



Meander Valley Council

PO Box 102
Westbury
Tasmania 7303

Telephone (03) 6393 5300
Facsimile (03) 6393 1474

Public Health Act 1997

Sections 76 & 81

Application for a Place of Assembly Licence (Specific Event)

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 Event:	<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 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"/>

Structures

Do you intend to use/erect temporary structures for the event? (e.g. tents/marquees, stages) 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 apply for a Temporary Occupancy Permit and to obtain information regarding the requirements and exemptions for Temporary Occupancy Permits

Food

Will food be provided at the event? Yes ☐ No ☐

If yes, please complete the "Register of Stall Holders/Businesses selling food at the event" form.



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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 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?)



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Checklist

Please tick the documents to be attached to your application:

Event Site Plan	<input checked="" 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"/>

Application fee

Type of Licence	Fee	Please tick ✓
Specific Event (up to one day)	\$86.00	<input type="checkbox"/>
Specific Event (more than one day)	\$272.00	<input type="checkbox"/>

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 or at the Council Office."

Payment Options



PAYING IN PERSON: Present your application together with your payment at the Council Office, 26 Lyall Street, Westbury 7303, during office opening hours - 8:30am-5:00pm Monday to Friday



MAILING YOUR PAYMENT: Cheques or Money Order should be made payable to Meander Valley Council and mailed to PO Box 102, Westbury TAS 7303



PAYMENT BY PHONE: Phone Council's Customer Service Centre on 6393 5300 (8.30am – 5.00pm, Monday-Friday) to pay by MasterCard or Visa

Please pay registration fee when lodging your completed application form