



NORTHERN
MIDLANDS
COUNCIL

Event Management Guide

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Received

Approved

Approved with additional requirements

Applicant Advised

Event Management Plan last reviewed October 2015

INTRODUCTION

The purpose of this Event Management Guide is twofold:

1. To ensure those organising an event on Northern Midlands Council (“Council”) property meet the relevant legislative requirements; and
2. To assist event organisers in creating an event that is safe and smoothly run.

All forms referred to in this Event Management Guide are located at the end of the Guide.

NOTIFICATION AND BOOKING

When you decide to hold an event on Council owned property, it is recommended you notify Council by submitting an [Event Notification Form](#).

Submitting the Event Notification Form with basic information in respect to the event will allow Council staff to review which permits, licences and approvals may be required by Council for your event.

The Event Notification Form will also mean that the event can be advertised on Council’s website and Facebook page, free of charge.

TIMELINES

It is important to provide the information required by Council in a timely manner.

Information to be submitted to Council	Cost	Time frame
Submit event notification form to Council	No fee	As early as practicable prior to commencement of event, no less than 4 weeks prior to the event
Submit Facility Hire Agreement	No fee	At least 4 weeks prior to event
Submit Application for Road Closure (if required)	No fee	At least 4 weeks prior to event, preferably 8 weeks prior
Submit Application for Temporary Registration of Food Business (if required)	Fees may apply – refer to Council’s Fees and Charges Schedule	At least 3 weeks prior to event
Submit Application for Temporary Occupancy Permit (if required)	Fees may apply – refer to Council’s Fees and Charges Schedule	At least 3 weeks prior to event
Submit Application for Place of Assembly Licence (if required)	Fees may apply – refer to Council’s Fees and Charges Schedule	At least 3 weeks prior to event

HIRING COUNCIL FACILITIES

Council has hire agreements for all of its facilities including; Halls, Reserves or Recreation Grounds. If you are holding a public event on Council land you are required to submit a hire agreement either to Council, or to the Committee of Management who manage the facility.

You are required to supply the following information to Council when submitting a hire agreement to Council for an event:

- A copy of the Certificate of Currency for Public Liability Insurance for the Event;
- A copy of your Risk Management Plan for the Event;
- A copy of your Emergency Management Plan for the Event;
- Any permits or licences required for your event (see below).

COUNCIL ASSISTANCE FOR EVENTS

Grant funding

Council offers grant funding to not-for-profit community organisations who are hosting a major festival, event or promotion within the Northern Midlands. Major festivals, events or promotions are defined as significant events that are the only one of their kind in the Northern Midlands in any one year, and attract significant numbers of people, generally in excess of 2,000, and/or attract significant media coverage for the Northern Midlands.

Council assistance may be “in kind” or monetary, or a combination of the two. Grant funding is offered in two rounds each year and is advertised in February/March and September/October.

Advice and assistance

Council staff are available to assist you with the preparation of your event, for example, in completing applications for licences and permits or development of a risk management plan.

Council may also offer assistance in the lead up to, or on the day of an event by providing rubbish bins, traffic management or bollards and signage. Please note that assistance of this nature should be applied for as an “in kind” grant referred to above.

USEFUL CONTACTS

Northern Midlands Council

Phone: (03) 6397 7303

Email: council@nmc.tas.gov.au

Web: www.northernmidlands.tas.gov.au

Emergency Services (Police, Fire, Ambulance)

Phone: 000

Police (Longford)

Phone: (03) 6391 1204

St Johns Ambulance (Kings Meadows)

Phone: (03) 6343 4226

Tasmanian Fire Service (Youngtown)

Phone: (03) 6336 5633

Liquor Licensing Tasmania

Phone: (03) 6777 2777

Department of State Growth (Roads)

Phone: (03) 6166 3369

Email: permits@stategrowth.tas.gov.au

EVENT MANAGEMENT PLAN

1. EVENT DETAILS

1.1. Event Place & Time

Name of Event:

Venue of Event:

Details of event activities:

Eg. flower show, or, road running race.

.....

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 Anticipated 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:

Phone (Work): Phone (Home):

Fax:

Email:

Contact During Event:

Phone: Mobile:

2. INSURANCE

It is a mandatory requirement of Council that any event held on Council property is covered by Public Liability insurance to the value of at least \$10 million.

You may be able to purchase cover under Council's insurance policy for a small fee, dependant on the type of event being held. Council's insurance details are provided on its Hire Agreement Forms for facilities and reserves.

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:

Area covered (eg. all of Australia):

3. VENUE

3.1 Site Plan

A site plan is a map of the event which shows the location of key areas such as toilets, exits, stallholders, water, first aid etc.

It is recommended site plans are posted strategically around the site for use by patrons and for reference in the event of an emergency.

It is recommended the following things are identified on a site plan (if applicable):

- | | |
|--|--|
| <input type="checkbox"/> Entrance/Exit | <input type="checkbox"/> Information |
| <input type="checkbox"/> Emergency Assembly Point | <input type="checkbox"/> Stallholders |
| <input type="checkbox"/> Emergency Vehicle Access | <input type="checkbox"/> Security |
| <input type="checkbox"/> Drinking Water | <input type="checkbox"/> Lost children/property |
| <input type="checkbox"/> First Aid posts | <input type="checkbox"/> Toilets |
| <input type="checkbox"/> Fire fighting equipment
(extinguisher, blanket, hydrant) | <input type="checkbox"/> Rubbish bins |
| <input type="checkbox"/> Wet / dry areas | <input type="checkbox"/> Rules and Conditions of Use |
| <input type="checkbox"/> Incident Control Centre | <input type="checkbox"/> Disclaimer |
| <input type="checkbox"/> Mains power/water/gas | <input type="checkbox"/> Identification of Risks |

Has a Site Plan been prepared for display at the venue? YES NO

4. RISK AND EMERGENCY MANAGEMENT

4.1 Risk Management Plan

It is recommended that a "Risk Assessment" of the venue is conducted to identify potential hazards in the area, such as slip, trip and fall hazards or proximity to a water body.

It is the responsibility of the event organisers to ensure that all hazards appropriate to the event have been identified and action taken to minimise and control the risk.

Has a [Risk Assessment](#) been conducted and actions implemented? YES NO

Has a Risk Management Plan been prepared? YES NO

Has the Risk Management Plan been provided to all event organisers? YES NO

4.2 Emergency Management Plan

Event organisers must have in place an Emergency Management Plan for the site outlining the procedure for action in the event of an emergency.

For example, if the site needs to be evacuated, the Emergency Management Plan should set out the responsible organisers and tasks to be undertaken in the event of an evacuation.

Any incidents that involve serious damage to property or injury to a person/s are required to be reported to Council.

The plan should include items such as (but not limited to):

- Location of the Incident Control Centre at the event;
- Arrangements to request further police and other emergency services assistance;
- Meeting points for emergency services;
- Details of the local hospital;
- Access and egress routes;
- How communication will occur during the event (between organisers, to the public etc).

Have the local Emergency Service Personnel been advised of the event? YES NO

Has an Emergency Management Plan for the event been prepared? YES NO

Has the Emergency Management Plan been provided to event organisers, key stakeholders and emergency services? YES NO

Has an Incident Register been prepared? YES NO

5. PUBLIC HEALTH & SAFETY

Health and safety laws provide requirements to hold certain permits and licences for a public event. The information provided below will help you determine whether or not you need a permit or licence for your event. If you are unsure, please contact Council to discuss further.

5.1 Sale of Food

A Temporary Food Licence is required if there will be food for sale at your event, or if food will be handled for sale at your event. The permit must be on display for the duration of the event.

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

Has an [application for a Temporary Food Licence](#) been submitted? 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				

Add additional pages if required.

5.2 Consumption of Alcohol

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

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

Will there be alcohol at the event? YES NO

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

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

Has Council approval for BYO alcohol been received? YES NO

Has Tasmania Police approval for BYO alcohol been received? YES NO

5.3 Temporary Place of Assembly Licence

A Temporary Place of Assembly Licence may be required when using or hiring a place where the public congregates for special events, to protect the health and safety of patrons.

A Place of Assembly is defined in the *Public Health Act 1997* as:

- any place or area used for the entertainment of members of the public; and
- any place or area used for the assembly of members of the public for social and recreational purposes; and
- any school or other place or area used for community or public purposes.

A Temporary Place of Assembly Licence must be on display for the duration of the event.

Examples of events where a Temporary Place of Assembly Licence may be required are:

- Shows or festivals.

Has an [application for a Place of Assembly Licence](#) been submitted? N/A YES NO

Has a Place of Assembly Licence been obtained? N/A YES NO

5.4 Temporary Occupancy Permit

A Temporary Occupancy Permit is issued under the *Building Act 2000* to allow the use of an existing building or temporary structure for a particular short term activity such as a public or a private event. A Temporary Occupancy Permit must be on display for the duration of the event.

Pursuant to the *Building Act 2000* a person must not occupy an existing building or a temporary structure in respect to which an occupancy permit is not, or is not likely to be issued unless:

- a temporary occupancy permit is in force in respect of that building or temporary structure; or
- the *Building Regulations* provide that a temporary occupancy permit is not required for that building or temporary structure.

Examples of events where a Temporary Occupancy Permit may be required are:

- concerts and festivals where there are temporary stages or grandstands;
- indoor entertainment such as a food festival held in a warehouse;
- markets, fairs, shows, rodeos;
- sporting events with temporary structures such as tents and marquees.

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 an [application for a Temporary Occupancy Permit](#) been submitted? YES NO

Has a Temporary Occupancy Permit been obtained? N/A YES NO

Permit Name:

Permit Number:

Permit Date:

Description of Structure:

Building Surveyor:

Contact details:

5.5 Amenities

5.5.1 Public Toilets

There are fixed regulations for the provision of public toilets at a public event.

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.

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.

How many toilets will be provided at the event?

Male

Female

Disabled

Who will be responsible for the cleaning of toilets?

Contact details during the event:

Name:

Mobile:

5.5.2 Water

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.

Is there adequate drinking water available for patrons? YES NO

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

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

What is the source of water?

5.5.3 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.

Will shelter be provided at the event? YES NO

Will sunscreen be available at the event? YES NO

5.5.4 Waste Management

Do you require additional rubbish bins from Council? YES NO

Has an [application for additional bins](#) been submitted to Council? YES NO

Are there arrangements in place for rubbish collection and disposal? YES NO

5.6 Noise

The *Environmental Pollution Management and Pollution Control (Miscellaneous Noise) Regulations 1994* provides the days and times within which certain noise can be made. If your event will involve noise outside of the permitted hours, you may be required to apply for a permit.

Will your event generate noise that may cause a nuisance to surrounding residents?

YES NO

Has a permit for noise outside of legislated hours been obtained? N/A YES NO

Have adjoining property occupants been contacted regarding the proposal of this event.

YES NO

How and when.....

.....

5.7 Security & Crowd Control

Is Security required for your event?

N/A YES NO

Name of Company:

Licence Details:

Contact Details:

Phone/Mobile:

Number of Security Personnel at Event:

Contact for Tasmania Police?

Name:

Station:

Phone:

Mobile:

Fax:

Email:

5.8 Fire/Gas/Pyrotechnics

During the months from December to March fire danger is high. Consult with the fire authority as to how fire danger can be minimised.

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.

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

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

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

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.

Will there be gas cylinders at the event? YES NO

Will the cylinders be checked to comply with AS 1596-1989 and AG601-1995 YES NO

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

Has a permit been obtained from [WorkSafe Tasmania](#)? YES NO

Permit Number:

Person Responsible for Fireworks:

Contact Details During Event:

Phone:

Mobile:

5.9 Lost and Stolen Property / Lost Children

Has an area been delegated for Lost Property and Lost Children YES NO

5.10 Lighting and Power

All power cords and electronic equipment must be tested and tagged to comply with Australian Standards.

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? YES NO

Has the location of lighting control and mains power control been marked on the site plan? YES NO

Have all power cords and appliances been tested and tagged? 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:

6. TRAFFIC AND PEDESTRIAN MANAGEMENT

There are now strict guidelines around the closure of roads. A road is not permitted to be closed without the following having been submitted to Council:

- Application for Temporary Closure of Road or Street;
- Traffic Management Plan;
- Approval from the Department of State Growth (if the road closure is to occur on a State owned road).

A Traffic Management Plan is to be prepared in accordance with Australian Standards 1742.2 and 1742.3.

6.1 Traffic and Pedestrian Management

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 into and out of the venue
- Shuttle buses where venue/activity covers a large area

Is there car parking for:

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

6.2 Road Closures

Council approval for the road closure and advertising of the road closure are mandatory and must be approved well in advance.

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

Has an [application for Road Closure](#) been submitted to Council? YES NO

Have you provided the local Police with a copy of the Traffic Management Plan? YES NO

Has the Department of State Growth been provided with a copy of the Traffic Management Plan (if applicable)? YES NO

Has approval for the road closure been received? YES NO

7. PROMOTION OF THE EVENT

Clear appropriate signage is essential for the awareness of any event.

Signage promoting the event may be erected on Council land subject to specific details being provided and approval by Council prior to erection of same.

Signage on State Government land requires the permission of the Department of State Growth – click on this link to download the application form [www.transport.tas.gov.au/ data/assets/pdf file/0006/86172/Advertising a Community E vent - Application Form.pdf](http://www.transport.tas.gov.au/data/assets/pdf_file/0006/86172/Advertising_a_Community_Event_-_Application_Form.pdf)

An opportunity exists to promote Longford town events on the noticeboards on Tannery Road. Booking for the sign boards must be made at the Council Offices.

8. APPROVED CONTRACTORS

All contractors who conduct work on Northern Midlands Council owned land, must have provided evidence to Council of their insurances, qualifications, and have completed an induction for working on Council owned land.

Inductions are held every Wednesday morning at 7:30am at the Northern Midlands Council Chambers, 13 Smith Street, Longford. Bookings are not required.

Will there be contractors conducting work on Council land for your event? YES NO

If yes, has the appropriate information been provided to Council and induction completed? YES NO

I,, understand and will follow this guide and plans to the best of my ability.

.....

Signature

.....

Date

EVENT NOTIFICATION FORM



NORTHERN
MIDLANDS
COUNCIL

To avoid delays please ensure the Event Notification Form is returned to Council:

- 4 weeks prior to the event (for events with less than 200 participants)
- 8 weeks prior to the event (for events with 200 or more participants)
- 12 weeks prior to the event (for large, overnight events)

Event name	
Description of Event	
Event location	
Event date(s)	
Set up date(s)	
Event time(s)	
Pack up date(s)	
Estimated number of attendees	
Contact details: Name/Telephone/Email/Website	

Please complete and return this form to:

Executive Officer
Northern Midlands Council
PO Box 156
LONGFORD TAS 7301
council@nmc.tas.gov.au

Would you like Council to advertise this event on its Facebook page and Website with the details provided above?

Yes

No

NORTHERN MIDLANDS COUNCIL

APPLICATION FOR ROAD CLOSURE



APPLICANT:

CONTACT PERSON:

ADDRESS:

PHONE NUMBER:

EMAIL:

DATE OF EVENT:

DESCRIPTION OF EVENT:

STREETS TO BE CLOSED:

Street/s	Time

****Please add another page if necessary.**

NORTHERN MIDLANDS COUNCIL

APPLICATION FOR ROAD CLOSURE



INSURANCE:

All Applicants must have adequate Public Liability Insurance for their event with a minimum cover of \$10 million. A copy of your Certificate of Currency **MUST** be attached to this application.

ADVERTISING

Pursuant to sections 19 and 20 of the *Local Government (Highways) Act 1982* notice of the road closure is to be advertised in the Examiner newspaper. It is also strongly recommended that event organisers notify effected land owners by letter box drop or face to face contact.

POLICE NOTIFICATION

It is a requirement that parties notify and obtain approval from the Police for the intended road closure.

TRAFFIC MANAGEMENT

It is a legal requirement that any road closures be subject to an approved Traffic Management Plan, which must be implemented by a qualified person/s who holds a current Prepare Work Zone Traffic Management Plan Certificate.

RISK MANAGEMENT AND EMERGENCY PROCEDURES

All events held on Northern Midlands Council owned land must have a Risk and Emergency Management Plan.

MARKETS/STALLS

If your application for Road Closure is for a Street Market/Food Stalls other permits may be required such as Food Licences or Temporary Occupancy Permits.

CHECKLIST

Please ensure the following are attached with your application:

- Certificate of Currency of Public Liability Insurance
- Copy of newspaper advertisement
- Approval issued by Tasmania Police
- Traffic Management Plan
- Notification of who will implement road closures and evidence of their qualifications
- Risk Management Plan
- Emergency Management Plan
- Other relevant applications (eg. Application for Temporary Food Licence)

NORTHERN MIDLANDS COUNCIL

APPLICATION FOR ROAD CLOSURE



TERMS & CONDITIONS

- (1) The Council reserves the right to cancel the applicants use of a street on a date shown in this application in the event of the street being required for an extraordinary function or extraordinary use.
- (2) The applicant shall not do, or neglect to do, or permit to be done or left undone, anything that will affect the Council's Insurance Policy or Policies relative to fire or public risk in connection with the closure of this street and the applicant hereby agrees to indemnify the Council to the extent that such policies are affected by commission or omission.
- (3) The applicant agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, claims, charges, expenses and damages whatsoever which may be brought about or made or claimed against it by any of them arising out of or in any way related to the closure of this street.
- (4) The applicant shall at all times during the allocated period of use insure and keep insured with an insurance company approved by the Council against public risk for an amount of not less than \$10 million.
- (5) At all times during the period of road closure the applicant must allow any emergency service vehicles or emergency personnel access to, and or through a race stage identified in this application, to assist or aid any person/s or properties contained within that stage, and, the stage will be closed immediately and remain closed until all emergency vehicles and emergency personnel have left the race stage.

UNDERTAKING

I _____ of _____ hereby make application for closure of the above street/s for the dates and times specified and acknowledge having received and read the Terms and Conditions and undertake to be bound by and comply with the Terms and Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the street in association with this application comply with the terms and conditions.

.....

Signature

Date

NORTHERN MIDLANDS COUNCIL

APPLICATION FOR ROAD CLOSURE



NORTHERN MIDLANDS COUNCIL OFFICE USE ONLY

Application received:

Date

Approved by:

Name

.....

Signature

.....

Position

Conditions:

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.....

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Postal: PO Box 156
Address: Longford Tas 7301

Phone: (03) 6397 7303
Fax: (03) 6397 7331



NORTHERN
MIDLANDS
COUNCIL

Location:
13 Smith Street
Longford Tas 7301

TEMPORARY FOOD BUSINESS APPLICATION FOR REGISTRATION OF A FOOD BUSINESS (Including Mobile Food Business)	Food Act 2003 Sections 87 & 89
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FOOD BUSINESS PROPRIETOR'S DETAILS:

Applicant: Owner/Occupier
Title: First Name: Surname:
Address:
 Phone No:
Email address: Mobile No:
Fax No:

DETAILS OF SKILLS AND KNOWLEDGE OF THE PROPRIETOR AND FOOD HANDLERS: (food safety qualifications, training or experience)

(Please tick and attach details if insufficient space)

Accredited Training	<input type="checkbox"/>	Self Education	<input type="checkbox"/>
Foodsafe Training Package	<input type="checkbox"/>	Food Safety Plan	<input type="checkbox"/>
On-the-Job Training	<input type="checkbox"/>	Other (please detail)	<input type="checkbox"/>

BUSINESS DETAILS:

ACN
(If Registered Company): Contact Person:
Name of Business: Phone No:
Location of Business:
 Mobile No:
Emergency Contact: Fax No:
Phone No:
Types of Food Produced/Sold:
Does your business manufacture raw egg products? Yes No

FOR MOBILE FOOD BUSINESS:

Vehicle Registration No:
Address where Vehicle/trailer garaged:

PROPOSED DATES/HOURS OF OPERATION:

	<i>Date</i>	<i>Hours</i>		<i>Date</i>	<i>Hours</i>
Monday			Tuesday		
Wednesday			Thursday		
Friday			Saturday		
Sunday					

LOCATION / EVENT:

Event:

Location:

PLANS AND SPECIFICATIONS:
(if initial application – supply the following details)

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

APPLICATION FEE AND SIGNATURE:

	FEE
Charities:	NoCharge
Per Day:	\$30.00
2 – 8 Weeks:	\$60.00
6 Months:	\$110.00
Yearly:	\$160.00

Applicant for Registration/Renewal:
Name: (Print)
Signed:
Date:

OFFICE USE ONLY:

Receipt No:
Date Issued:

I hereby recommend that the registration should be issued. The method and manner of trading is to my satisfaction and the prescribed fee has been paid.

EHO:
Name: (Print)
Signed:
Date:

PRIVACY STATEMENT

The Northern Midlands Council abides by the *Personal Information Protection Act 2004* and views the protection of your privacy as an integral part of its commitment towards complete accountability and integrity in all its activities and programs.

Collection of Personal Information: The personal information being collected from you for the purposes of the *Personal Information Protection Act, 2004* and will be used solely by Council in accordance with its Privacy Policy. Council is collecting this information from you in order to process your building application.

Disclosure of Personal Information: Council will take all necessary measures to prevent unauthorised access to or disclosure of your personal information. External organisations to whom this personal information will be disclosed as required under the *Building Act 2000*. This information will not be disclosed to any other external agencies unless required or authorised by law.

Correction of Personal Information: If you wish to alter any personal information you have supplied to Council please telephone the Northern Midlands Council on (03)6397 7303. Please contact the Council's Privacy Officer on (03)6397 7303 if you have any other enquires concerning Council's privacy procedures.

Postal: PO Box 156
Address: Longford Tas 7301

Phone: (03) 6397 7303
Fax: (03) 6397 7331



Location:
13 Smith Street
Longford Tas 7301

PLACE OF ASSEMBLY (PERMANENT AND TEMPORARY)	Public Health Act 1997 Sections 76 & 81
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Application for a Place of Assembly Licence

Application for Renewal of a Place of Assembly Licence

APPLICANT DETAILS:	
---------------------------	--

Applicant: Title: First Name: Surname:
Address: Phone No:
 Mobile No:
Email address: Fax No:

PREMISES DETAILS:	
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Trade name of premises: Phone No:
Address of Premises: Mobile No:
 Fax No:
Postal address for correspondence: Mobile No:
 Fax No:
Emergency Contact: Phone No:
Description of intended use of premises:
Number of persons to be accommodated:
Other licences issued to the premises:
Date of Event:

APPLICATION FEE AND SIGNATURE:	FEE
Place of Assembly Licence	\$130.00
Place of Assembly Licence (Special Event)	\$75.00
Place of Assembly Licence (Charity)	No Charge

Applicant: *Name: (Print)* *Signed:* *Date:*

OFFICE USE ONLY:	
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Receipt No: Date Issued:

DOCUMENTATION REQUIRED:

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

COUNCIL CHECKLIST:

- Form fully completed
- Form signed and dated
- Fee Paid
- Site/floor plan attached
- Further information required
- Date information requested

OTHER DETAILS:

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Collection of Personal Information:
The personal information being collected from you for the purposes of the *Personal Information Protection Act, 2004* and will be used solely by Council in accordance with its Privacy Policy. Council is collecting this information from you in order to process your building application.

Disclosure of Personal Information:
Council will take all necessary measures to prevent unauthorised access to or disclosure of your personal information. External organisations to whom this personal information will be disclosed as required under the *Building Act 2000*. This information will not be disclosed to any other external agencies unless required or authorised by law.

Correction of Personal Information:
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Postal PO Box 156
Address: Longford Tas 7301



Location:
13 Smith Street
Longford Tas 7301

Phone: : (03) 6397 7303
Fax: (03) 6397 7331

APPLICATION FOR TEMPORARY OCCUPANCY PERMIT

Section 107

To: Council
 Address
 Suburb/postcode

Form

5

APPLICANT / OWNER DETAILS:

Note: Only an owner or agent of the owner may make an application

Owner:
Address:
 Phone No:
 Fax No:

Owner builder: Yes: (X if Applicable) Email address:

Agent:
Address:
 Phone No:
 Fax No:

Note: Agents to be authorised in writing by the owner: Email address:

DETAILS OF BUILDING OR TEMPORARY STRUCTURE:

Address: (X applicable one)
 Temporary structure: Existing building:

Existing use of building / temporary structure details:

Proposed use of building or temporary structure:

Period for which temporary occupancy sought: From: To:

DOCUMENTS PROVIDED:

Documents / information required by the General Manager (Certificates, plans, permits or other) -

Document description:	Prepared by:
<input type="text"/>	<input type="text"/>

Owner / Agent: Name: [print] Signed Date

Fee \$145.00 (CODE 03)

PAYMENT DETAILS:

Receipt No: Date Issued:

PRIVACY STATEMENT

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Collection of Personal Information: The personal information being collected from you for the purposes of the *Personal Information Protection Act, 2004* and will be used solely by Council in accordance with its Privacy Policy. Council is collecting this information from you in order to process your building application.

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NORTHERN
MIDLANDS
COUNCIL

Location:
13 Smith Street
Longford Tas 7301

APPLICATION FORM – REQUEST FOR COUNCIL TO PROVIDE WASTE BINS FOR NON PROFIT COMMUNITY EVENT

Council supplies 240lt Waste and Recycling bins for community events at no cost; however this form must be completed, attached to your **Reserve Hire Agreement** and returned to Council.

Please note that you will be responsible for all 240lt bins supplied by Council and payment will be required for any missing or damaged bins. (*\$70 replacement of missing bin, \$20 for damaged lid or wheel, if too badly damaged replacement cost of \$70 applies*)

CLUB / APPLICANT CONTACT DETAILS:

Club / Applicant: Mobile No:
Postal address: Phone No:
 Fax No:
 Email address:

LOCATION OF EVENT

Name of event Date of Event
Reserve:
Street:
Town:

BIN DETAILS

Number of Waste bins required:	<input type="text"/>	Number of Recycling bins required	<input type="text"/>
Council required to deliver - Please note bins will not be delivered to unattended locations.			No / Yes
Council required to pick up			No / Yes
Council required to empty bins			No / Yes

RESPONSIBILITY (To be completed upon delivery of bins)

I hereby accept responsibility for the bins listed below

Applicant Name: (Print) Signed: Date:

Council Officer to complete

Please list serial numbers of all bins provided.

Waste bins:

Recycling bins:

Bins returned (check off serial numbers)	Yes / No	Damage Yes / No	Missing bins? (If yes, advise office to send invoice)	<input type="text"/>
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TEMPLATE RISK ASSESSMENT AND MANAGEMENT PLAN FORM

Activity/event description:	
Date(s):	

Risk/hazard details	The consequences of an event happening		Risk rating	Action plan	Person responsible	Timeframe for completion	Status
	Likelihood	Consequence					
<i>e.g. Inclement weather for outdoor event</i>	3	3	<i>High</i>	<i>a) Alternate venue b) alternate date</i>	<i>Event Team</i>	<i>a) Advertised prior event b) Advertised once alternate venue/date has been decided</i>	<i>Open</i>
<i>e.g. Power outage</i>	2	2	<i>Low</i>	<i>a) backup generator on standby b) electrician on standby</i>	<i>Team member</i>	<i>As soon as power outage occurs</i>	<i>Open</i>

OPERATIONAL RISK MATRIX

Likelihood

Rating	Descriptor	Description	
		Anecdotal Evidence	History
1	Rare	Nobody has ever heard of it happening.	Has not happened in our industry, but is a conceivable occurrence.
2	Unlikely	Never heard of it, but it sounds like something that I know has happened elsewhere before.	Has happened previously in our industry.
3	Possible	Several people have recollections of a similar event occurring, but are not really sure where or when, and on more than one occasion.	Has been logged at least once within our organization or my previous employer(s).
4	Likely	Several people have identical recollections of a similar event occurring several times over the years.	Has been logged several times within our organization or my previous employer(s).
5	Certain	Most people are strongly aware of the risk occurring on several occasions.	Has been logged regularly in this area and others on site, and is deemed to be a known industry issue.

Consequence

Rating	Descriptor	Description	
		H&S and public health	Environment
1	Insignificant	First aid injuries – superficial injury with little or no treatment. No public health impact.	Low environmental impact. No lasting effect, limited damage to small area of negligible environmental significance.
2	Minor	Minor injury/illness requiring medical treatment. Isolated cases of illness, or isolated public health impacts.	Localised environmental impact. Contained on site and or minor short/medium term damage to small area of low environmental significance.
3	Moderate	Ongoing medical treatment requiring (employees), widespread minor illness, or minor public health impact.	Off-site environmental impact or widespread short/medium term damage to area of moderate environmental significance. Required to inform EPA or other regulatory body.
4	Major	Extensive injuries, widespread serious illness or employees or public. Required to inform regulatory body.	Major environmental impact. Serious widespread medium/long term damage. Required to inform EPA or other regulatory body with legal action likely.
5	Catastrophic	Fatality or permanent disablement of employee or public. Required to inform regulatory body.	Extreme environmental event resulting in widespread long term damage. Required to inform EPA or other regulatory body with prosecution likely.

Risk Matrix

Likelihood		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
5	Certain	H	H	E	E	E
4	Likely	M	H	H	E	E
3	Possible	L	M	H	H	E
2	Unlikely	L	L	M	H	H
1	Rare	L	L	L	M	H