



Place of Assembly Licence – Application

Document Code: **FO-LES-EH-013**

Version: **2021-22**

Approved Date: **1 Jul 2020**

Burnie City Council
 PO Box 973, Burnie TAS 7320
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 ABN 29 846 979 690

**Public Health Act 1997
 Section 76 & 81**

Applicant Details			
Full Name of Applicant			
ABN <i>(if a registered Company)</i>		or Date of Birth <i>(individual or sole trader)</i>	
Postal Address			Postcode
Phone		Mobile	
Email			

I/We consent for all correspondence relating to this registration to be delivered electronically to the above email address: YES NO

Premises Details			
Trade name of premises			
Address of premises			Postcode
Postal Address <i>(for correspondence)</i>			Postcode
Emergency Contact Name		Phone	
Description of intended use of premises			
Number of persons to be accommodated			
Other licences issued to the premises			
Date/s and Hours of Event			

Please attach details if insufficient space

Privacy Statement

1. Council is committed to upholding your right to privacy. 2. Personal information collected by Burnie City Council is used in the provision of services. 3. Information collected will be retained confidentially and disposed of in accordance with requirements of the Personal Information Protection Act 2004. 4. You have the right to access your own personal information on request.

Documentation that must accompany application

- A site plan indicating the extent of the site, the location and size of all structures including temporary structures (e.g. marquees, jumping castles, temporary stands, food vans and stalls), sanitary facilities and proposed car parking
- Event Management Plan
- Smoke Free Management Plan (for designated events, see below ‘Which events are required to be smoke-free?’)
- Temporary Occupancy Permit (if applicable)
- Temporary Food Registration (if applicable)
- Traffic Management Plan (if applicable)
- Application Fee*

Signature + Fee

Application Fee (2021-22) \$144 (GST free)

Signature		Date	
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Please lodge your completed application form and application fee at the Council Office.

Current fees are listed on www.burnie.net

Office Use Only	Receipt No		Amount		Date	