

APPLYING FOR A PLACE OF ASSEMBLY LICENCE

How to apply for a Place of Assembly Licence

As a requirement under the *Public Health Act 1997* sections 75 & 76, you will need to apply for a place of assembly licence if your event:

- will have 1000 people or more present, and;
- has a duration of 2 or more hours, and;
- will be held outdoors.

You must complete the application form and provide any required supporting documents at least six weeks (30 working days) prior to the date of the event.

Got Questions?

If you are not sure if you need to apply for a licence, have any questions or would like further information, you can contact an Environmental Health Officer at kc@kingborough.tas.gov.au or on (03) 6211 8200.

Payment of Fee

Please note that there is a fee for this application.

After you have submitted the application form, you will be contacted with an application number for payment.

Payment can be made in person during Council business hours or by credit card over the phone on (03) 6211 8200.

Please refer to Council's fees and charges for the relevant fee.

Considerations for your application

Site Plan

As part of your application, you will need to provide a site plan.

The following must be clearly marked on the site plan:

- Food stall / food van locations (if applicable)
- Toilet facilities
- Location for first aid
- Location for lost & stolen property or lost children
- Restricted access zones for fireworks (if applicable)
- Designated alcohol sale or consumption areas (if applicable)
- Locations of any temporary structures (if applicable)

Event Safety

You must provide a risk management plan and an emergency management plan for the event. Templates for both documents has been provided within the web application form.

It is also recommended that you contact the Tasmania Police Station located nearest to the event with details on the event date, location, expected number of attendees and any security matters.

More information on protecting crowded places can be found here:

<https://www.nationalsecurity.gov.au/protect-your-business/crowded-places>

Temporary Structures

Certain temporary structures, such as stages, tents and marquees require a Building Surveyor to issue a temporary occupancy permit under the *Building Act 2016*.

More information can be found here: [Temporary occupancy permits](#)

Please refer to this face sheet for information about the storage and use of LPG at public events: https://www.cbos.tas.gov.au/_data/assets/pdf_file/0008/404972/Storing-and-using-LPG-at-public-events-V3.1.pdf

Noise

If your event is likely to produce significant noise in proximity of residential areas or other sensitive receptors, you may be asked to provide a noise management plan completed by an acoustic consultant.

You may also be asked to conduct a letterbox drop to nearby properties to advise them that the event is occurring.

Fireworks

If you are intending to use fireworks or pyrotechnics at the event, fireworks permits are regulated by WorkSafe Tasmania.

More information can be found here: [Do I need a fireworks permit?](#)

Traffic Management

You may be asked to provide a traffic management plan developed by a traffic engineer if your event is likely to impact on local roads.

If road closures are required for the event, you will need to apply for a road occupation permit through Council's website: [Road occupation permit - Kingborough Council](#)

Food Vendors

As a requirement under the *Food Act 2003*, all food vendors operating at the event must have a valid food business registration. Any food vendors who do not currently hold a food business registration must apply for a temporary food permit through Council's website.

The application form can be found here: [Community Forms and Event Permits - Kingborough Council](#). We recommend that anyone applying for a temporary food permit reads the Guidelines for Mobile Food Businesses: [Guidelines for Mobile Food Businesses | Tasmanian Department of Health](#)

Alcohol

If alcohol is to be served at the event, a liquor permit from the Liquor and Gaming Branch of the Department of Treasury and Finance may be required.

Applications can be made via their website treasury.tas.gov.au.

Smoke-free Public Events

A Smoke Free Public Event Management Plan approved by the Department of Health is required for place of Assembly event.

Further information and the Smoke Free Public Event Management Plan application form can be found here: [Smoke free areas in Tasmania | Tasmanian Department of Health](#)

Toilets

Adequate numbers of toilet facilities must be provided for patrons at the event. Required toilet numbers will be assessed against the tables below.

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
Where alcohol is NOT available					
<500	1	2	2	6	2
<1,000	2	4	4	9	4
<2,000	4	8	6	12	6
<3,000	6	15	10	18	10
<4,000	8	25	17	30	17
Where alcohol is available					
<500	3	8	2	13	2
<1,000	5	10	4	16	4
<2,000	9	15	7	18	7
<3,000	10	20	14	22	14
<4,000	12	30	20	40	20

The above figures may be reduced for shorter duration events as follows:

Duration of event	Quantity required
8 hrs plus	100%
6-8 hrs	80%
4-6 hrs	75%
Less than 4hrs	70%

NOTE: At least one unisex toilet must be provided for use by people with disabilities.

Safe and Healthy Crowded Places Handbook:

<https://knowledge.aidr.org.au/resources/handbook-safe-and-healthy-crowded-places/>