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Council Use Only	
Date & time form received:	
Received by:	

## Event Nomination Form (Form Number – K-COMFRM002)

This form notifies Council of your intended event. To avoid delays in assessing your event it is essential that this form is **lodged with Council at least four weeks prior to the event**, even if some requested details are yet to be confirmed. On lodgement of this form, Council will contact you regarding the necessary requirements

### Event Organiser Contact Details

Event Contact:

Organisation:

Postal Address:

Mobile:

Email:

### Event Details

Event Name

Event Location

Event Date/s

Time of Event      Start Time       Finish Time

Pre event setup      Date       Time

Completed clean up      Date       Time

Expected No of Attendees

Council, public, or private land

### Event Description



## Event Details

Will the event require the hall hire or the use of a park/reserve?

Yes  No

If yes, specify

Will the event require road closures or traffic management?

Yes  No

Do you intend to erect any temporary portable structures, e.g., tents, marquees, stages, jumping castles & other rides?

Yes  No

If yes, specify

Will food be served/sold at the event?

Yes  No

If yes, who will provide the food?

Will alcohol be served/sold at the event?

Yes  No

Have you prepared an Event Management plan?

Yes  No

Have you prepared a COVID Safe plan?

Yes  No

Have you prepared a Risk Management plan?

Yes  No

Have you prepared a Waste Management plan?

Yes  No

Will your event require the Council General Waste Bins and Bin Lid Toppers?

Yes  No

If yes, how many?

Will your event have over 1000 people at any one time?

Yes  No



## Event Details

Please see the last page to determine the level of Public Liability Insurance required for your event. A copy of the events Public Liability Insurance must be attached to this form or returned to Kentish Council prior to the event.

## Document Checklist

<input type="checkbox"/> Event Nomination Form	<input type="checkbox"/> Application for Facility Hire
<input type="checkbox"/> Event Management Plan	<input type="checkbox"/> Mobile / Temporary Food Licence
<input type="checkbox"/> Risk Management Plan	<input type="checkbox"/> Temporary Occupancy Permit
<input type="checkbox"/> Waste Management Plan	<input type="checkbox"/> Liquor Licence
<input type="checkbox"/> Public Liability Insurance	<input type="checkbox"/> Road Closure / Traffic Management Plan
<input type="checkbox"/> Place of Assembly Licence	<input type="checkbox"/> Site Plan / Register of Stall Holders
<input type="checkbox"/> Other (Specify)	<input type="text"/>

## Declaration

- I agree that by typing my name below in 'Name of signatory' I have signed this application (if completing electronically)

Event Organiser/Authorised Person

Signature (if completing in hard copy)

Date



## INSURANCE

All events staged in Kentish are categorised into three categories to determine the required level of public liability insurance. Please tick which category you believe applies to your event. The final determination on the insurance category for an event will be decided by Kentish Council. A certificate of currency must be provided to Council prior to your event commencing or an Event Permit being issued.

☐ <b>Low-Risk Event</b>	☐ <b>Medium-Risk Event</b>	☐ <b>High-Risk Event</b>
Limited to No Public Liability Insurance	If your event contains 2 or more of the below, please tick above \$10 million Public Liability Insurance	If your event contains 3 or more of the below, please tick above \$20 million Public Liability Insurance
<b>FOOD</b> Selling pre-packaged food that does not require a Food License. No Alcohol.	<b>FOOD</b> Serving or selling food in a manner that requires a food license. External Vendors such as mobile food vans. Non-alcoholic service or sales.	<b>FOOD</b> Serving or selling food in a manner that requires a food license. External Vendors such as mobile food vans. Non-alcoholic service or sales.
<b>LOW-RISK ACTIVITIES</b> Amplified noise for music and announcements that requires a portable PA system or 10-amp power.	<b>MEDIUM-RISK ACTIVITIES</b> Amplified noise for music, entertainment, and activities that requires a line distributed audio/speaker system and loudspeakers. Static vehicles. Sporting Events (excluding extreme sporting events).	<b>HIGH-RISK ACTIVITIES</b> Included amplified noise for music, entertainment or activities that require 3 phase power, or a sound reinforcement system (microphones, signal processors, distributed audio, amplifiers, loudspeakers, and mixing console). Activities that require fencing, stage, audio/visual equipment, tiered seating. Moving vehicles including parades. Extreme, action or alternative sporting events are characterised by high speeds and high risk.
<b>MINOR INFRASTRUCTURE</b> Total space of temporary structures does NOT require a Temporary Occupancy Certificate	<b>IMPACT ON TRAFFIC/ROADS</b> Wherein an event is held on or near a road that requires road closures or traffic management or includes static vehicles	<b>IMPACT ON TRAFFIC/ROADS</b> Wherein an event is held on or near a road that requires road closures or traffic management
<b>FACILITIES</b> Held at a Council Hall and eligible to purchase Councils temporary Public Liability Insurance	<b>INFRASTRUCTURE</b> Total space of temporary structures exceeds 80m <sup>2</sup> and requires a Temporary Occupancy Permit	<b>ALCOHOL</b> Alcohol is sold and/or consumed. A Liquor License is required
<b>HOURS OF OPERATION</b> Held between 6 am and 6 pm	<b>PATRONS</b> 500 – 1000 patrons per day at any one time	<b>FIREWORKS</b> Indoor/outdoor pyrotechnics display
	<b>HOURS OF OPERATION</b> Held between 6 am and 9 pm	<b>AMUSEMENTS</b> Mechanical amusement rides, jumping castles, animal rides, or petting zoos.
		<b>MAJOR INFRASTRUCTURE</b> Total space of temporary structures exceeds 150m <sup>2</sup> , has a stage over one step high, larger than 9m <sup>2</sup> or uses the back of a truck for a stage, and requires a Temporary Occupancy Permit
		<b>PATRONS</b> Over 1000 patrons per day at any one time and requires a Place of Assembly License
		<b>HOURS OF OPERATION</b> Finishes after 9 pm