	8000
801-1000	5	9000
Over 1000	5 plus one additional <i>exit</i> for	9000 plus 500mm for each

	each additional 450 persons or part thereof	additional 50 persons or part thereof
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Note:

- a) Where only one *exit* is provided, that *exit* must be at least 1000 mm wide.
- b) Where 2 *exits* are provided, each must be at least 1000 mm wide.
- c) Width may be reduced by 250 mm at doorways.

### 7.3. Lighting and Power

Even in venues darkened for the performance, lighting should always be adequate to identify exits as well as corridors and aisles leading to them. Auxiliary battery power or generators should be installed to provide light in a power outage and to power the public address system. The latter may permit directions to be given to spectators in a power failure, thereby alleviating panic.

As many concerts are performed with only stage lighting, access to the main lighting or house lights is essential in case of an emergency. The location of the controls for these lights, and the operation of the controls, must be known to those on-site responsible for emergencies.

Do you have emergency power & lighting?

Describe emergency power and lighting systems.

It is recommended that an electrician be available for the event.

### 7.4. Temporary Structures

Temporary Structures include -

- a stage or platform exceeding 150 m
- a tent, marquee or booth with a floor area greater than the specifications below
- a seating stand that accommodates more than 20 persons; or
- a prefabricated building exceeding 100 m

The erection of booths, tents and gazebos must comply with the *Building Act 2000*.

If the temporary structures are erected for not more than 10 days at one time, they **do not** require a Temporary Occupancy Permit from Council **if**:

A booth, tent or gazebo with a maximum area of 20m<sup>2</sup>, which

- Is open on at least one side when occupied; and
- Does not contain an ignitable fuel source; and
- Is at least 1.8m from a mobile food premises.

A booth, tent or gazebo as described in clause 1, which is part of a group of such temporary structures, provided that -

- The area of the group does not exceed 80m<sup>2</sup> ; and
- The group is located at least 1.8m from any other booth, tent, building, structure or mobile food premises.

A booth, tent or gazebo with a maximum area of 10m<sup>2</sup>, which -

- Contains an ignitable fuel source; and
- Which is open on at least one side when occupied; and
- Is located at least 1.8m from any other booth, tent, building, structure or mobile food premises.

If your Temporary Structure exceeds these, you must contact an accredited Building Surveyor for the necessary permit to lodge with this application.

Local Building Surveyors are -

Braddon Building Surveying	42 Formby Road, Devonport Phone 6424 1299 or email <a href="mailto:steveb@bradbuild.com.au">steveb@bradbuild.com.au</a>
Pitt and Sherry	1 <sup>st</sup> Floor, Commonwealth Building, 35 Oldaker Street, Devonport Phone 6424 1641 or email <a href="mailto:kmaxwell@pittsh.com.au">kmaxwell@pittsh.com.au</a>
Protek Consulting	116 Forster Street, Invermay Phone 0427 346 442 or 6332 3700 or email <a href="mailto:pgcon@bigpond.net.au">pgcon@bigpond.net.au</a>
Alison Harriss	128 Goldie Street, Wynyard Phone 6442 3600 or 0419 009 218 or email <a href="mailto:mhbc_alison@southcom.com.au">mhbc_alison@southcom.com.au</a>

## 7.5. Gas Cylinders

At many events, portable pressurised gas cylinders are used to inflate children's balloons, carbonate beverages, provide cooking fuel, etc. Frequently such cylinders are not secured, or are merely fastened to a two-wheeled hand trolley used to move them, which itself is not independently secured.

Gas cylinders must comply with AS 1596-1989 and AG601-1995. They should be checked and approved by the Workplace Standards Tasmania prior to installation.

## 7.6. Fireworks and Pyrotechnics

Type 2 and 3 fireworks are only to be carried out by licensed pyrotechnicians.

Workplace Standards Tasmania assesses pyrotechnic experience and qualifications to operate and conduct fireworks. The use of any naked flame or shooting devices are to be approved by an approved building surveyor.

Persons not holding a licence must apply for a permit from the Workplace Standards Tasmania for a single occasion.

The Council, building surveyor and fire services must still be notified of an event involving pyrotechnics or chinese fire crackers and if the event is on Council land, must be a signatory to the initial permit application.

# 8. EVENT PROMOTION

## 8.1. Ticketing

This is important in achieving crowd control. Will there be advanced ticketing or tickets purchased at the event or both? Advanced tickets can provide :

- Event details
- Event services information
- Entry details
- Transport arrangements
- Health promotion and publicity material

## **8.2. Signage**

Clear appropriate signage is essential.

## **8.3. Health Promotion**

Have you considered health promotion material for example:

- Glass containers are not permitted
- Bags and Eskies will be searched
- Public Transport will be available
- Don't drink and drive
- Food and snacks will be available....

## **8.4. Advertising**

What information is important to promote the event? When? Where? What times? Etc

# **9. USEFUL CONTACT NUMBERS**

It may be useful to have a collated list of contact details and to consider some additional contacts that may be useful on the day.



# **Event Management Plan Proforma**

## **1. EVENT DETAILS**

### **1.1. Event Place & Time**

Name of Event: .....

Address of Event: .....

Details of Venue: .....

Details of how your event will run, including details of all activities:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Estimated Number of People expected to attend: .....

Date and Time Set Up Commences: .....

Date and Time Event starts or is open to the public: .....

Date and Time Event Finishes: .....

Date and Time dismantling commences and anticipation conclusion time: .....

#### **MULTI-DAY EVENTS ONLY TO COMPLETE THIS SECTION**

Day 1 Start: ..... Finish: .....

Day 2 Start: ..... Finish: .....

Day 3 Start:..... Finish: .....

Day 4 Start: ..... Finish: .....

Day 5 Start: ..... Finish: .....

Day 6 Start: ..... Finish: .....

### **1.2. Event Manager Details:**

Event Manager: .....

Address: .....

**Latrobe Council  
Event Management Risk Plan**

Phone (Work): ..... Phone (Home): .....

Fax: .....

Email: .....

**Contact During Event:**

Phone: ..... Mobile: .....

**2. INSURANCE**

**2.1. Insurance Details**

*A copy of your Certificate of Currency is required to be included with this form.*

Name of Insurer: .....

Address: .....

Phone: ..... Fax: .....

Email: .....

Policy Number and Expiry Date: .....

Public Liability Value and Asset Value: .....

**3. THE VENUE**

**3.1. Potential Hazards**

List the identified hazards at the selected site and the action taken to minimise the risk.

<b>Hazards Identified For Each Activity</b>	<b>Action to Minimise Risk</b>



**Latrobe Council  
Event Management Risk Plan**


You may need to add another page

**Latrobe Council  
Event Management Risk Plan  
3.2. Site Plan**

*Include meeting points for emergency services*

**3.3. Contingency Plan**

Things that can go wrong:

Eg rain....

.....  
 .....

Contingency details:

.....  
 .....  
 .....

**4. TRAFFIC AND PEDESTRIAN MANAGEMENT**

**4.1. Traffic Management Plan**

Has a Traffic Management Plan been developed for this event? YES / NO

Guidance can be provided by Council with the development of this plan.

Is there car parking for:

	YES	NO	N/A
Emergency Vehicles			
Key Stakeholders			
Disabled Patrons			
General Parking			
Overspill			
Buses			
Taxis			

**4.2. Road Closures**

Do you require any roads to be closed for the event: YES / NO

If yes, the following information is required to be completed.

Street in which function is to be held: .....

Section to be closed: .....

.....

Date of proposed closure: .....

Time: Commencement: .....

End: .....

The following documentation is also to be attached and submitted to Council with this form:

A public liability policy of at least \$10m to cover the event noting Latrobe Council as an interested party for its respective rights and interests.

Traffic Management Plan

Evidence of notification of proposed road closure to emergency services

Permit received YES / NO

### **4.3. Adjoining Properties**

Have adjoining property occupants been contacted regarding the proposal of this event. YES / NO

How and when .....

If the event is likely to impact in any way on these adjoining properties – e.g. noise, extra cars, road closures it is highly recommended that you contact the occupants well in advance of the event.

## **5. INCIDENT MANAGEMENT PLAN**

### **5.1. Incident Control Centre**

Ensure the Incident Control Centre is clearly marked on Site Plan and detail where First Aid will be supplied.

Ensure exit/evacuation points and fire extinguishers are clearly marked on the site plan.

How will communication be conducted on the day of the event with event officials?

.....  
.....

How will communication be conducted with the public?

.....  
.....

How will communication be conducted in the event of an incident eg portable handheld radios / mobile phones?

.....  
.....

If required, who will request further police and other emergency services assistance.

.....

**5.3 Incident Management Contact Details**

First Aid Officer 1	Name .....
	Contact details .....
First Aid Officer 2	Name .....
	Contact details .....
Incident Officer	Name .....
	Contact details .....
Tasmania Police	Name .....
	Contact details .....
Tasmanian Ambulance Service	Name .....
	Contact Details .....
Tasmania Fire Service	Name .....
	Contact details .....
North West Regional Hospital - Mersey	Name .....
	Contact details .....

**5.4 Fire Fighting Equipment**

Will portable fire protection equipment be strategically located throughout the venue for initial attack of the fire by the public and/or safety officers?    YES    NO

Mark their location on the site map.

**5.5 Fire Danger Period**

Has a day of total fire ban or fire danger period been considered?    YES    NO

Has a plan been submitted to the fire service?    YES    NO

**5.6 Lost and Stolen Property / Lost Children**

What arrangements have been made for lost or stolen property and lost children?

Show location on site map.

**5.7 Incident Reports**

All incidents are to be recorded in the following format:

Name of Event: .....

Event Manager: .....

**Latrobe Council  
Event Management Guidelines**

Date and Time of Incident	Description of Incident	Persons involved Name, address, phone	Action taken

**6. PUBLIC HEALTH**

**6.1. List of Vendors**

Will you or other vendors at your event be selling any article of food?      YES      NO

List of the food businesses and type of food being provided at the event:

	Business/Vendor Name	Contact Phone during event	Type of Food	Council Reg. No & Event Permit No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

You will need to provide evidence of the vendor's Council permit for the operation of their stall.

**6.2. Alcohol**

Will there be alcohol at the event? YES NO

If yes, will alcohol will be sold and consumed or BYO

Local council permission has given received YES NO

Has a Liquor Licence been obtained from Liquor Licencing Tasmania? YES NO

If no, alcohol will be prohibited

**6.3. Toilets**

How many toilets will be provided at the event?

Male .....

Female .....

Disabled .....

*Details of Bells Parade facilities are contained within the accompanying Checklist and Guide. Is this realistic for your event or will you need to hire in additional facilities?*

Who will be responsible for the cleaning of toilets? .....

Contact details during the event:

Name: .....

Mobile: .....

**6.4. Water**

Is the location of water clearly signposted and marked on the site plan? YES NO

How will extra water be supplied to patrons on very hot days if needed? YES NO

What is the source of water? .....

**6.5. Shelter**

Describe where shelter will be provided at the event. Mark on site plan

Will sunscreen be available at the event? YES NO

**6.6. Waste Management**

What arrangements have you made arrangement to have extra bins provided for the day?

.....  
.....

What arrangements have you made for the rubbish to be removed appropriately on the day?

.....

.....

**6.7. Noise**

Describe the activities/mechanisms likely to create higher noise levels at your event.

.....  
.....  
.....

Describe how you will monitor and minimise noise levels.

.....  
.....  
.....  
.....

**7. PUBLIC SAFETY**

**7.1. Security & Crowd Control**

Please outline a plan and attach with this event plan.

What type of security has been selected for the event?

If a security firm has been contracted, provide details.

Name of Company: .....

Licence Details: .....

Contact Details: .....

Phone/Mobile: .....

Number of Security Personnel at Event: .....

Who is the police contact for Tasmania Police?

Name: .....

Station: .....

Phone: .....

Mobile: .....

Fax: .....

Email: .....



**7.2. Public Assembly**

Will you be fencing off the boundary of your event, restricting access and egress?  
YES NO

If yes, you will need to complete the attached Place of Public Assembly application form and lodge with Council with payment.

Please note the requirements in the attached Guide.

**7.3. Lighting and Power**

Do you have emergency power & lighting? YES NO

Describe emergency power and lighting systems.

.....  
.....

It is recommended that an electrician be available for the event.

Name of Certified Electrician: .....

Contact Details during the event: .....

Location of Lighting Control – Mark on site plan

Location of Mains Power Control – Mark on site plan

**7.4. Temporary Structures**

Will there be temporary structures at the event? YES NO

Details

Stages & Platforms YES / NO .....

Break-away Stage Skirts YES / NO .....

Seating YES / NO .....

Marquees/Tents YES / NO .....

Has a permit or permits been sought or sighted for temporary structures? YES NO

Permit Name: .....

Permit Number: .....

Permit Date: .....

Description of Structure: .....

Building Surveyor: .....

Contact details: .....

**7.5. Gas Cylinders**

List all vendors who will be using portable gas cylinders.

Name of Vendor	No. of Cylinders

**7.6. Fireworks and Pyrotechnics**

Will there be fireworks and pyrotechnics at the event? YES      NO

Has a permit been obtained? YES      NO

Permit Number: .....

Person Responsible for Fireworks: .....

Contact Details During Event: .....

Phone: .....

Mobile: .....

Ensure restricted zones are marked on site plan

**8. EVENT PROMOTION**

**8.1. Ticketing**

Are there tickets for the event? YES      NO

Pre-sold

At the Gate

Both

Will the tickets provide information about the event? YES      NO

**8.2. Signage**

The following signage will be installed, as per the site plan, at the venue -

Phones

Entrances

Exits

Toilets

Parking

Information/Communication/Incident Control Centre

Rules relating to alcohol consumption

Lost and Found



# APPLICATION FOR TEMPORARY STREET CLOSURE

**This form is to accompany your completed Event Management Plan and must be lodged no later than six (6) weeks prior to the planned event.**

Street in which function is to be held: .....

Section to be closed: .....

.....

Date of proposed closure: .....

Time: Commencement: .....

End: .....

The following documentation is attached:

Traffic Management Plan

Event Management form

A public liability policy of at least \$10m to cover the event

Approval from emergency services i.e Tasmania Police, Tasmanian Ambulance Service,  
Tasmania Fire Service

# **TEMPORARY STREET CLOSURE PROVISIONS**

Council will consider the temporary closure of a street for street parades, festivals and sporting activities.

## **CONDITIONS**

1. Completed application form together with completed Event Management Plan, Certificate of Currency for Public Liability Insurance, Traffic management plan and emergency services approvals are to be submitted to the General Manager at least six (6) weeks prior to the proposed closure.
2. A Public Liability Insurance Policy with a cover of a least \$10m must be obtained and the Latrobe Council must be noted as an interested party for its respective rights and interests.
3. Council officers will inspect the area for the proposed temporary street closure and advise the applicant if it is practical and safe to do so for the purpose of conducting the event.
4. No closure may extend beyond 12 midnight on any day unless permission in writing is obtained from Council prior to the event.
5. Compliance with all Council local laws is mandatory.
6. The closure will apply only to that section of street nominated as approved by Council.
7. If approved, Council will advertise the proposed closure at the expense of the Event Managers.
8. The street closure will be effected using appropriate barricades, warning signs and warning lights as detailed in the Traffic Management Plan submitted.
9. The Event Manager will be responsible for the clearing of rubbish from the area following the event. Non-compliance will result in Council invoicing the applicant for undertaking this work.

**APPLICATION FOR REGISTRATION/  
RENEWAL OF A FOOD BUSINESS  
(INCLUDING MOBILE FOOD BUSINESS)**

*Food Act 2003  
Sections 87 & 89*

**FOOD BUSINESS PROPRIETOR'S DETAILS**

Name of applicant .....

ACN (if a Company) .....

Address .....

..... Postcode .....

Telephone ..... Mobile Phone .....

Facsimile ..... Email .....

Details of skills and knowledge (*food safety qualifications, training or experience*) of the proprietor and food handlers (*please attach details if insufficient space*). .....

.....

.....

**BUSINESS DETAILS**

Location of business .....

Name of business .....

Contact person .....

Telephone ..... Mobile Phone .....

Facsimile ..... Email .....

Emergency contact ..... Telephone .....

Type of business (*eg. Cafe, Bakehouse, Restaurant etc*) .....

Types of food .....

.....

For Mobile Food Business- vehicle registration number and address where garaged.....

Proposed hours of operation (*or attendance on site*):

Mon ..... Tue ..... Wed ..... Thu .....

Fri ..... Sat ..... Sun .....

**Latrobe Council  
Event Management Guidelines**

Details of any proposed or operational quality assurance program, food safety plan or other approved food safety management system (*Please attach details if insufficient space*). .....

.....  
.....

**PLANS AND SPECIFICATIONS - NEW OR ALTERED FOOD BUSINESSES ONLY**

For new or altered premises (including mobile food businesses), please attach plans and specifications or other information clearly showing the design, fitting out and arrangement of plant equipment for the proposed use.

**FEE AND SIGNATURE**

Application fee: \$ .....

Signature of applicant for registration/renewal ..... Date ...../...../.....

*Please lodge your completed form and application fee with the General Manager of the Council*

**Office Use Only**

Receipt No.:

Date: ...../...../.....

## **TO BE PROVIDED TO THE FOOD VENDOR**

# **REQUIREMENTS FOR TEMPORARY FOOD STALLS**

A one day food stall is defined as a food stall used for selling any article of food of which the roof and three sides are covered with plastic sheeting, vinyl or other approved material (or a food stall within an existing building).

The stallholder **MUST** hold a current permit to operate a food vending activity.

### **1. PROTECTION OF FOOD**

- 1.1. Disposable eating and drinking utensils only shall be used.
- 1.2. All food stored inside the stall must be stored above the ground and be covered or in closed containers.
- 1.3. All food stored shall not be displayed so as to be openly accessible to the public. A physical barrier shall be provided by means of a sandwich display type counter, perspex glass sneeze guards or clear plastic siding to the stall.
- 1.4. All condiments such as sauce, mustard etc. shall be contained in squeeze type dispensers or in individual sealed packs.
- 1.5. All disposable eating utensils shall be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.
- 1.6. Drinking straws, paper cups, spoons etc. shall be enclosed in suitable dispensers or otherwise protected from contamination.
- 1.7. Tea, coffee, cordial and other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.

### **2. WASHING FACILITIES**

- 2.1. Food stalls proposing to operate for a period of time exceeding four (4) hours are to have provided within the stall, separate hand washing and utensil washing facilities.
- 2.2. Disposable towels and liquid soap are required in all instances.

### **3. FOOD TEMPERATURE CONTROL**

- 3.1. All takeaway food prepared on the stall shall be for immediate sale and consumption, unless a suitable food warmer or food display maintaining the food at a temperature of at least 60<sup>0</sup> C (hot foods), or below 5<sup>0</sup> C (cold foods), is provided.
- 3.2. Pre-prepared food products or pre-cooked food consisting wholly or in part of fresh cream, custard, trifle or any similar food which promoted bacterial growth shall not be sold from a one day stall unless stored or displayed under refrigerated conditions as prescribed in 4.4.1.
- 3.3. All raw food and perishable foods such as steaks, hamburger patties, frankfurts etc. shall be stored in a portable cooler, together with an adequate supply of ice or a cooling medium.



#### **4. COOKING**

- 4.1. All heating and cooking equipment, including open flame barbecues and cooking plates, shall be located within the stall or otherwise suitably protected from contamination.
- 4.2. Raw foods awaiting cooking and foods which have been cooked shall not be displayed outside the stall. Raw food awaiting cooking shall not be stored or held outside the stall except in enclosed containers containing ice or other cooling mediums.
- 4.3. The cooking area shall be kept free of dust borne contamination and droplet infection (coughing, sneezing by the public).
- 4.4. Cooking and heating equipment shall not be within reach of the public.
- 4.5. A fire extinguisher of adequate size shall be provided convenient to every stall where open flame cooking is carried out.

#### **5. RUBBISH DISPOSAL**

- 5.1. Suitable garbage receptacles shall be provided near the stall for the public to dispose of used takeaway food containers and the like.
- 5.2. Adequate arrangements shall be made for the storage and frequent removal of garbage generated inside and outside the food stall.

Fee to be remitted with the completed application is \$50 unless the stallholder is a charitable organisation in which case there is no cost.

For clarification on your eligibility as a charitable organisation or any other enquiries in relation to this application, please contact Melissa Bailey, Latrobe Council's Environmental Health Officer on (03) 6421 4650.

# PLACE OF ASSEMBLY

Public Health Act 1997

Section 76 & 81

- Application for a Place of Assembly Licence
- Application for Renewal of a Place of Assembly Licence

### Applicant Details

Name of applicant .....

Postal address .....  
..... Postcode .....

Telephone ..... Mobile Phone .....

Facsimile ..... Email .....

### Premises Details

Trade name of premises .....

Address of premises .....  
..... Postcode .....

Postal address for correspondence .....  
..... Postcode .....

Emergency contact ..... Telephone .....

Description of intended use of premises .....

Number of persons to be accommodated .....

Other licences issued to the premises .....

Do you intend to rely on an Alternative Solution to comply with Part F of the Guidelines Yes/No

### Fee and Signature

Application fee: \$500

Signature of applicant..... Date .....

NOTE: The application fee includes an amount to cover a basic inspection of the premises.  
Any further inspections required for the purposes of assessing the application may require an additional fee.

### Documentation that must accompany application

- Site plan and/or floor plan
- Any information required by the council for assessment purposes.

Please lodge your completed application form, attachments and fee with the General Manager of the Council

### Office Use Only

Receipt No.:

Date:

Capacity of premises:

### Council checklist

- |   |   |
|---|---|
| <input type="checkbox"/> Form fully completed | <input type="checkbox"/> Fee paid                         |
| <input type="checkbox"/> Form signed          | <input type="checkbox"/> Site/floor plan attached         |
| <input type="checkbox"/> Form dated           | <input type="checkbox"/> Further information required Y/N |
|   | <input type="checkbox"/> Date requested / /               |

Details .....

.....

.....