



**HUON VALLEY  
COUNCIL**

## **COMMUNITY EVENT GUIDE**

General Information Guide



## Introduction

Huon Valley Council recognises that local events build social connections and contribute to the overall vibrancy and culture of our community.

We have developed this event guide to help individuals and organisations run a safe and successful local event.

The guide highlights a range of things to consider when planning your event. Because every event is different, some of the items in this guide may not relate to your event.

If you are planning a new event or your event is changing significantly, you can contact Council for guidance

You can contact Council on:

**Huon Valley Council**

Ph: 6264 0300

[events@huonvalley.tas.gov.au](mailto:events@huonvalley.tas.gov.au)



Photo Credit: [The Hilltop Hike](#)

## What is an Event?

An event is a prearranged, organised, recreational, cultural or commercial gathering of people. Events range from large-scale festivals to smaller community gatherings, covering arts, sports, regattas, markets, fundraisers, celebrations and more.

If you plan to hold an event on Council owned or managed land, you will require a permit from Council.

If you plan to hold an event on private land, there may still be a requirement for other permits and approvals which this guide will cover.

## Council Issued Event Permit

If your event or gathering will be held on Council owned or managed land, roads, carparks or footpaths, an Event Permit will be required. You will also need an Event Permit if your event causes a significant change to existing pedestrian and vehicle traffic management, including full or partial road closures, filming or the flying of drones.

To apply for an Event Permit you must complete an [\*\*Event Permit Application\*\*](#) form with Council.

This application enables Council to consider if a permit will be issued under the *Council Land & Recreational Facilities By-Law – No. 1 of 2017 or Roads (Local Highways) By-Law No. 1 of 2014*.

The type of information required from council will depend on your event, however all event applications will need to supply the below supporting documents as a minimum:

- Event Risk Assessment
- Public Liability Insurance
- Detailed Site Plan

An Event Application Form can be found online or by clicking on the link below.

### [\*\*EVENT APPLICATION FORM\*\*](#)

Please complete your application no later than three (3) weeks prior to your event date. Council may request additional supporting documents. These documents must be submitted to council no later than seven (7) days prior to your event. Applications received late may not be accepted.

## Public Liability Insurance

When an event is held on Council land or roads, event organisers must hold and maintain a public liability insurance policy that will cover the event. Council will require a copy of the current Certificate of Currency for a minimum financial value of \$20 million.

If you do not have public liability insurance, you can obtain a quote for single daily use or a once off event from:

### **Local Community Insurance Services (LCIS)**

<https://www.localcommunityinsurance.com.au/> | Ph: 1300 853 800

## Event Risk Assessment

A risk assessment plan is an important aspect of planning an event of any size. A risk assessment identifies all the potential risks that may arise from holding an event, it then lists the steps event organisers will take to reduce or mitigate identified risks. A risk can mean many things and can include harm to another person, damage to equipment, infrastructure, or the event site as part of a risk.

Categories of risk may include:

- Human – type and size of crowd expected level of crowd.
- Natural – the physical location and site area conditions.
- Technological – machinery, utilities such as water, sewer, electrical.
- Environmental – weather, environmental impact, ground impact etc.

A risk assessment template and example can be found here:

[RISK ASSESSMENT TEMPLATE](#)

[SAMPLE RISK ASSESSMENT](#)

## Detailed Site Plan

A site plan is a map detailing the layout of the facilities and activities of the event, a site plan forms an essential part of event planning and management.

The following should be considered in your plan:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Site boundaries</li><li>• Access points (vehicles &amp; pedestrians)</li><li>• Parking</li><li>• Road closures</li><li>• Toilets &amp; facilities</li><li>• Marquees, stalls &amp; temporary structures</li></ul> | <ul style="list-style-type: none"><li>• Waste management</li><li>• First Aid</li><li>• Emergency vehicle access</li><li>• Signage</li><li>• Water stations</li><li>• Designated smoking area</li><li>• Service of alcohol (Wet) areas</li></ul> |
|---|---|

Example site plans can be found here: [SAMPLE SITE PLANS](#)



Photo Credit: [A Taste of The Huon](#)

## Traffic & Pedestrian Management

When planning your patron's parking, consider parking for people with mobility requirements, transport services to the site, traffic control, along with traffic and pedestrian flow in, out, and around the event.

**If your event causes road closures, delays or changes in traffic or pedestrian flow on a council managed road, you must submit a Traffic Management Plan (TMP) as part of your event application.** Your TMP will enable a permit to be issued under the *Roads (Local Highways) By-Law No. 1 of 2014*.

A TMP must be completed by a licensed person and there are several businesses in Tasmania who can complete one for you.

If your event impacts State Roads, you must apply for a permit from the **Department of State Growth (DSG)**.

State Roads in The Huon Valley include but are not limited to: Huon Highway, Channel Highway, Lymington Road, Scotts Road, Wilmot Road, Glen Huon Road, Lollara Road and sections of Agnes & Marguerite Street.

Depending on the type of road closure, location and/or activity, further approvals or permits may be required from **Tasmania Police**. These can include but not limited to permits for charitable collection, demonstrations, street closures and processions, public events on state roads and more.

### Department of State Growth

[www.transport.tas.gov.au/road\\_permits](http://www.transport.tas.gov.au/road_permits)

Ph: 6166 3369

[permits@stategrowth.tas.gov.au](mailto:permits@stategrowth.tas.gov.au)

### Tasmanian Police

[www.police.tas.gov.au/services-online/permits-for-events/](http://www.police.tas.gov.au/services-online/permits-for-events/)

Ph: 131 444

[southern.traffic@police.tas.gov.au](mailto:southern.traffic@police.tas.gov.au)

## Adjoining Properties

It is recommended that the event organiser contacts adjoining property owners around the venue prior to the event, to explain how you will be managing any increased noise, traffic or impact to general traffic flow.



Photo Credit: [Way to St James Cygnet Pilgrimage](#)



Photo Credit: [Cole Kelly Photography](#) – Cygnet Folk Festival

## Roadside Signage

If you are considering the installation of roadside signage to advertise your event you will need to apply for a permit from the Department of State Growth (DSG).

### Department of State Growth

[https://www.transport.tas.gov.au/road\\_permits/permits\\_and\\_bookings](https://www.transport.tas.gov.au/road_permits/permits_and_bookings)

Ph: 6166 3369

[permits@stategrowth.tas.gov.au](mailto:permits@stategrowth.tas.gov.au)

## Place of Assembly Licence

A Place of Assembly Licence is required under the *Public Health Act 1997* to use or lease a place where the public congregates for special events, it also includes events on private property. The License is required if you are expecting at least 1,000 people to attend your event, at any one time, and for a duration of 2 hours or more. A Place of Assembly License protects the health and safety of patrons. You can apply for a Place of Assembly License by completing the application below.

### **PLACE OF ASSEMBLY APPLICATION FORM**

Applications must be received at least three (3) weeks prior to your event date. For more information on how to apply for your Place of Assembly please contact the ***Huon Valley Council***.

### ***Huon Valley Council***

Environmental Health Unit

Ph: 6264 0300

[eho@huonvalley.tas.gov.au](mailto:eho@huonvalley.tas.gov.au)

# Food, Alcohol & Public Health

## Food Business Registration for Events

It is the responsibility of the event organiser to check that all food vendors have a valid mobile food registration for their food van or stall. This can be one of the two following options:

- **Annual Mobile Food Registration:** The food vendor will have an annual registration with the Council where they garage their food van or store their stall equipment. An annual registration allows statewide trade in all Council areas without further application. Council's will send out a renewal request to the food vendor every year to register for another 12 months.
- **Temporary Food Registration:** This is organised through the Council where the event is taking place and will just cover the period that the food business trades at the event.

If a food vendor does not have one of the above registrations, they will need to complete a Food Business Registration Application and submit to Council at least two (2) weeks prior to the event.

### FOOD BUSINESS REGISTRATION APPLICATION FORM

Food prepared or sold from markets or events must comply with the food safety laws. There are certain minimum requirements that need to be met. For more information, please contact the **Huon Valley Council**.

#### **Huon Valley Council**

Environmental Health Unit

[www.huonvalley.tas.gov.au/development/food-businesses/](http://www.huonvalley.tas.gov.au/development/food-businesses/)

Ph: 6264 0300

[eho@huonvalley.tas.gov.au](mailto:eho@huonvalley.tas.gov.au)

## Alcohol

A Liquor Licence is required if the sale of liquor is intended as part of your event.

For more information on the service and sale of liquor including how to obtain a permit please visit the **Department of Treasury & Finance**.

Anyone serving alcohol at your event must have a current Responsible Serving of Alcohol (RSA) certification.

Any service of liquor in a Huon Valley Council owned/managed venue or land area requires landowner permission from the Huon Valley Council in writing.

Please email [events@huonvalley.tas.org.au](mailto:events@huonvalley.tas.org.au) with your request for a support letter.

#### **Department of Treasury & Finance**

**Liquor and Gaming Branch**

[www.treasury.tas.gov.au/liquor-and-gaming/liquor/permits](http://www.treasury.tas.gov.au/liquor-and-gaming/liquor/permits)

Ph: 03 6166 4040

[licensing@treasury.tas.gov.au](mailto:licensing@treasury.tas.gov.au)

## Toilets

It is important to plan for the number and location of toilets at your event. Some things to consider include their accessibility for people with additional mobility needs, parents with babies and young children and the cleaning and maintenance of these facilities throughout the event.

To determine the number of toilets your outdoor event requires, refer to the tables below.

Toilet facilities for events with no service of alcohol						Toilet facilities for events with service of alcohol					
	Male			Female			Male			Female	
Patrons	WC	Urinals	Hand basins	WC	Hand basins	Patrons	WC	Urinals	Hand basins	WC	Hand basins
<500	1	2	2	6	2	<500	3	8	2	13	2
<1000	2	4	4	9	4	<1000	5	10	4	16	4
<2000	4	8	6	12	6	<2000	9	15	7	18	7
<3000	6	15	10	18	10	<3000	10	20	14	22	14
<5000	8	25	17	30	17	<5000	12	30	20	40	20
>5000	Please discuss requirements with Council					>5000	Please discuss requirements with Council				

Source: Australian Disaster Resilience Handbook Collection – Safe & Health Mass Gatherings

## Noise Control

If you are planning a concert with a live band, amplified noise, a speaker system or mechanical equipment that emits unusually loud noise, you need plan how to manage the effect of noise on neighbouring residents and businesses.

A noise plan for an event outlines strategies to minimise noise impacts on surrounding areas and ensure compliance.

For more information on the management and regulation of noise and the ensure your event is compliant please contact the: **Environmental Protection Agency (EPA)**

Council's Environmental Health Officer may also be able to assist with queries.

**Environmental Protection Agency (EPA)**

Ph: 6165 4599

<https://epa.tas.gov.au/environment/noise>

## Smoke Free Events

You can now declare an event a Smoke Free Event by completing a Smoke Free Management Plan for public events. This plan is approved by the Department of Health and may be required before the Council can issue a Place of Assembly.

For more information on smoke free events please contact:

**The Department of Health**

**The Department of Health**

<https://www.health.tas.gov.au/health-topics/smoking/smoke-free-areas-tasmania>

# Safety and Emergency Management

## Emergency Management Plan

An event should plan for what happens in the case of an emergency, such as a flood, fire or terrorist act. This plan is called an emergency management plan and aims to minimise the threat to life as well as damage to property. It is written as a set of instructions or information to help employees and volunteers safely manage incidents or situations that could pose a threat to life, health or property.

You can outline elements of your Emergency Management Plan in your Risk Assessment and Site Plan, such as how and where you will evacuate patrons.

Council may request a separate Emergency Management Plan.

A template can be found here if required: [\*\*EMERGENCY MANAGEMENT TEMPLATE\*\*](#)

## Security and Crowd Control

Event organisers should always consider the safety of patrons by exploring any potential risks that could occur. For most events Police security will not be necessary, however additional contractor security services may be necessary to protect the event site and patrons.

Organisers should also consider how they manage and coordinate lost property and children during the event.

## Emergency Services

It is always important to keep an emergency access route clear during the event to allow access for ambulance, fire and other emergency services. Note this is your site plan.

## First Aid

Always consider your first aid options no matter the size of the event. For small events, first aid officers may be sufficient but for larger or higher risk events, a professional first aid provider should be considered. You may need to consider a first aid station, roster the station, what first aid equipment is needed and how that equipment is stored and managed.

## Occupational Health & Safety (OHS)

Event organisers have an obligation to provide a safe environment for the public and to ensure the appropriate care, safety and training is provided for staff and volunteers.

For more information on OHS requirements and obligations visit: **Work Safe Tasmania**

**Work Safe Tasmania**

1300 366 322

[https://www.worksafe.tas.gov.au/  
home](https://www.worksafe.tas.gov.au/home)

## Safeguarding Children & Young People

It is everyone's responsibility to ensure the safety of children and young people, including event organisers. If you are an organisation that usually works with children and young people, you should already be aware of your obligations regarding the *Child and Youth Safe Organisations Legislation (2023)* and should have policies and procedures in place.

The Department for Children and Young People have some great resources to familiarise you and your team with child and youth safety, including some introductory training:

### [Compulsory Safeguarding Training for Workers](#)

The Sport Integrity Australia have a great Safeguarding Children & Young People Event Guide:

### [Safeguarding Considerations for Events](#)

Think about child and youth safety in your risk assessment or even do a specific child and youth safe risk assessment. The Victorian Commission for Children and Youth People website has a great template:

### [Child Safe Standards - Risk Assessment Template](#)

For large events, a lost child procedure is strongly recommended. This could include having a designated Lost Child location where at least two adults with current Working with Vulnerable People checks are present with children; and appropriate record keeping.

The National Trust Website have a detailed example:

### [Lost Child Response Guide](#)



Photo Credit: [Lorraine Ashdown - Dover Seafest](#)

## Temporary Structures

If you intend on using a temporary structure at your event, you may need a Temporary Occupancy Permit (TOP). A building surveyor issues a TOP, which allows the use of temporary structure for a short-term activity such as a public or a private event. Some types of smaller temporary structures are exempt from requiring a Temporary Occupancy Permit.

For more information on Temporary Occupancy permits or to apply, please visit: **Consumer, Building and Occupational Services (CBOS)**

### Consumer, Building and Occupational Services (CBOS)

1300 654 499

<https://www.cbos.tas.gov.au/topics/technical-regulation/building-standards/permitAuthorities>

## Fireworks and Pyrotechnics

It is a requirement from WorkSafe Tasmania that a permit is held for fireworks purchase, handling and use. Fireworks displays conducted without a permit are deemed illegal and may attract fines.

For more information on Fireworks or to apply for a permit, please visit: **Work Safe Tasmania**

### Work Safe Tasmania

1300 366 322

<https://worksafe.tas.gov.au/topics/licensing-permits-and-registration>

## Waste Management

Event organisers are responsible for cleaning and waste management arrangements both during and after the event.

Council staff inspect Council land or property prior to and after events. For events held on Council land or property, sites must be cleaned and left as found after the event, this includes the removal of waste generated during the event.

## Sustainability

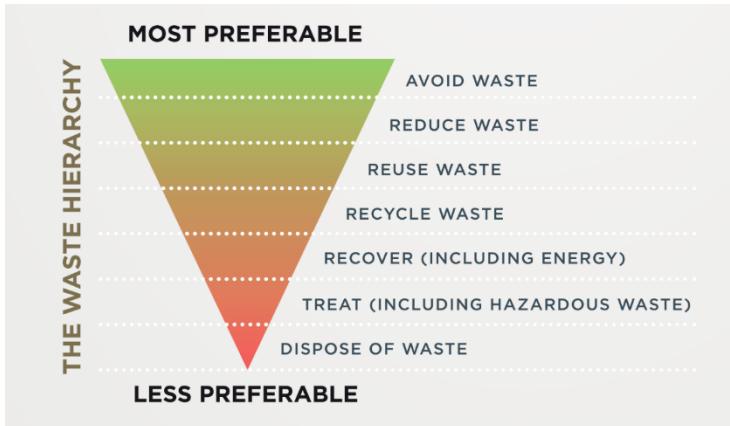
Sustainability in events refers to organising and managing events in a way that minimises the impact on the environment and promotes social responsibility. For events, waste management forms a large part of this.

We do not encourage the use of balloons at events including mass balloon releases.



Photo Credit: [A Taste of The Huon](#)

It is best practice to prioritise avoiding waste generation in the first place, as outlined in the waste hierarchy.



Source: National Waste Policy: Less Waste, More Resources (2018)

#### **Tips for improving the sustainability of your event include:**

- Avoid purchases that create unnecessary, excessive, or unrecyclable waste such as single use plastics.
- Reduce hard copies of promotional material i.e. print less flyers, posters etc, promote digitally via platforms such as social media and websites.
- Encourage patrons to use public transport, carpool or provide transportation from various locations i.e. shuttle bus transport.
- Encourage patrons to BYO water bottle, provide refill stations (avail from [TasWater](#)).
- Prioritise reusable instead of disposal decorations, packaging, and crockery.
- Buy recycled and recyclable content.
- Use a waste bin system to encourage resource recovery. A two-stream waste system consists of landfill and recycling, while a three-stream waste system includes landfill, recycling, and compost.

#### **Tips for waste disposal at events:**

- Group bins of different waste streams together (e.g. waste and recycling bins next to each other - never a recycling bin on its own).
- Use the Australian standard colours of red for landfill, yellow for recycling and lime green for compostable organics.
- Include education signage on each bin with the type and what belongs in the bin.
- Consider having a 'Green Team' to monitor bins and help patrons sort waste correctly.
- Promote sustainability in your messaging to patrons.
- Educate your food vendors, staff and volunteers.

## Accessibility and Inclusion

Creating an inclusive event supports people with a disability to participate, as patrons, entertainers, presenters, and/or participants. Guides are available to help you plan your event to be accessible to everyone. For more information can be found here:

### Accessible Events Guide

## Council Event Support – Games Loan

Huon Valley Council has a selection of games which can be loaned to local community events. Games are collected from Council's Depot, 14 Sale Street, Huonville Monday – Friday, between 10am and 2pm.

To make a request, please complete the online form below.

### GAMES HIRE FORM

Forms should be completed no later than three (3) weeks prior to the event date.

## Event Key & Access Request

You may need access or keys to a Council building or grounds. To request access please complete the application form.

### KEY REQUEST FORM

Form should be returned to [events@huonvalley.tas.gov.au](mailto:events@huonvalley.tas.gov.au) no later than three (3) weeks prior to the event date.

## Filming on Council Land or Roads

An event permit is required for commercial filming and photography on council land, roads and other public area within the Huon Valley.

A permit is not required if you are filming on private property.

## Use of Drones

The Huon Valley Council supports the use of drones and other remotely piloted aircraft from its land as long as you abide by the regulations set out by the Civil Aviation Safety Authority (CASA) for your license type or drone weight. More information can be found on the **CASA** website:

### Civil Aviation Safety Authority

<https://www.casa.gov.au/drones>

If you are interested in flying drones and launching from Huon Valley Council land or public space to capture videos and photography for commercial use, you will need to apply for an event permit first.

