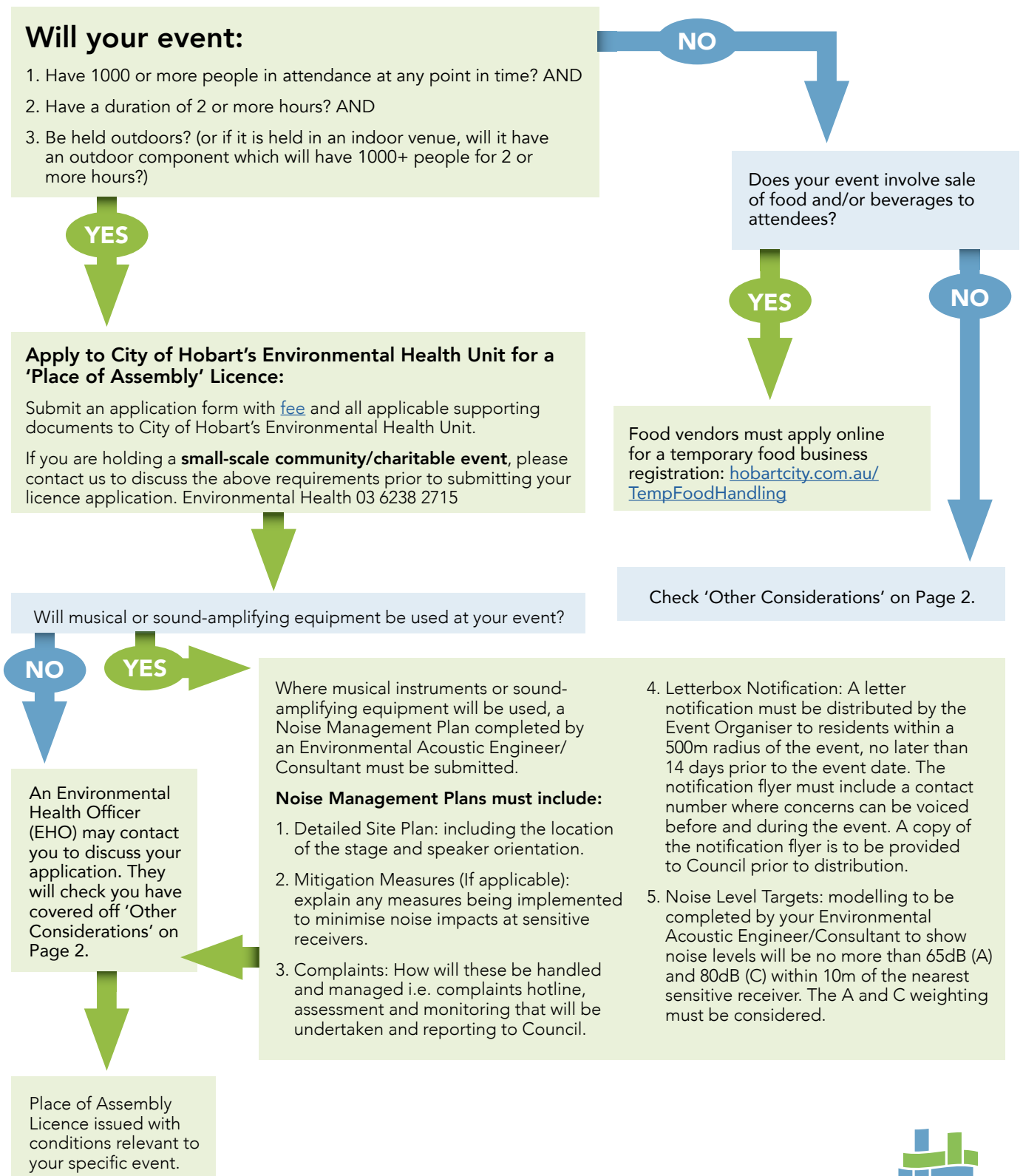


APPLYING FOR A PLACE OF ASSEMBLY LICENCE

City of Hobart is required, under the Public Health Act 1997 (the Act), to regulate mass outdoor public events. Below is a flow chart which will help you understand your obligations under the Act:



NUMBER OF SANITARY FACILITIES

To determine the number of sanitary facilities your outdoor event requires, refer to the 'Australian Building Codes Board, Table 5.3.1 and Tables 5.3.2' tables below. Sanitary facilities must, as far as practicable, be provided within a 50m distance from a temporary structure.

TABLE 5.3.1 PROVISION OF SANITARY FACILITIES

	Closet Pans		Urinals		Washbasins	
	Design Occupancy	Number	Design Occupancy	Number	Design Occupancy	Number
Male Facilities	1 - 100	1	1 - 50	1	1 - 50	1
	103 - 300	2	51 - 100	2	51 - 200	2
	>300	Add 1 per 200	101 - 150	3	>200	Add 1 per 200
			151 - 200	4		
			201 - 250	5		
			>250	Add 1 per 100		
Female Facilities	1 - 25	1	N/A	N/A	1 - 50	1
	26 - 50	2			51 - 150	3
	51 - 100	3			>150	Add 1 per 200
	101 - 150	4				
	151 - 250	5				
	>250	6				
	Add 1 per 100					

Note:

Sanitary facilities need not be provided for a *temporary structure* accommodating not more than 20 people.

TABLE 5.3.2 ADJUSTING THE REQUIRED NUMBER OF SANITARY FACILITIES FOR EVENTS

Duration of event	Percentage of required number of sanitary facilities in accordance with 5.3.2(a) and (b)
More than 4 hours	100%
Less than 4 hours	75%
Less than 2 hours	50%

Note:

For the purpose of **Table 5.3.2** duration of events refers to a single day event



FEES

*There are several fee categories which are applicable to Place of Assembly Licences. Please refer to the City of Hobart's fees and charges for more information.

OTHER CONSIDERATIONS

- [Road closures](#) or other traffic management issues must be discussed with City of Hobart's City Mobility on 6238 2791.
- Permission to use land must be obtained from the owners. If it is City of Hobart's owned land, contact City Life on 6238 2886.
- A 'Smoke Free Management Plan' approved by the Department of Health is required for public events that are licenced as a Place of Assembly.
A range of resources to assist you in developing and managing your 'Smoke Free Management Plan' can be found here: health.tas.gov.au/health-topics/smoking/smoke-free-areas-tasmania
- The sale of alcohol requires a liquor permit from the Liquor and Gaming Branch of the Department of Treasury and Finance. Applications can be made via their website treasury.tas.gov.au or you may contact the Branch directly on 6166 4040.
- The use of fireworks is regulated by Workplace Standards Tasmania, Department of Justice. Contact 1300 366 322.
- Application for Mobile Food Businesses, including the sale of alcohol, can be made online at hobartcity.com.au/TempFoodHandling You must provide a compiled list of all registered food businesses operating at the event.
- You should also consider the following issues: noise, smoke and odour emissions, patron safety and security, waste management, crowd control, overcrowding and first aid.
- If your event involves the use of temporary structures (ie stages, booths, tents etc) contact a Building Surveyor for a temporary occupancy permit for the site.
- For advice on planning and developing your event please contact our Creative City Team on 6238 2890 or events@hobartcity.com.au

