

GLAMORGAN SPRING BAY COUNCIL

PO Box 6 Triabunna TAS 7190

Phone 6256 4763 Fax 6256 4774

Email- health@freycinet.tas.gov.au

INFORMATION SHEET FOR APPLICANTS

PROCEDURE FOR OBTAINING A TEMPORARY PLACE OF ASSEMBLY LICENCE

The procedure for obtaining a place of assembly licence under the Public Health Act 1997 has changed following the introduction of the new Building Control legislation in 2004.

If you are planning a public event that involves the use of existing buildings that are not currently licensed as Places of Assembly and/or any temporary structures then you must initially contact a Building Surveyor. The Building Surveyor is required to assess and issue a

- Certificate of Suitability for existing buildings or issue a
- Certificate of Likely Compliance (or a letter of exemption) for temporary structures.

These documents from the Building Surveyor **must** be submitted to the Council before the issue of a Place of Assembly Licence will be considered.

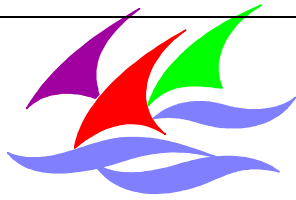
This information sheet contains the procedure for public events that involve the use of:

- (a) Existing Buildings
- (b) New Temporary Structures
- (c) No Buildings or Structures

Please note:

A Temporary Occupancy Certificate is required for the following structures:

- Temporary stage or platform
- Temporary bridge or tower
- Temporary mobile structure
- Poles e.g. art project
- Rostrum if platform is above 1 metre
- Light towers
- Temporary seating
- Signage
- Tents: *Some tents may be exempt if there is no power or gas on the site and the public have no access*



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PROCEDURE

For (a) Existing Buildings – Step 1 is not relevant. Proceed directly to Step 2.
For (b) New Temporary Structures – Step 1 applies to **temporary structures only**. For other new temporary structures proceed directly to Step 2.
For (c) No Buildings or Structures – Proceed directly to Step 3.

Step 1 – Applies to Temporary Structures only.

A Building Surveyor needs to determine whether any proposed temporary structure(s) to be used at the public event is/are exempt from requiring a “temporary occupancy permit” under the building legislation. This also includes food tents.

If you are advised by the Building Surveyor that the temporary Structure(s) **is not/are not** exempt from requiring a “temporary occupancy permit” then proceed directly to *Step 2*.

However if you are advised in writing by the Building Surveyor that the temporary structure(s) **is/are** exempt from requiring a “temporary occupancy permit” then proceed directly to *Step 4*.

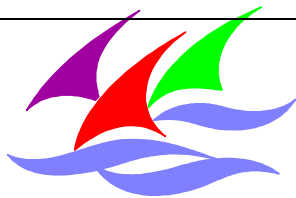
Step 2 – Building Surveyor Documentation.

A Building Surveyor needs to assess any existing structure proposed to be used for a public event and issue a *Certificate of Suitability*.

Similarly the Building Surveyor must assess any new temporary structure proposed to be used for an event and issue a *Certificate of Likely Compliance*.

Other documentation that must be provided in relation to a public event includes -

- A detailed site plan of the event,
- A fire evacuation plan (endorsed by Tas Fire Service) for events catering for more than 200 patrons within a building or temporary structure at any one time.
- Details of sanitary facilities provided.



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When all of these documents have been issued the applicant must then complete the attached application forms.

1. 'Form 5 - Application For Temporary Occupancy Permit', and
2. Glamorgan Spring Bay Council *Application For A Place Of Assembly Specific Event Licence*.

Now proceed to *Step 4*.

Step 3 – No Buildings or Temporary Structures.

If the proposed public event does not involve the use of any existing buildings or erection of any new temporary structures the applicant need only complete the attached application form:

1. Glamorgan Spring Bay *Application For A Place of Assembly Specific Event Licence*.

You need to apply to Council well before the date of the planned event as it may have to go to a Council meeting for consideration.

All applications must be returned to Council **at least 1 month prior to the event.**

WHAT SORT OF THINGS MUST COUNCIL LOOK AT BEFORE A LICENCE IS ISSUED?

- Maintenance of peace and order
- Prevention of noise, smell, pollution or other nuisances
- Effect on traffic in vicinity
- Protection of public health
- Liquor Licensing/Responsible serving of alcohol.

Other documentation that must be provided in relation to a public event includes -

- A detailed site plan of the event, and
- Details of public toilet facilities to be provided at events longer than 3 hours in duration. Toilets must be located within 50 metres of the event.

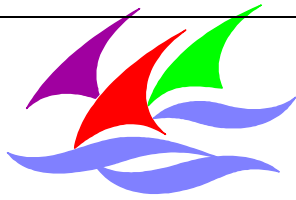
Now proceed to *Step 4*.

Step 4 – Submission to Council.

All the necessary documentation relating to the proposed public event should be forwarded to the Council at least **one month before** the event.

The Council's Building Compliance Officer shall assess all the documentation submitted and determine whether a "Temporary Occupancy Permit" can be issued for the event under the Building Legislation.

Council's Environmental Health Officer shall then assess the application for the issue of a Place of Assembly Licence (Specific Event).



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A Place of Assembly Licence for a public event can be issued with or without any conditions.

The public event should not proceed if a Place of Assembly Licence has not been issued by the Council. Substantial fines may be imposed and/or the event may be closed with assistance from Tasmania Police.

Queries.

If you have any queries in relation to your application or the overall application process then please contact Councils Environmental Health Administration Officer on ph: 6256 4763.