



**Place of Assembly Licence – Application**  
(Licence to Operate a Mass Outdoor Event)

Document Code: **FO-LES-EH-013**  
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**Burnie City Council**  
PO Box 973, Burnie TAS 7320  
P 03 6430 5700  
E [burnie@burnie.tas.gov.au](mailto:burnie@burnie.tas.gov.au)  
ABN 29 846 979 690

**Only mass outdoor public events with 1000 people or more, present for two hours or more, require a Place of Assembly licence.**

**Public Health Act 1997  
Section 76 & 81**

APPLICANT DETAILS			
Full Name of Applicant			
ABN <i>(if a registered Company)</i>		or Date of Birth <i>(individual or sole trader)</i>	
Postal Address			Postcode
Phone		Mobile	
Email			
I/We consent for all correspondence relating to this registration to be delivered electronically to the above email address:			<input type="radio"/> YES <input type="radio"/> NO

EVENT DETAILS			
Name of Event			
Address of Event			Postcode
Emergency Contact Name		Phone	
Description of the intended Event			
Number of persons to be accommodated			
Will there be music or other amplified sounds?			
Proposed Hours of amplified sounds:			
Anticipated number of persons attending:			
Number of toilets to be provided (if applicable) <i>please see page 4</i>			
Date/s and Hours of the Event			

**Privacy Statement**

1. Council is committed to upholding your right to privacy. 2. Personal information collected by Burnie City Council is used in the provision of services. 3. Information collected will be retained confidentially and disposed of in accordance with requirements of the Personal Information Protection Act 2004. 4. You have the right to access your own personal information on request.

**STRUCTURES**

Do you intend to use/erect temporary structures for the event? (e.g. tents/ marquees, stage?)

To obtain information relating to the requirements and exemptions for Temporary Occupancy Permits visit [www.cbos.com.au](http://www.cbos.com.au). If required, please contact a Building Surveyor to apply for a Temporary Occupancy Permit, and submit a copy with this application.

**FOOD AND BEVERAGES**

Will there be food sold at the event?

If yes, please provide a list of all food and beverage vendors/stalls (stall holders may require a Mobile Food Permit).

Will there be alcohol sold at the event?

If yes, please contact the Department of Treasury and Finance to obtain a liquor licence and submit a copy with this application.

**ADDITIONAL DETAILS**

Please provide details regarding the following for the event:

**Traffic Management**

Is there a traffic management plan for the event? Is there enough parking? How will this be managed?

**First Aid**

Is first aid required? How will provide it? Will emergency vehicles be able to access the site?

**Waste Management**

Who is responsible? What arrangements have been made for rubbish and/or recycling bins? How will waste be removed from site and where to?

**Toilets**

Who is responsible for cleaning and restocking toilet supplies? How will the waste water be managed/disposed of during the event?

**Water**

Is the event in a location with a connection to a reticulated water supply? eg. TasWater.  
Where will it be sourced from? How will it be stored?

**DOCUMENTATION CHECKLIST**

- A site plan indicating the extent of the site, the location and size of all structures including temporary structures (e.g. marquees, jumping castles, temporary stands, food vans and stalls), sanitary facilities and proposed car parking
- Copy of Public Liability Insurance with a minimum cover of \$20 million
- Event Management Plan
- Risk Management Plan (if applicable)
- Emergency Management Plan (if requested)
- Smoke-Free Management Plan (for designated smoke-free events)
- Temporary Occupancy Permit (if applicable)
- Mobile Food Registration (if applicable)
- Liquor Licence (if applicable)
- List of Food and Beverage vendors/stalls
- Traffic Management Plan (if applicable)
- Application Fee\*

**SIGNATURE + FEE**

Application Fee (2023-24)	
<input type="radio"/> \$250	> 30-days notice before the event
<input type="radio"/> \$300	< 30-days notice before the event

Applicant Name	Applicant Signature	Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="...../...../....."/>

**Please lodge your completed application form with your application fee at the Council Office.**

Current fees are listed on [www.burnie.tas.gov.au](http://www.burnie.tas.gov.au)

Office Use Only				
Receipt No		Amount		Date

**TOILET REQUIREMENTS**

In determining the number of toilets to be provided for events, the following criteria should be considered:

- The duration of the event.
- Whether the event is pre-ticketed, and numbers are known or un-ticketed.
- Whether alcohol will be consumed.

Calculating the number of toilets required for an event is a matter of conjecture and there is no uniform Australian Standard. Where local laws or regulations do exist, these must be applied. Better management of events can be achieved by providing additional facilities. Assume a 50/50 male/female split unless otherwise advised. The following tables should only be taken as a Manual.

**Toilet facilities for events where alcohol is available**

Patrons	Males			Females	
	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

**Toilet facilities for events where alcohol is not available**

Patrons	Males			Females	
	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

If you are anticipating more than 5000 patrons, please contact Burnie City Council to discuss your requirements.

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

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

**At least one unisex toilet for the disabled is required. This toilet must comply with AS1428.1**