

DORSET COUNCIL



EVENT LICENSE GUIDE



INTRODUCTION

This document is to be used as a guide for people conducting events in the Dorset Municipality. At times negotiating the licences and permit arrangements for events can seem complex. This guide is designed to help you navigate these requirements and therefore make your event easier for you to organise and run. It should also ensure your patrons have a fantastic time at your event.

Information is included in this guide in regard to:-

- Place of Assembly License
- Temporary Occupancy Permit
- Hire of Council Owned Property and Facilities
- Food Business Registration
- Risk Management Plan
- Liquor Permit

Your event may require some or all of the above and this guide may help you decide which licenses and permits that you need to apply for. Some of these are administered by the Dorset Council while others may be required by other bodies. The guide will also explain this.

The Dorset Council encourages groups and individuals to run events in the municipality and hopes this guide will enable more people to navigate event planning smoothly.

Goodluck!

John Martin
General Manager



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PLACE OF ASSEMBLY LICENSE

What is a Place of Assembly?

The Public Health Act 1997 defines a Place of Assembly as:

- Any place or area used for the entertainment of members of the public
- Any place or area used for the assembly of members of the public for social and recreational purposes
- Any school or other place or area used for community or public purposes

Who needs a Place of Assembly License?

Any person who wishes to:

- Operate, use or manage a Place of Assembly
- Conduct any entertainment at a Place of Assembly
- Lease or offer a lease a place as a Place of Assembly

What is the cost of a license?

Please contact Council for current cost.

Do I need any information to support my license application?

Yes, both permanent and temporary structures (tents, etc) need to be suitable for use as a Place of Assembly. For permanent structures all applications must be supported by:

- Buildings constructed since 1994 - either a Certificate of Occupancy or an Occupancy permit issued by a building surveyor
- Buildings constructed before 1994 - an Occupancy permit issued by a building surveyor, at a venue that requires a Place of Assembly license
- If more than 200 persons can be accommodated an evacuation plan which is acceptable to the Tasmania Fire Service is required
- For temporary structures (tents, stages etc) a Certificate of suitability for temporary occupancy permit issued by a building surveyor and General Manager addressing compliance of the temporary structure with the requirements for temporary structures contained in the guidelines is required.

What sort of things must Council look at before I get a license?

The Council must consider a number of issues before a license can be issued:

- Maintenance of peace and good order
- Prevention of noise, smell, pollution or other nuisances
- Effect of traffic on highways
- Whether the place of assembly is capable of being operated, used or managed in accordance with the relevant guidelines
- Protection of public health



Where can I obtain the appropriate application forms?

An application form for a Place of Assembly license is attached in Appendix A and can also be obtained from the Dorset Council Offices.

Is there a legal maximum number of patrons I can have?

Yes, every Place of Assembly is given a maximum number of persons that can be on the premises at any one time. The number is calculated on the basis of:

- Number of toilets
- Number and width of exits
- Duration of and type of event
- Floor area

The maximum number of persons permitted will be stated on the license.

Can my license be cancelled?

Yes. If you fail to operate your premises in compliance with the conditions of your license or the relevant Guidelines, or you are convicted of an offence in relating to your Place of Assembly, your license can be cancelled. If you alter your premises in a major way that adversely effects the safe operation of your premises, you could also lose your license.

More Information?

- Appendix A – Application for Place of Assembly License
- Public Health Act 1997

http://www.austlii.edu.au/au/legis/tas/consol_act/pha1997126/

- Guidelines for Places of Assembly

http://www.dhhs.tas.gov.au/news_and_media/?a=35360

- Contact: Dorset Council, Environmental Health Officer – 63526500.



TEMPORARY OCCUPANCY PERMIT

What is a Temporary Occupancy Permit?

A Temporary Occupancy Permit is a permit issued under the Building Act 2000 allowing the use of a building or structure for a particular short-term activity.

When is a Temporary Occupancy Permit required?

It may be required if an event uses existing buildings that do not have an appropriate occupancy permit; for example a shearing shed being used for a dance, or the event uses certain temporary structures, for example some marquees and stages.

Outdoor events that do not use buildings or temporary structure may only require a Place Of Assembly License.

A Temporary Occupancy Permit is also required in residential and commercial situations where it is proposed to use a building for a purpose other than for which it was approved, or its Occupancy Permit allows. *[Subject to planning scheme requirements].*

What is a Temporary Structure?

Any temporary structure (stage, tent, tiered seating, etc) that is planned to be used during an event.

Where can I obtain the appropriate application forms?

An application form for a Temporary Occupancy Permit is attached (Appendix B) and can also be obtained from the Dorset Council Offices or website.

Is there a cost associated with getting a Temporary Occupancy Permit?

'Not for profit' groups = In Kind.

Private and commercial applicants = as per fee schedule published on the Dorset Council website or available from the office.

More Information?

- Appendix B – Application and Information for Temporary Occupancy Permit
- The Building Act 2000 http://www.austlii.edu.au/au/legis/tas/consol_act/ba200091/
- Contact: Dorset Council, Building Surveyor/Officer – 63526500.



HIRE OF COUNCIL OWNED PROPERTY OR FACILITIES

How do I make a booking?

Contact the Dorset Council offices and receive an Application for Facility Hire or use the form in Appendix C.

Are there conditions of use?

Yes, they are attached to the booking form and also attached in Appendix C.

Will there be fees and charges?

Yes, these can be viewed on the Dorset Council website, <http://www.dorset.tas.gov.au/site/page.cfm?u=254> or be obtained by ringing the Dorset Council office.

How do I access the facility?

If keys are required the collection of these should be arranged before the event and needs to be collected during business hours. A deposit is usually required to be paid for keys.

Does the Council require me to have public liability insurance?

It is a requirement for all hirers of Council facilities to have public liability insurance cover. In the event that a casual hirer does not have a public liability insurance policy, cover could be purchased under Council's blanket casual hirer's insurance policy. Enquiries regarding the eligibility of insuring your event should be directed to the Dorset Council.

Will everything be covered if I purchase this insurance?

There are some exclusions. See the form attached in Appendix D for details.

More Information?

- Appendix C – Application and Conditions of Use for Facility Hire
- Appendix D – Application for Public Blanket Liability Insurance for Casual Hirers
- Contact: Dorset Council, 3 Ellenor Street, Scottsdale 7260, (03)63526500.



FOOD BUSINESS REGISTRATION

What conditions can I sell food under?

Any person wanting to provide or prepare food for sale at any market, show, regatta, public sports or games must first obtain a food business registration from Council's Environmental Health Officer.

What act must I comply with?

The Australian and New Zealand Food Standards Code and the *Food Act 2003*.

What if I am giving food away?

'Food for sale' includes food sold, given away and provided at no cost.

How do I protect food for sale?

All food shall be prepared, packed, labelled, stored, displayed and sold in accordance with the requirements of the *Food Act 2003* and *FSANZ Food Safety Standards*.

Are there labelling requirements?

All packaged food must be labelled with the following information:

- a description of the food
- the name and address of the person or company who made the food, so that the maker can be traced if there is any problem with the food. A street address is needed, as a post office box cannot be traced;
- a list of ingredients;
- a 'best before' date to indicate how long the food will keep and a baked-on date (if applicable);
- any special storage conditions, for example 'keep refrigerated'

Please note:- food sold at events that raise money solely for charitable or community causes and not for personal financial gain do not need to be labelled.

What if we are giving away food for tasting purposes?

Where food samples are made available to the public, they should be issued by the respective stall holder or, where there is no risk of cross contamination, the sampler provided with a single use disposable utensil eg disposable spoon, disposable fork, toothpick, single serve cup etc. In all cases, the stall holder is to ensure that the samples and any stockpile thereof is protected from contamination, and stored at suitable temperature if potentially hazardous eg: readily perishable food that normally requires refrigeration.

What temperature controls exist?

All potentially hazardous food must be stored at a temperature 5°C or below or above 60°C. Refrigeration must be provided for the storage of cold food. Frozen food must be kept in a frozen state until sold. Food must not be refrozen.



How do I set up cooking facilities?

Cooking appliances must be protected so that they do not pose a risk to the public. Flammable materials must not be stored near cooking and heating equipment. Every attempt shall be made to protect such cooking areas from dust borne contamination and droplet infection from coughing and sneezing by the public. Approved fire extinguishers shall be provided where open flame heating is used.

How do I set up washing facilities?

Stall operators must have hand washing facilities which are provided with warm running water, liquid soap, single-use hand towels and a waste receptacle. Hand washing facilities must be maintained and accessible to food handlers at all times when the stall is in operation. All food handlers must wash their hands before commencing and re-commencing handling operations, and whenever their hands become contaminated. The use of disposable gloves and hand sanitizing gels is encouraged in addition to good handwashing practices.

How do I dispose of refuse?

Suitable garbage receptacles with lids shall be provided for each stall. Suitable garbage receptacles shall be provided for use by the public adjacent to stalls. Arrangements shall be made for the removal of garbage generated inside and outside stalls at the conclusion of the event.

What if I don't comply?

Persons in breach of the *Food Act 2003* and *FSANZ Food Safety Standards* may be subject to a fine.

Is there a cost of getting a food business registration?

Yes, contact Council for fee schedule.

Where can I obtain the appropriate application forms?

Application form for a Food Business Registration is attached in Appendix E and can also be obtained from the Dorset Council Offices.

More Information?

- Appendix E – Application for Food Business Registration
- Food Standards Australia and New Zealand website
<http://www.foodstandards.gov.au/thecode/foodsafetystandardsaustraliaonly/standard322.cfm>
- Contact: Dorset Council, Environment Health Officer, (03)63526500.



RISK MANAGEMENT PLAN

What is a risk management plan?

A risk management plan is a document prepared by the co-ordinator or the co-ordinating team of an event to foresee risks, to estimate the effectiveness, and to create response plans to mitigate them. Risk is inherent with any event and co-ordinators should assess risks continually and develop plans to address them.

What does a risk management plan look like?

A simple risk management plan template could be of use to you when writing your risk management plan. However, your insurance company may have a specific format they would like you to follow.

FUNCTION/ACTIVITY		COMPILED BY		DATE	
DATE OF EVENT		REVIEWED BY		DATE	

RISK: What can happen and how it can happen	LIKELEHOOD	CONSEQUENCE	ADEQUACY OF EXISTING CONTROLS	CONSEQUENCE RATING	LIKELIHOOD RATING	LEVEL OF RISK

The following risk matrix may be of use to you when assessing the likelihood, consequence and level of risk in your plan.



QUALITATIVE RISK ANALYSIS (CONSEQUENCE)

Descriptor	Description
Insignificant	No injuries or financial loss
Minor	No injuries, some minor financial loss
Major	Injuries and significant financial loss

QUANTITATIVE RISK ANALYSIS (LIKEIHOOD)

Descriptor	Description
Unlikely	Is not expected to occur/no recorded incidents
Possible	Is likely to occur, few, infrequent recorded incidents
Almost Certain	Is expected to occur in most circumstances

RISK MATRIX – Level of Risk

Likelihood	Consequence		
	Insignificant	Minor	Major
Unlikely	Low	High	High
Possible	Low	Moderate	Extreme
Almost Certain	Moderate	High	Extreme

RISK RATING DESCRIPTORS

Extreme: Ensure adequate procedures are in place if not immediate action required i.e. 5 working days, monitor and review annually.

High: Ensure adequate procedures are in place. If no action required within 30 days. Monitor and review Biannually.

Moderate: Ensure adequate procedures are in place. If no action required within 6 months. Monitor and review Biannually.

Low: Ensure adequate procedures are in place. If no action required within 12 months. Monitor and review as required.

Do I have to do a risk management plan for my event?

It is in your best interests to complete a risk management plan. Also, your insurance company may request to see a copy of your risk management plan to provide cover for your event. Council may request to see a copy of your plan as a requirement of issuing other permits and licenses that your event requires.

More information?

- Your insurance company.
- Contact: Dorset Council, 3 Ellenor Street, Scottsdale 7260, (03)63526500.



LIQUOR LICENSE

Do I need a Liquor License?

If you are planning to sell or have liquor at your event you will require a special permit that you can obtain from the Licensing Board of Tasmania, Commissioner for Licensing – Henty House, 1 Civic Square, Launceston. Ph 63362261.

Who can hold a special permit?

A special permit can only be held by a person who is at least 18 years old. The permit is issued to the person who applies on behalf of an association, society, organisation, club or other bona fide body running the event or function.

What does the special permit authorise?

A special permit authorises the sale of liquor on premises where there is no existing authority. The Commissioner for Licensing may grant a permit if satisfied that the principal purpose of the function is not the sale or consumption of liquor and that this is incidental to the event, and if satisfied that it is reasonable to grant the permit.

More Information and Application Forms?

Application guidelines and forms can be downloaded from the following website...

<http://www.treasury.tas.gov.au/domino/df/df.nsf/6044ee0c1cf958a2ca256f2500108bba/416042e7e8329c8bca257345001c1ed1?OpenDocument>





APPENDIX A

APPLICATION FOR PLACE OF ASSEMBLY LICENSE





Application for Place of Assembly

Application for a Place of Assembly Licence

Application for *Renewal* of a Place of Assembly Licence

Applicant Details:

Name of Applicant: _____

Postal Address: _____

_____ State: _____ Postcode: _____

Telephone: (____) _____

Mobile: (____) _____

Facsimile: (____) _____

Email: _____

Premises Details:

Trade Name of Premises: _____

Address of Premises: _____

_____ State: _____ Postcode: _____

Postal Address for Correspondence: _____

_____ State: _____ Postcode: _____

Emergency Contact: _____

Telephone: (____) _____

Description of intended use of premises: _____

Number of Persons to be accommodated: _____

Other Licences issued to the premises: _____



Application for Place of Assembly

Fee and Signature:

Application Fee: \$50.00

Applicants Signature: _____ Date: ____/____/____

Please lodge your completed form and application fee with the
General Manager
Dorset Council
3 Ellenor Street
PO Box 21
Scottsdale TAS 7260
Phone (03) 6352 6500
Fax (03) 6352 6509
dorset@dorset.tas.gov.au

OFFICE USE ONLY

Receipt No.: _____

Date: ____/____/____

Capacity of Premises: _____

COUNCIL CHECKLIST

- | | |
|--|---|
| <input type="checkbox"/> Form fully completed | <input type="checkbox"/> Form signed |
| <input type="checkbox"/> Form dated | <input type="checkbox"/> Fee paid |
| <input type="checkbox"/> Site/floor plan attached | Further information required <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Date requested ____/____/____ | |

Details: _____



APPENDIX B

APPLICATION AND INFORMATION FOR TEMPORARY OCCUPANCY PERMIT





Application for Temporary Occupancy Permit Information

Council officers will be considering the following in carrying out assessments for the issue of a Temporary Occupancy Permit

This document is provided as a guide for use in the planning and setting out of a site where a Temporary Occupancy Permit is required.

Specific conditions will be provided as part of a Temporary Occupancy Permit, along with the need for any other licences and permits for the event.

Permit Restrictions:

- A permit is for the temporary occupancy/structure/s as proposed.
- A permit is to be read in conjunction with all other permits required for the proposed event, including Place of Assembly, food premises license and liquor permit.
- Variations can only be made to a Building/temporary structure's safety features and measures if it is determined through risk management decisions to provide a higher level of risk protection for the public, patrons and staff.

Erecting/siting Larger Tents/Marquees:

- Tents and marquees greater than 75m² are to be provided with construction and installation certification.
- These are to be located no closer than 10 metres from adjoining tents/structures, or any ignitable fuel source.

Erecting/siting small temporary structures:

- Any stall/tent/display that contains cooking/heating facilities is to be located no closer than 10 metres to any other stall/tent/building.
- Stalls/tents that do not have cooking/heating can be located together if total floor area is less than 75m².

Stages.

- Trucks/trailers that are used as stages must be registered and be positioned 3 metres from any other structure. They must be set level, fitted with side and rear balustrade or walls that will withstand human impact [preventing a person falling from the structure], and must have complying steps and handrails affixed.
- Propriety stages must be provided with their certification attached and must be erected in accordance with the certified instructions.
- Other stages must be certified as constructed by a suitably qualified building surveyor or engineer. This service will not be provided by Dorset council.

**Temporary structures and their usage:**

- Ensure that the frames and fabric are in good condition, that the structures are erected in accordance with any instructions provided and are firmly anchored so they cannot break free in strong wind.
- Ensure all guy ropes and pegs are conspicuously marked, with any sharp edges or ends wrapped or capped/

Fire safety:

- A fire extinguisher appropriate to the stall activity must be available within 15 metres of any stall.
- Stalls with cooking provisions must have a fire blanket. These will be specified in permit where required.

Exits:

- Exit paths are to be unobstructed at all times.
- Temporary illuminated exit signs may be required at exit doors.

Electrical power supplies:

- All electrical installations must be installed in accordance with AS/NZS 3002:2002 (Australian/New Zealand Standard) **Electrical installations—Shows and carnivals.**
- Extension leads must be tested and tagged as safe for use in accordance with AS/NZS 3760:2003 (Australian/New Zealand Standard) **In-service safety inspection and testing of electrical equipment**
- Leads should be clear of traffic areas where possible and tied down and protected from damage where subject to traffic.

Balustrading/safety barrier:

A suitable temporary barrier may be required to prevent accidental falling/entry.

Disabled Access and sanitary facilities:

Will be required in certain circumstances.

Sanitary Facilities:

Will be required. Additional sanitary facilities to those provided may be required.

Lighting:

Additional natural or artificial lighting may be required.

Ventilation:

Additional natural or artificial ventilation may be required.

Heating and cooking appliances: should be in good operating condition and set up in a stable manner.

Gas bottles: Any gas bottles associated with cooking or heating activities should be in good condition and legal for refilling. Locate cylinders clear of traffic areas and tie off to suitable supports to ensure they are stable



APPLICATION FOR TEMPORARY OCCUPANCY PERMIT

Section 107

Form **5**

To: Council
 Address
 Suburb/postcode

Applicant / Owner details:

Note: Only an owner or agent of the owner may make an application

Owner:
Address: Phone No:
 Fax No:
Owner builder: Yes: (X if Applicable) Email address:
Agent:[if not owner]
Address: Phone No:
 Fax No:
Note: Agents to be authorised in writing by the owner: Email address:

Details of building/s or temporary structure/s:

Address: (X applicable one)
 Temporary structure: Existing building:
Existing use of building/s or Temporary structure:
Proposed use of building/s or temporary structure:

Period for which temporary occupancy sought: From: To:

Documents provided:

Documents / information required by the General Manager (some or all of the below items will be required to be provided with the application) -

Document description:

Prepared by:

<input type="checkbox"/> <u>Written permission</u> from property owner [where applicable] <input type="checkbox"/> <u>Certificates</u> and plans from suppliers of any stage/ marquee etc that requires engineers or building surveyors certification <input type="checkbox"/> <u>Floor plan</u> of the temporary use/structure that shows [where required]'disabled' access, entry/exit doors/pathways, location of cooking facilities, location of fire extinguishers, approximate floor area/s and smoke alarms [if used for sleeping] & laundry facilities if used for temp living] <input type="checkbox"/> <u>Site plan</u> showing –layout of site; position of all [relevant] buildings, fences, tents, displays, stages, seating etc; location and number of male/female/disabled toilets; location of food stalls that will use gas; distances between buildings <input type="checkbox"/> Means of disposal of <u>waste water and sewerage</u> , and/or access to a <u>water supply</u> <input type="checkbox"/> Means of provision of <u>electricity supply</u> to the building/s or temporary structure/s. <input type="checkbox"/> Other [please detail]	
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Owner / Agent: Name: [print] Signed Date
(Delete one not applicable)

Director of Building Control - date approved: 11 May 2004 Building Act 2000 - Approved Form No 5





APPENDIX C

APPLICATION AND CONDITIONS OF USE FOR FACILITY HIRE





Application for Facility Hire

Facility: _____

Surname: _____

Given Names: _____

Address: _____

_____ State: _____ Postcode: _____

Organisation: _____

Position: _____

Telephone: (Business) (_____) _____ (Private) (_____) _____

Email: _____

Date(s) of Hiring: From ____/____/____ to ____/____/____

Time of Hiring: From ____:____ am/pm to ____:____ am/pm

Details of function

Type of function: _____

Number of people attending: _____

Will a meal be served? NO YES

If yes, how will it be served? Buffet Sit-down

Will alcohol be consumed? NO YES (\$200 Bond Required)

Will alcohol be sold? NO YES (Copy of Liquor Permit attached)

Do you intend to build a Temporary Structure? NO YES (To be approved by Council's Building Control Officer)

Bond: \$ _____ Receipt No: _____

I, (please print name) _____

Of (please print address) _____

Representing _____

(Name of organisation if applicable)

make application for the premises set out in this application for the day and times specified on the application and I acknowledge having received and read a copy of the 'Conditions of Use' and undertake to be bound and comply with these conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with conditions.

Signature: _____ Date: ____/____/____

Policy No: _____

Insurer: _____ Amount: \$ _____

A copy of the Certificate of Currency must be attached to the signed 'Application for Facility Hire'.



Application for Facility Hire

Conditions of Use

1. Council reserves the right not to accept the hire application or to cancel the booking at any time.
2. The hirer must pay the required hire fees and bond (if applicable) together with the signed sections of these conditions of hire to the Council/Management Committee before the date of the function/event (unless alternative arrangements have been made). Failure to do so will result in access to the facility being denied to the hirer.
3. The hirer is responsible for placing all rubbish and litter resulting from activities in bins provided. Larger items and excessive amounts are the hirers responsibility to dispose of.
4. Sub-letting of the facility is prohibited.
5. The hirer shall conform to and obey all reasonable directions given by the Council authorised person in regard to the use of the facility.
6. A police officer or Council authorised person shall have access to the facility at any time, notwithstanding any hiring.
7. A Council authorised person or police officer may remove any hirer not complying with the provisions of these conditions or in anyway misconducting themselves from the facility.
8. Neither the Council/Management Committee nor its servants shall be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the Council/Management Committee against any claim by any such person, firm or corporation in respect of such article or thing.
9. Any motor vehicle driven or parked in the confines of the facility is entirely at the owner's risk and the Council/Management Committee for any theft or damage accepts no responsibility.
10. All vehicles admitted to the property are to be driven and parked so that no damage is caused to the facility or the detriment of the public. Ensure "no parking" signage areas are kept free of cars. The hirer will be responsible for the cost to repair any damage caused by car parking in unauthorised areas and to ensure spectator safety in the vicinity of cars.
11. The hirer shall not write on, decorate, placard, cut, damage or pierce with nails, screws or any other contrivances the floor, wall or any part of the facility without permission from the Council.
12. A regular hirer shall take out and keep current during the period of hire, a liability insurance policy in a form approved by the Council, insuring for a sum not less than ten (10) million dollars the hirer against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the hirer or both arising out of, or in relation to the hiring arrangement. A copy of the Certificate of Currency must be attached to the signed 'Application for Facility Hire'.

OR

A casual hirer (ie. One off hirers only) may purchase public liability insurance under Council's blanket insurance policy for an additional fee in addition to the hire fee.



Application for Facility Hire

Conditions of Use (continued)

13. The hirer agrees to indemnify, keep indemnified, and to hold harmless, the Council/Management Committee, its servants and agents, and each of them from and against all actions, costs, charges, expenses and damages whatsoever which may be brought, or made, or claimed against them, or any of them, arising out of, or in relation to the hiring engagement.
14. The hirer shall not sell intoxicating liquor in the facility without the necessary liquor permit.
15. The hirer shall enforce the following requirements within the facility:
 - a. All doors are to be checked before leaving including the fire exit doors.
 - b. No smoking in the building.
 - c. No confetti is to be used in or around the facility.
 - d. All electrical appliances are to be switched off before vacating the facility.
 - e. No furniture is to be dragged across floors.
 - f. No excessive noise or rowdiness is permitted.
 - g. Conduct likely to cause damage is not permitted.
 - h. No material shall be placed on the floor (ie powder or wax).
 - i. There shall be no interference with furniture and equipment not belonging to the hirer and not forming part of the 'Application for Facility Hire'.
16. All fittings and equipment are to be left as found and the facility is to be left in a clean and tidy condition. The Council/Management Committee will provide a broom, mop and bucket for the use of the hirer. The provision of cleaning materials is the responsibility of the hirer. Any cost incurred by Council/Management Committee in cleaning the premises resulting from the condition in which the hirer left the premises shall be recoverable from the hirer.
17. The hirer shall only access rooms and facilities hired.
18. Use of the facility is subject to the place of assembly license that is to be displayed at the facility.
19. Use of the facility later than 12.00 midnight Sunday to Thursday inclusive and 1.00 am Saturday and Sunday is not permitted.
20. The hirer shall conform to the requirements of the *Public Health Act 1997*, *Local Government Act 1993*, local by-laws and Regulations. The user and the notices given to the proper officers must comply with all other statutory rules, provisions and regulations of the Commonwealth of Australia or State of Tasmania for the time being in force.
21. The hirer shall comply in every respect with regulations under the *Public Health Act 1997* and the *Building Code of Australia 1996* with regard to public buildings for the prevention of overcrowding and obstruction of gangways, passages, and corridors or of any part of the building. Any person causing an offence against such regulations shall be removed from the building.
22. No game of chance, at which either directly or indirectly, money is passed as a prize shall take place in any part of the premises, with the exception that this clause shall not prevent the hirer using the premises for games of bingo or equivalent, providing relevant permits have been obtained.
23. The hirer shall be responsible for all damage caused to the facility during the period of hire and will be required to pay the costs of all repairs.

If the hirer commits, permits or allows any breach or default in the performance and observance of any of these conditions, the Council/Management Committee may terminate the permission to use the premises and the hirer shall immediately vacate the premises and the security deposit shall be forfeited to the Council.





APPENDIX D

APPLICATION FOR PUBLIC BLANKET LIABILITY INSURANCE FOR CASUAL HIRERS





Public Blanket Liability Insurance for Casual Hirers

It is a requirement of **all hirers of Council facilities to have public liability insurance cover**. In the event that a casual hirer does not have a public liability insurance policy, cover can be arranged under Council's blanket casual hirer's insurance policy.

The following conditions apply:

1. The insurance is arranged for Dorset Council by Marsh Pty Ltd.
2. The insurance is available to casual hirers of Council facilities (once off use or irregular use).
3. The insurance cover applied for relates to the hire period ____/____/____ of the _____ (facility name)
4. The function will involve alcohol NO YES
5. An excess of \$500 applies to this insurance cover.
The hirer is responsible for payment of this excess should a claim be made.
6. A payment of \$_____ is required before the function/event (if paying by cheque please make payable to Dorset Council).

Items not covered under the casual hirers policy **excludes**:

- any game of sport or fitness activity
- for profit activity
- any coaching, instruction, trainers (paid or unpaid)
- 'performance' by performers or entertainers
- amusements
- any structure used as a stand for members of the public
- manufacture, sale or supply of any children's toys
- accommodation for members of the public
- any sub-contractor engaged
- security personnel
- fireworks/pyrotechnics
- rock/pop concerts
- molestation of children whilst in care, custody or control of the insured

I, (please print name) _____

Of (please print address) _____

Representing _____

(Name of organisation if applicable)

Have completed this form truthfully to the best of my knowledge and acknowledge having read and accepted the above insurance conditions.

Signature: _____ **Date:** ____/____/____





APPENDIX E

APPLICATION FOR FOOD BUSINESS REGISTRATION

Food Act 2003 Sections 87 & 89





Application for Registration/ Renewal of a Food Business (including mobile food business)

Food Business Proprietor's Details

Name of Applicant: _____

ABN (if a Company): _____

Address: _____

_____ State: _____ Postcode: _____

Telephone: (_____) _____

Mobile: (_____) _____

Facsimile: (_____) _____

Email: _____

Details of skills and knowledge (*food safety qualifications, training or experience*) of the proprietor and food handlers (*please attach details if insufficient space*).

Business Details:

Location of Business: _____

Name of Business: _____

Contact Person: _____

Telephone: (_____) _____

Mobile: (_____) _____

Facsimile: (_____) _____

Email: _____

Emergency Contact: _____

Telephone: (_____) _____



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Type of Business (eg. Cafe, Bakehouse, Restaurant etc):

Types of Food:

For Mobile Food Business- vehicle registration number : _____

Address where garaged: _____

_____ State: _____ Postcode: _____

Proposed hours of operation (or attendance on site):

Monday: From _____:_____ am/pm to _____:_____ am/pm

Tuesday: From _____:_____ am/pm to _____:_____ am/pm

Wednesday: From _____:_____ am/pm to _____:_____ am/pm

Thursday: From _____:_____ am/pm to _____:_____ am/pm

Friday: From _____:_____ am/pm to _____:_____ am/pm

Saturday: From _____:_____ am/pm to _____:_____ am/pm

Sunday: From _____:_____ am/pm to _____:_____ am/pm

Details of any proposed or operational quality assurance program, food safety plan or other approved food safety management system (Please attach details if insufficient space):



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Plans and Specifications - new or altered food businesses only

For new or altered premises (including mobile food businesses), please attach plans and specifications or other information clearly showing the design, fitting out and arrangement of plant equipment for the proposed use.

Fee and Signature

Application Fee: \$ _____

Signature: _____ Date: ____/____/____

Please lodge your completed form and application fee with the
General Manager
Dorset Council
3 Ellenor Street
PO Box 21
Scottsdale TAS 7260
Phone (03) 6352 6500
Fax (03) 6352 6509
dorset@dorset.tas.gov.au

OFFICE USE ONLY

Receipt No.: _____

Date: ____/____/____