

Application to hold a special event



City of HOBART

When to use this form

Use this form if you are planning on holding a one off event on Council land on any roads, parking spaces or footpaths. This may be an extension of space that is currently permitted under an existing approval to occupy a public space. Such events may include cage night.

This does not include any City of Hobart parks or reserves. If you would like to hold an event in a park or reserve please contact us on 6238 2711 to discuss.

For your application to be considered please provide the supporting documents listed below:

- Traffic Management Plan (or explanation for an exemption)
- a plan of the proposed area
- Certificate of Currency for public liability insurance in the name of the individual or company making this application

It is important to note that if you are proposing to close a road, particularly if the road to be closed is a main road or if the closure is within peak periods your application needs to be submitted within a suitable time frame for assessment based on the scale of the proposal. Applications received with an insufficient time frame may not be accepted.

Applicant details

Are you applying as an individual or a company? (Select 1 option) Required

- individual
- company

Answer this question if you selected 'individual' in *Applicant details* > *Are you applying as an individual or a company?*

First name Required

Answer this question if you selected 'individual' in *Applicant details* > *Are you applying as an individual or a company?*

Last name Required

Answer this question if you selected 'company' in *Applicant details* > *Are you applying as an individual or a company?*

Company name Required

Email address Required

Telephone number Required

Street address Required

Is this your postal address? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'no' in *Applicant details* > *Is this your postal address?*

Postal address Required

Answer this question if you selected 'individual' in *Applicant details* > *Are you applying as an individual or a company?*

Are you the contact person? (Select 1 option) Required

- yes
- no

Preferred contact method (Select 1 option) Required

- email
- telephone
- Australia Post

Complete this section if you:

- selected 'company' in *Applicant details > Are you applying as an individual or a company?*

Or if you:

- selected 'no' in *Applicant details > Are you the contact person?*

Contact person details

First name Required

Last name Required

Email address Required

Telephone number Required

Street address Required

Is this your postal address? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'no' in *Contact person details > Is this your postal address?*

Postal address Required

Preferred contact method (Select 1 option) Required

- email
- telephone
- Australia Post

Application details

What is the name of the event? Required

Please provide a description of the event Required

Start date Required (submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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End date (if more than day) (submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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Time(s) required Required

Location

Street number (or other location e.g. Princes Park) Required

Street name Required

Suburb Required

Supporting documentation

Do you have a Traffic Management Plan or an exemption? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'no' in *Supporting documentation > Do you have a Traffic Management Plan or an exemption?*

Please explain why Required

Answer this question if you selected 'yes' in *Supporting documentation > Do you have a Traffic Management Plan or an exemption?*

Please provide the qualified operator's certificate number Required

As part of your application please make sure you have attached your supporting documentation as required below.

Traffic Management Plan/exemption Required



Please attach all files to the end of this form before submitting it.

Plan of the proposed area Required



Please attach all files to the end of this form before submitting it.

Certificate of Currency (for public liability insurance) Required



Please attach all files to the end of this form before submitting it.

Attach any other documents, plans or images that may support your application



Please attach all files to the end of this form before submitting it.

Indemnity and declaration

Indemnity statement

a. If a permit is issued by the Council as requested by this application then the applicant is responsible for and indemnifies and will keep Council and each of Council's officers, employees, agents and contractors (Indemnified Persons) indemnified in respect of any claim, demand, action, damage, loss, liability, cost, charge, expense, outgoing or payment which Council or any of the Indemnified Persons pay, suffer, incur or are liable for as a consequence of or arising directly or indirectly from any or all of the following:

- (i) any breach or failure to comply with the conditions of the permit by the applicant and/or the applicant's employees, agents, contractors or invitees;
- (ii) any unlawful, wilful or negligent act or omission of the applicant and/or the applicant's employees, contractors, agents or invitees;
- (iii) any event, circumstance, matter or thing being at any time found to be other than as warranted or represented by the applicant, whether in the application, the permit or otherwise.

b. By making this application, the applicant is offering to be bound by this indemnity and this may be relied upon by the Council as a binding agreement if a permit is granted.

c. This agreement to indemnify does not merge on the expiry or cancellation of the permit, and the applicant will remain bound by the indemnity after the permit has expired or has been cancelled.

Declaration

I have attached the following documents as part of my application: (Select 1 or more options)

- Traffic Management Plan (or explanation for an exemption). Required
- a plan of the proposed area. Required
- Certificate of Currency for public liability. Required

In making this application: (Select 1 or more options) Required

- as required by the Department of State Growth instruction 'Traffic Control for Works on Roads - Tasmanian Guide 2014' the Traffic Management Plan that I have attached has been prepared/certified by a suitably qualified person with current training in 'Prepare Work Zone Traffic Management Plan' and 'Apply Risk Management Processes' (for complex proposals). Required
- I declare that the information and attachments I have provided are true and correct and I agree to comply with all clauses of the indemnity statement outlined above. Required
- I am duly authorised to sign on behalf of the organisation or business named as the applicant (if applicable).
- I agree that by typing my name below I have signed this application. Required

Name of signatory Required

Date Required (submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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For information on how the City of Hobart manages, handles and protects personal information it collects please refer to the [Privacy Statement and Policy](#).

End of form

Don't forget to attach all files before submitting this form