

# Place of Assembly Licence Application Form

Application for Place of Assembly Licence

## Applicant Details

Applicants name	<input type="text"/>	Phone No	<input type="text"/>
Postal address	<input type="text"/>	Mobile No	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Email address	<input type="text"/>		

## Event Details

Name of Even	<input type="text"/>		
Date of Event	<input type="text"/>	Start/Finish Time	<input type="text"/>
Location of Event	<input type="text"/>		
Emergency contact during event	<input type="text"/>	Mobile No	<input type="text"/>
Anticipated maximum number of persons attending at peak occupancy	<input type="text"/>		

## Toilet Facilities

Number of toilets to be provided at the event

MALE	WC's	<input type="text"/>	Urinals	<input type="text"/>	Handbasins	<input type="text"/>
FEMALE	WC's	<input type="text"/>	Handbasins	<input type="text"/>	DISABLED (unisex)	<input type="text"/>

## Temporary Structures

Do you intend to use/erect temporary structures (e.g. tents/marquees, stages) for the event? Yes  No

If yes, please provide details

Type of structure (e.g. stage)	Size (e.g. 6 x 8m)	Provider (e.g. Vision Events)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please contact a Building Surveyor to discuss requirements for Temporary Occupancy Permits and obtain any necessary approvals under the Building Act 2016.

## Food

Will food be provided at the event? Yes  No

If yes, please complete the *Register of Stallholders/Businesses Form* from Council's Event Planning Guide, which can be found on our website, [www.meander.tas.gov.au](http://www.meander.tas.gov.au)

**Please provide details regarding the following for your event**

**Traffic management and pedestrian safety** (is there a traffic management plan for the event? is there adequate car parking? how will car parking be managed?)


**First aid** (who will provide? where located? is there a suitable route available during the event for emergency vehicles to access the site?)


**Fire safety** (access to firefighting equipment? who supplying? is it tested and tagged? will fire brigade be attending? will event be impacted upon if there is a Total Fire Ban?)


**Waste management** (who is responsible for waste management? what arrangements have been made for rubbish and/or recycling bins? how is waste to be removed from site after the event and where will it go?)


**Toilets** (are portable toilets required? who is responsible for cleaning and restocking supplies in toilets? how will wastewater be managed/disposed of during and after the event?)


**Water** (if event is being held in a location without a reticulated water supply, where will water be sourced from? how will it be stored?)


**Checklist**

Please tick below to indicate the documents attached to your application:



Event Site Plan	<input type="checkbox"/>
Smoke-Free Management Plan Approval (obtained from Department of Health & Human Services)	<input type="checkbox"/>
Register of Stall Holders/Businesses selling food at event	<input type="checkbox"/>
Emergency Evacuation Plan	<input type="checkbox"/>
Temporary Occupancy Permit (if applicable)	<input type="checkbox"/>
Traffic Management Plan	<input type="checkbox"/>

**Fee & Signature**

Type of Licence	Fee (2025/2026)	Please tick ✓
Public Event - 1 day	\$92.00	<input type="checkbox"/>
Public Event - greater than 1 day	\$291.00	<input type="checkbox"/>

Once your application has been assessed by Council, an invoice will be provided to you for the amount listed above. Payment options will be listed on the invoice.

**Signature of Applicant**  **Date**

**Privacy Statement**  
 The Meander Valley Council is committed to upholding the right to privacy of all individuals who have dealings with the Council. Unless required by law or by a Court or tribunal, the Council will take the necessary steps to ensure that the personal information that members of the public share with us remains confidential. How we use this information is explained in our Privacy Policy, which is available at [www.meander.tas.gov.au](http://www.meander.tas.gov.au) or at the Council Office.