

TASMAN COUNCIL

EVENT NOMINATION FORM

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 six 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

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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

If yes, specify

Do you intend to erect any temporary portable structures, e.g. tents, marquees, stages?

Yes No

If yes, specify

Will food be served or sold at the event?

Yes No

If yes, specify

Will alcohol be served or sold at the event?

Yes No

Do you have the correct Public Liability Insurance for this 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

Have you prepared a Smoke-Free Management Plan (Public Events)?

Yes No

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

Yes No

DOCUMENT CHECKLIST – have you provided all the necessary documents to Council?

- | | |
|---|---|
| <input type="checkbox"/> Event Nomination Form | <input type="checkbox"/> Application for Facility Hall |
| <input type="checkbox"/> Event Management Plan | <input type="checkbox"/> Mobile/Temporary Food Licence (licence required for each vendor) |
| <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"/> COVID Safety Plan | <input type="checkbox"/> Smoke Free Management Plan |

Other (Specify)

DECLARATION

Event Organiser/Authorised Person

Signature

Date

Disclaimer

*Tasman Council have endorsed a ban on the use of all land-based inflatable amusement devices (jumping castles, zorb balls and similar) on land owned or controlled by Council, these activities **WILL NOT** be permitted under any circumstances.*

