

Public Event Guidelines

Thank you for your enquiry regarding an event permit.

Please note: If police attendance is required for road closures for public events, Tasmania Police may not be able to allocate resources with less than three (3) months' notice prior to the event.

Completing this application is the first step to applying for a permit to hold an event on Council/State Growth or Private land, including parks, reserves, beaches and/or roads/streets.

A minimum of twelve (12) weeks is required to complete the processing of this form.

PLEASE NOTE - Applications received with less than a twelve (12) week timeframe may not be processed in time for your event.

Please forward the application form in the first instance, to the relevant area based on the location of your event, please see contact information below. Once your application form has been received police will assess your application (identifying supporting documentation) and contact you via return email in due course.

Fees will apply for the processing of permit approvals:

- Motorcycle / vehicle race permits under Section 49 of the *Police Offences Act 1935*;
- Public event and where the **event will or will not** require a temporary closure of public street/s, under Section 56A of the *Vehicle & Traffic Act 1999*, plus the costs of the necessary associated advertising; and
- Road cycle race and event permits under Section 49AB of the *Police Offences Act 1935*.

Required Supporting Documentation to be provided (where applicable):

- **Public Liability Insurance** - a full comprehensive insurance policy for all participants and third parties, including property damage, in which organisers are responsible for any public liability claims made in respect to the event.
- **Local Council Approval** - organisers are to consult with the Local Government Authority responsible for the area, and their specific conditions and planning requirements be met.
- **State Growth Approval** - organisers are to obtain written approval from the Department of State Growth for use of any of their roads. See https://www.transport.tas.gov.au/road_permits/permits_and_bookings/organising_a_public_event and <https://maps.thelist.tas.gov.au/listmap/app/list/map?bookmarkId=93446> for information.
- **Motorsports Permits** - this includes MAIB/CAMS/MSA/ Motorsports permits/ Motorcycle permits, track licences etc.
- **Private Landholder Approval** - including Forestry/Parks/Port Authority if applicable.
- A Traffic Management Plan and/or Route/ Course maps.
- COVID plan (it is your responsibility to identify if your event requires a covid plan)
- **Permit Application Fee (payment options as per below) - Please note the permit fee is subject to annual increases (from 1 July) during each financial year. To ensure accurate payment, we recommend contacting the relevant District via email to enquire about the current permit fee amount before making any future payments.**

**Please note the above list is not exhaustive, you may require additional approvals not listed.*

Permit Fee Payment Options:

Payment by direct deposit/ transfer (preferred method):

BSB: 037-001 (Westpac Hobart)
Account Number: 268016
Name: Department of Police Collections account
Description: **District initials, Organisation initials/ name, Event name and Date of event**

Examples:

'SD Hobart Xmas Parade 18.11.24'

'SD (HSCC) 10.09.2024'

'SD (Organisation/ Club Name) Race 16.03.24'

'SD (Event Name) Race 19.05.22'

The payment must include a relevant reference (a combination of the above) to the event, using a reference of 'Christmas parade' or 'Race Permit' or 'Baskerville 16.05.23' is not acceptable.

Please note: A copy of the bank transfer receipt from your bank must be provided with the application to the appropriate Division listed below.

Payment by credit card:

To make payment via a Credit Card, please call Tasmania Police Finance department on 03 6173 2446 during operating hours - Monday-Friday 8.30am to 4.00pm.

You will need to provide the following:

1. Credit card number
2. Name on credit card
3. Expiry date of credit card
4. CCV number – on reverse of credit card
5. Event name and date
6. Event location (e.g. Southern District or Suburb)
7. Email address for invoice/ receipt
8. Your name.

Payment by mail:

Cheques should be made payable to Tasmania Police and posted with the application to the appropriate District listed below.

Southern District

Tasmania Police
PO Box 21, HOBART TAS 7000
Email: southern.traffic@police.tas.gov.au
Main operating hours: Monday-Friday 9am to 4pm

Northern District

Tasmania Police
PO Box 45, LAUNCESTON TAS 7250
Email: nthn.dss.admin@police.tas.gov.au

Western District

Tasmania Police
PO Box 19, BURNIE TAS 7320
Email: western.district.administration@police.tas.gov.au

Additional Information – Events Requiring Traffic Management Plans:

Where there are road closures, a Traffic Management Plan (TMP) must be supplied. This must be specifically dated for the event and show all marshal points & road signage placement. Even though the event may be held annually and have the same setup from the previous year, a Traffic Management Company is still required to do a new one for each year and each event.

TMP's are also required for both participant and public safety when participants are walking on roads, driving/riding on floats and/or unregistered special interest vehicles, amongst others.

Under legislation, all road closures must be advertised in the local daily newspaper seven (7) days before the event, with the cost being borne by the organiser. This will be organised by Tasmania Police in consultation with event organiser.

- a) TMP's are to be undertaken by a qualified traffic management group such as Altus or Spectran. Depending on the event type, local councils or SES may also be able to assist. As roads etc can change from year to year, TMP's must be current.
- b) Traffic is to be managed by qualified traffic controllers or SES officers (under the direction of police) only. Due to the ongoing fulfillment of regular responsibilities, Tasmania Police may not be able to provide the same level of assistance as in previous years. However, in conjunction with your Traffic Management Company, Tasmania Police, have the authority to temporarily authorise volunteers to act as marshals for your event. Please include this request on your event application, as arrangement for briefing will need to be made.
- c) Given the current climate relating to Terrorism and dependant on the location and type of the proposed event, additional requirements relating to protecting crowded places may be made of organisers.
- d) It is the responsibility of the applicant to ensure ALL required documentation is supplied as soon as possible. Applications without all required supporting documentation seven (7) days before the event date will not be processed. **It should be noted that other organisations may have their own application process and time frames which may impinge on your event.**
- e) Additional information (including application forms and required permit fee) can be found on the Tasmania Police web site - www.police.tas.gov.au/services-online/permits-for-events/