

# FACT SHEET

## PLACE OF ASSEMBLIES

### INTRODUCTION

This fact sheet has been developed to assist event organisers/managers in compiling all the required information that needs to be submitted with the Place of Assembly application.

Under the *Public Health Act 1997*, Place of Assembly is defined as a mass outdoor public event.

- 'Mass' means one thousand people or more, present for two hours or more.
- 'public event' includes, but is not limited to any performance, exhibition, circus, festival, food festival, pageant, regatta, sports event, dance, publicly advertised lecture.

### SITE PLAN

A map detailing the layout of facilities and activities of the event is essential for event planning and management. A site plan is a mandatory document to be provided with the Place of Assembly application.

### EVENT MANAGEMENT PLAN

An Event Management Plan covers all the safety and organisational aspects of your event. Council can provide a template should you wish to utilise this. To obtain a copy of this document please contact Council's Environmental Health Section on 62545050.

### SMOKE FREE PUBLIC EVENTS MANAGEMENT PLAN – DEPARTMENT OF

All Place of Assembly events must have a Smoke Free Public Events Management Plan approved by the Department of Health. For further information:

<https://www.health.tas.gov.au/publications/smoke-free-public-events-management-plan>

### TOILET FACILITIES

The number of toilets you will need to provide will depend on anticipated crowd numbers,

If the permanent public toilets at the event venue are not available or inadequate, the event organiser may need to hire additional portably amenities. The following table can be used as a guide to determine the number of toilets for an event:

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Toilet facilities for events where alcohol **is not** available:

PATRONS	Male			Female	
	Toilets	Urinals	Hand Basins	Toilets	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	
	Toilets	Urinals	Hand Basins	Toilets	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				

**NOTE:** At least one unisex facility must be provided for people with disabilities and this facility must comply with AS1428.1.

Reference: Commonwealth of Australia, 1999, *Safe and Healthy Mass Gatherings*, Emergency Management Australia.

### FIREWORKS

Fireworks displays require a permit issued by WorkSafe Tasmania. For further information:

<https://worksafe.tas.gov.au/topics/licensing-permits-and-registration/fireworks-permits>

### TEMPORARY STRUCTURES

Please note that if you are intending to utilise a temporary structure for your event, you may be required to obtain a Temporary Occupancy Permit.

The *Building Act 2016* & *Building Regulations 2016* define what a temporary structure is, and some examples are provided below:

- Marquees
- Temporary stages or platforms
- Prefabricated buildings intended to be used on a temporary basis
- Temporary seating structures

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Temporary Occupancy Permits (TOP) are issued by licensed building surveyors. It is recommended that you contact a building surveyor as early as possible to prevent delays with your event.

Penalties do apply if a TOP is not obtained when required.

Property Owners and/or Event Managers should ensure that in addition to complying with the *Building Act 2016*, that all other relevant legislation is considered e.g. Planning Schemes.

For further information on temporary structures and the legislative requirements, please contact a licensed building surveyor or Council's Building Permit Authority section on 62545050.

### TRAFFIC MANAGEMENT PLAN

For any events on or affecting our road network a Traffic Management Plan (TMP) needs to be undertaken by an approved organisation for the management of vehicles, pedestrian, and cyclists by the applicant. The applicant needs to engage with Council and consultation needs to occur with affected properties and road users prior to the event, to Councils satisfaction.

Either Council or Police approval is required for the closure of part of the road network. For any road closures, a notice is required in the paper by Council at the applicants' expense and approval is required from the Transport Tasmania (Dept. of State Growth) and the Commissioner of Police.

For further information on traffic management please contact an approved organisation or Council's Infrastructure and Works Manager on 62545000.

### FOOD BUSINESSES

The Tasmania *Food Act 2003* requires that all food businesses be registered with the local council in which they are located. All proposed food outlet operators are required to be registered with stalls/vans approved prior to the event.

### ALCOHOL SALES

If you intend to sell or supply alcohol at your event a liquor licence must be obtained from the Tasmanian Government: Liquor and Gaming.

For further information: <https://www.treasury.tas.gov.au/liquor-and-gaming>