



# GUIDE TO MANAGING COMMUNITY EVENTS

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# The Application Process

## Event Application Form

Sorell Council has a standard “**Event Application Form**” (Refer to Attachment C of this document- **Event Application Form**), which provides a concise assessment of an event’s requirements and impact. This form can also be obtained in electronic form from Council’s website via [www.sorell.tas.gov.au](http://www.sorell.tas.gov.au).

Please complete the form and return it to Council at least **eight (8) weeks** prior to your event, for large events (that is, events with 200 or more participants, or involving traffic management, or road closures), or at least **four (4) weeks** for smaller events.

Once Council receives your Event Application Form you will be contacted by email, mail or phone to be informed of the extent of council consultation required for your event. This process will take approximately two weeks. Additional information may be required at this stage.

Council staff will arrange to meet with you, if required, to discuss aspects of your event.

**Please note this is an application for, but not a guarantee of approval for your event. Your event should not be publicised prior to Council’s decision on your application.**

## Assessment of Your Event

On the basis of information that you have provided, Sorell Council will assess whether more than one area of Council is involved in consideration of your event. Your event will then be considered by Council staff, which includes the following:

- Environmental Health Officer/Manager Health and Compliance
- Manager Facilities and Recreation

Should your event require input from external authorities this will be highlighted and you will be required to pursue the matter via contact with the relevant authorities.

You may be required to modify your event depending on feedback.

The following pages contain a guide to creating a Management Plan for a major event. Remember that this is a guide only and that the responsibility for a safe and successful event rests ultimately with the event holder.



# Creating a Management Plan for your Event

## 1 BACKGROUND INFORMATION

Carefully consider the following areas:

- Description of event.
- Event site (also entry and exit locations).
- Does the venue cater for people with limited mobility?
- Date of event – does this clash with other major events?
- Number of people expected to attend.
- Workers involved (this includes volunteers, marshals and paid staff).
- Hours of operation.
- Costing of event.
- Where people can obtain tickets to the event (i.e. ticket office, internet).
- Target audience.
- Will alcohol and food be sold at the event?
- Pass outs.

## 2 SITE MAP

- Prepare a site map of the event or festival. (Refer to Attachment A of this document- Site Plan for your Event)
- Ensure all stakeholders have a copy of it.
- Council may be of assistance in providing a basic map of the area as a starting point - contact Council.

## 3 RISK MANAGEMENT

- Detail at least three areas in which the event is most at risk – eg fire risk, drowning, traffic accident, etc.
- What other main threats are there to your event? In consultation with the relevant authorities draw up a response to these emergencies.
- Do you have public liability insurance? See Section 17.
- Is your property and equipment insured?
- Do you have a contact list of all stakeholders?
- Do you have an alternate venue in case of inclement weather?
- Does the location provide safe access for pedestrians?
- Does the location provide adequate shade?
- Are there any animals or insects that could pose a potential risk?
- Are there any exposed power lines that may provide a technical hazard?
- Are there any chemicals or potentially dangerous materials stored on the site or nearby?
- Is the area subject to high winds? Will marquees and stalls be safe?
- If you are having other people provide rides and attractions, have you checked to ensure they are qualified and licensed?
- If alcohol is going to be served, what steps have you taken to ensure it is not accessible to under-age event participants? Have you prepared for the effects of alcohol consumption, i.e. dehydration, medical concerns or crowd disturbances? Do you have designated alcohol free areas?
- Will sunscreen be available / provided at the event? Will it also be provided to staff?

## 4 EMERGENCY MANAGEMENT PLAN

**Aim of plan:** To minimise threat to life and damage to property.

- Consider emergency access to site – locate this on your site map. Consider roadways, ground surface, gates and parking. Communicate with relevant agencies to form strategies to keep this access free.
- Compile and distribute patron information to ensure participants are familiar with emergency procedures. What sort of information do you want patrons to know?

**Examples:**

- Rules.
- Times of the event.
- Location of first aid station.
- Where the food, beverage, shower, toilet and parking facilities are located.
- Where to assemble in case of emergency.
- In case of emergency what is the stand-by emergency announcement?
- What site signage is required indicating water points, toilets, site office, first aid station, emergency assembly point?
- Consider a Communication Strategy. How will people communicate and what are the chains of command? Do you have access to two-way radios / phone lines / dedicated emergency lines / mobiles?

## 5 MEDICAL EMERGENCY

- Consider the location of the nearest medical centre, hospital and doctor in case of an emergency.
- Compile a list of key medical contacts – names, phone numbers.
- How long will it take for medical assistance to reach the site?
- Staff and equipment – Whose responsibility is it to coordinate assistance for a medical emergency? How many staff will you need? What can they deal with in the event of an emergency? Are they appropriately qualified?
- Where is the nearest telephone so that an ambulance can be called?
- Consider other forms of communication see Communication Strategy in Section 4 above.

## 6 FIRST AID

- Consider the location of a first aid station.
- Does this site have access to running water?
- Are the people manning the station qualified?
- What equipment is needed?
- How will the first aid equipment be safely and securely stored?
- Whose role is it to ensure the equipment is available and appropriate?
- Liaise with appropriate authorities about your requirements.
- For major events consider requesting St John Ambulance to provide first aid at your event. You can even complete this request on-line.

## 7 FIRE

- Develop an emergency plan in consultation with the Tasmania Fire Service.
- Is there likely to be a Total Fire Ban in place at the time of the event?
- Are BBQs, heaters and electrical items in good repair?
- Is the power supply to the event safe?
- Has everything been installed by suitably qualified technicians?
- Are gas cylinders secured correctly?



- Is the area subject to bushfire?
- Are hydrants or suitable water available in the event of a fire?
- Do you have access to fire extinguishers? Have they been checked / serviced recently? Are they in appropriate locations and adequately signposted?
- Develop some procedures in case of a fire.

## 8 SECURITY MANAGEMENT PLAN

**Aim of plan:** To ensure event is managed as safely and securely as possible for its duration and that the personal safety and property interests of patrons and surrounding residents are protected at all times.

- Consider what security arrangements need to be made.
- Are barriers required?
- How many staff is needed for security? What are their roles and responsibilities?
- Where will these staff be located?
- What hours will they be available?
- What will their role be in the event of an emergency?
- How can you ensure money collected at your event is safe? How will you store it and bank it?
- Have you made arrangements for lost or stolen property or lost children?

## 9 TRAFFIC MANAGEMENT PLAN

**Aim of plan:** To outline the strategy whereby the traffic associated with the event will be efficiently managed to reduce congestion on the main feeder roads surrounding the event site.

- Parking – how will this be managed? What persons are involved? Is there a fee? How are patrons informed of parking options?
- Traffic control – Are speed restrictions required? Will there be no standing zones? Are road closures necessary? Have the police been consulted? Have you informed Council of your requirements?
- Note: Council has to advertise major changes to traffic conditions and road closures in the public notice section of the newspaper. Therefore it is vital that you liaise closely with Council in regards to this. Your event is responsible for reimbursing Council for this advertising cost, which is always kept to a minimum.
- What sort of signage is required? When will this be installed and removed? What wording will the signs include? Are signs needed to inform public of changed traffic conditions? Have you obtained permission from Council to erect signs?
- Public transport – What is available? Who provides this? When is it available? How can this be managed / incorporated?
- If unsure on any of these details please check with Council and/or the Police - public safety is paramount.

## 10 RESOURCES - HOW TO HOLD A WASTE-WISE EVENT

**Aim of plan:** To identify a strategy by which the waste associated with the event will be efficiently managed. A waste-wise event will aim to divert the maximum amount of material possible from being sent to landfill.

- Consider the different types of waste that will be generated. For example: patrons rubbish, sewerage, decorations, recyclables, cigarette butts, and wastewater.
- What measures can be taken to promote the minimisation of waste at the event? For example separate bins for tin cans, bottles, organics etc.
- Consider the clean up – how will this be implemented? Formulate a clean up plan.

- Consider what equipment and supplies you will need.
- Can extra bins be borrowed?
  - Council may be able to provide some additional bins; please request on your Event Application Form.
  - If your event is held over the weekend, your waste must be stored in a secure area until Council is able to collect it.
- Where will the waste go?
- How will the waste be safely transported?
- Consider a plastic free event or implement measures to minimise plastic by using compostable packaging.

## 11 STAFF MANAGEMENT PLAN

**Aim of plan:** To outline the staffing arrangements that will be implemented at the event and more specifically, to establish a chain of command in regard to the delegation of tasks and responsibilities.

- General – Who are the personnel staffing the event and what are their roles?
- Staff briefing – What information will staff be given?
- Staff etiquette – Are staff permitted to drink alcohol / smoke during event. What should they wear?
- Will staff require safety equipment?
- Will staff require protection from the sun and access to drinks?

## 12 NOISE MANAGEMENT PLAN

**Aim of plan:** To minimise the affect of noise on neighbouring residents.

- What noise levels are expected?
- Are these levels appropriate given the location and time of the event?
- How can the noise levels be minimised?
- How can you best inform residents who may be affected?
- What protocols and procedures are in place for handling noise complaints?

## 13 PUBLIC HEALTH

- Is potable water available?
- Is food to be available/prepared/sold?
- Have you taken steps to ensure correct food handling procedures are followed?
- Consider the types of food you may wish to provide. Remember that events involving the sale or provision of food require a food business registration/s from Council's Environmental Health Officer.
- Each food business (if appropriate depending on the type of food sold) is required to have either a state-wide food business registration or a registration for the specific event. (It is the Event organisers responsibility to ensure copies of current registrations are sighted)
- Consider where the food area is going to be located.
- Ensure food waste is dealt with in your waste management plan.
- Consider the location of drinking water points.
- Have you taken steps to stop the spread of infection, such as ensuring safe waste disposal for food waste and wastewater?

## 14 TOILETS AND SHOWERS

- Carefully consider the number of toilets you require. **(Refer to Attachment B of this document- Toilet Ratio Guide).**
- Where will you locate them? Or will you be using Council toilet facilities?
- Devise a cleaning and provisioning programme so that the supplies are restocked, and the toilets are inspected for safety and cleanliness regularly.
- Consider if the toilets are accessible to people with limited mobility and parents with small children/babies.

## 15 TEMPORARY STRUCTURES

- Detail all temporary structures for event. Some scaffolding, marquees, staging, or elevated seating may require a Temporary Occupancy Permit from a Private Building Surveyor. Please contact Council for a list of licenced Building Surveyors.

Refer to Attachment D - Is a Temporary Occupancy Permit required?

Some temporary structures are exempt from a temporary occupancy permit. Please refer to *S.70 Building Regulations 2016* - Exempt Temporary structures for detailed information.

**PLEASE NOTE – No approvals will be given for the use of ‘Jumping Castles’, ‘Zorb Balls’ or similar.**

## 16 PERMITS

Other permits that may be required include:

- Permit from land manager;
- Temporary Occupancy Permit;
- Environmental Health;
- Liquor Permit (Liquor Licensing Commission – Department of Treasury and Finance);
- Police;
- Roads – Department of State Growth (DSG);
- Crown Lands – Department of Natural Resources and Environment Tasmania (NRE).

## 17 PUBLIC LIABILITY INSURANCE

- Public Liability Insurance must be held for a minimum of \$20,000,000. Please attach a copy of the current policy with your Event Application Form.

## 18 AFTER THE EVENT

Consider arranging a post event de-brief to discuss what went well and what problems were encountered.

Debrief questions to consider.

- List or describe what you thought was successful or worked well in the area you were responsible for or involved in.
- List what you thought were NOT successful or did not work well in the area you were responsible for or involved in.
- List your recommendations for the area you were responsible for or involved in.
- List what you thought was successful or observed working well in the whole event.
- List or describe what you thought were NOT successful or did not work well in the whole event.
- List or describe your recommendations for the whole event.

## 19 SMOKE FREE EVENTS

- The Department of Health has a Smoke Free guide for event organisers that can be downloaded from the Department of Health website. [Smoke free events: a guide for event organisers | Tasmanian Department of Health](#)

# ATTACHMENT A

## SITE PLAN FOR YOUR EVENT

You will need to create a site plan. Include a grid map of everything proposed for the site and ensure that all stakeholders are given a copy. Consider including the following:

- The Surrounding Area
- All Entrances and Exits
- Emergency Access Routes
- Paths used by Vehicles
- Paths for Pedestrians Only
- Parking
- Stage Location
- Seating Arrangements
- Entertainment Sites
- Temporary Structure Sites
- Security and Police Locations
- First Aid Posts
- Chill-Out Areas
- Lost Children / Property
- Drinking Water Sites
- Food Vendors / Stalls
- Liquor Outlets
- Approved Liquor Consumption Areas
- Non-Alcohol (Dry) Areas
- Toilet Facilities
- Communication Centre
- Fire Extinguishers
- Refuse Containers
- Public Telephones





## ATTACHMENT B

# TOILET RATIO GUIDE

### Toilet Facilities for Events where alcohol is **NOT** available

	MALES			FEMALES	
Patrons	WC	Urinals	Hand Basins	WC	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

### Toilet Facilities for Events where alcohol is **IS** available

	MALES			FEMALES	
Patrons	WC	Urinals	Hand Basins	WC	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

# EVENT APPLICATION FORM



## EVENT APPLICATION

Please complete the form and return it to Council at least eight (8) weeks prior to your event, for large events (that is, events with 200 or more participants, or involving traffic management or road closures), or at least four (4) weeks for smaller events.

Please ensure all items are completed, and all copies of documents required are included with this application.

**EVENT TITLE :**

**EVENT CATEGORY:**

- ☐ Community (e.g fair)
- ☐ Sporting
- ☐ Filming
- ☐ Food (e.g.Taste)
- ☐ Commercial
- ☐ Other

**BRIEF DESCRIPTION OF EVENT:**

**PURPOSE OF EVENT:**

**ORGANISING BODY :**

**DATES:**

**TIMES:**

**LOCATION/VENUE:**

**PROPERTY OWNER:**

**PARTICIPANTS:**

ESTIMATED NUMBER

**SPECTATORS:**

ESTIMATED NUMBER

If your event is expected to have over 1000 patrons at any one time a place of assembly licence may be required. Contact Council's Manager Health and Compliance for further information.

## ORGANISER CONTACT DETAILS :

First Name :	<input type="text"/>		
Last Name :	<input type="text"/>		
Address :	<input type="text"/>		
Phone Number :	<input type="text"/>	Email :	<input type="text"/>

I am the applicant for this Event Application, and have read and understood the Guidelines for Managing a Community Event.

Have you notified Emergency Services of your event as a courtesy?

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## SIGNATURE

Date :

**ARE THE ORGANISERS AN INCORPORATED ASSOCIATION?** ☐ Yes ☐ No

## PUBLIC LIABILITY INSURANCE COVER FOR THE EVENT IS ESSENTIAL

A copy of your current policy must be provided with this application.

## SITE PLAN

A copy of your event site plan must be provided with this application.

## ROAD CLOSURES/TRAFFIC MANAGEMENT

(Please state road name(s) and closure timeframe, eg. 10am – 4pm, full or partial road closure) Please note advertising fees for road closures will be required to be reimbursed to Council by the event organiser. A copy of your Traffic Management Plan is required.

## ROAD SAFETY EQUIPMENT

## SITE PREPARATION

(IF ON COUNCIL LAND, DOES THE SITE REQUIRE – GRASS MOWING, CLEARING ETC.)

## TOILET FACILITIES

(E.G. – LOCATION AND CAPACITY/NUMBER, REFER TO ATTACHMENT B - TOILET RATION GUIDE)

## SIGNS

(EVENT ORGANISERS REQUIRE COUNCIL PERMISSION TO ERECT SIGNS)

## LITTER COLLECTION AND DISPOSAL

(PLEASE REFER TO ITEM 10 IN THE EVENT GUIDELINES)

**ARE YOU OR ANY OTHER ORGANISATION SELLING/PROVIDING FOOD?**

☐ Yes ☐ No

(SORELL COUNCIL TEMPORARY FOOD BUSINESS REGISTRATION MAY BE REQUIRED – FORMS ATTACHED – REFER TO COUNCIL ENVIRONMENTAL HEALTH OFFICERS FOR MORE INFORMATION)

**ARE YOU SELLING ALCOHOL?**

☐ Yes ☐ No

(COPY OF LIQUOR PERMIT REQUIRED)

**DETAILS OF THE FOLLOWING IF INCLUDED IN YOUR EVENT:**

**TENTS, MARQUEES, FOOD VENDORS / STALLS, STAGES, OUTDOOR SEATING OR ANY OTHER TEMPORARY BUILDINGS / STRUCTURES?**

(TRY TO KEEP TO A 3X3 SIZE OTHERWISE PERMITS REQUIRED)

**IS A TEMPORARY OCCUPANCY PERMIT REQUIRED?**

(IF YOU HAVE A TEMPORARY STRUCTURE AS PART OF YOUR APPLICATION, YOU MAY NEED TO APPLY FOR A TEMPORARY OCCUPANCY PERMIT. A TEMPORARY STRUCTURE IS ERECTED FOR NOT MORE THAN 10 DAYS AT ONE TIME. REFER TO THE FLOWCHART TO DETERMINE IF REQUIRED; APPLICATION FORM ATTACHED)

**MECHANICAL RIDES TO BE ERECTED?**

(COPY OF RELEVANT CERTIFICATION REQUIRED)

**ACCESS TO POWER SUPPLY AND / OR FRESH WATER NEEDED?**

(POWER NOT AVAILABLE AT ALL SITES)

**RISK MANAGEMENT**

(COPY OF RISK MANAGEMENT PLAN TO BE PROVIDED)

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**OFFICE USE ONLY**

ENVIRONMENTAL HEALTH OFFICER NOTIFIED ☐

OTHER USER GROUPS NOTIFIED ☐

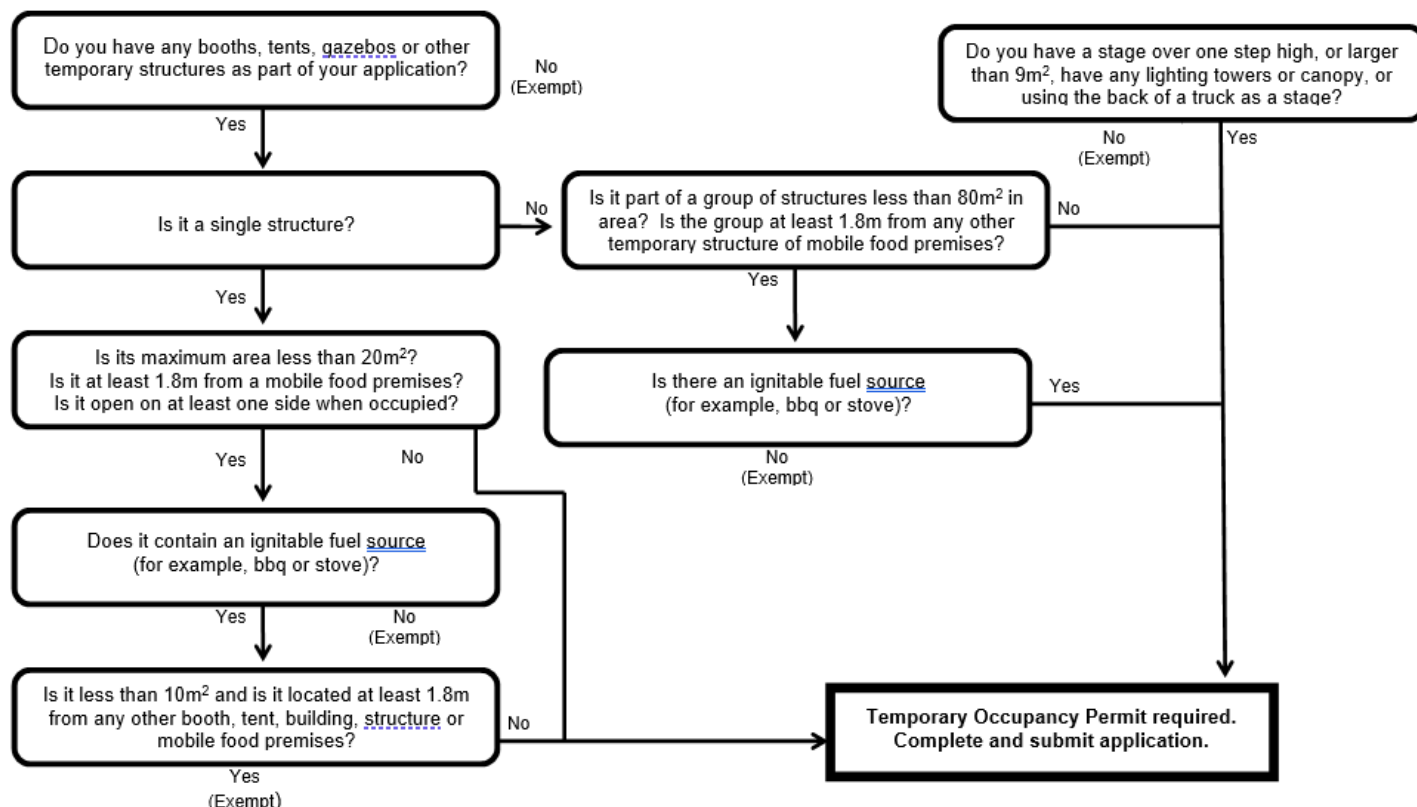
APPROVED ☐



# ATTACHMENT D

## IS A TEMPORARY OCCUPANCY PERMIT REQUIRED?

This is a guide only - if in doubt, ask Council



To:  Building Surveyor  
 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:   
 Email address:   
 Agent:   
 Address:  Phone No:   
 Fax No:   
 Email address:

*Note: Agents to be authorised in writing by the owner:***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 Building Surveyor -

*Document description:**Prepared by:*

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Owner / Agent:  Name: [print]  Signed  Date   
 (Delete one not applicable)