



Public Event Guidelines

Thank you for your enquiry regarding the process of obtaining a Public Event permit from Tasmania Police.

Do I need a Public Event Permit from Tasmania Police?

Completing this application is the first step to applying for a Public Event Permit to hold events which are wholly or partially on a **public street***, including events which necessitate the closure, disruption or alterations to traffic movements.

Relevant events which require an Event Permit from Tasmania Police include, but are not limited to a:

- demonstration, including political demonstrations
- fundraising drive
- procession
- road cycle race or event
- religious pageant
- commemorative parade
- race for athletes
- race/rally or reliability trial for motor vehicles and motorcycles
- cultural festival

***Public Street** is defined under the *Traffic Act 1925* as: *any street, road, lane, thoroughfare, footpath, bridge, or place open to or used by the public, or to which the public have or are permitted to have access, whether on payment of a fee or otherwise.*

If you remain unsure as to whether you require a Public Event Permit to be issued by Tasmania Police, please complete the associated application form ONLY and forward to the relevant area based on the location of your event, for assessment and further advice.

****Should your proposed event not impact on a public street, and/or not fall within the above listed event types, it is recommended you reach out to your Local Council and any other associated property owners who you may still be required to issue a permit and/or approval.***

How do I apply for a Public Event Permit from Tasmania Police?

The relevant permit application form for your event can be located on the Tasmania Police website at: <https://www.police.tas.gov.au/services-online/permits-for-events/contact-details-event-permits/>

Alternatively, you may contact the relevant office based on the location of your event, to obtain an application form, or to enquire into public event permits.

PLEASE NOTE: A lead time of twelve (12) weeks is strongly recommended and at a minimum eight (8) weeks is required to complete the processing of your public event permit application. Any applications received less than eight (8) weeks from an event may not be processed by the event date. Additionally, if police attendance/assistance is required for your event, Tasmania Police may not be able to allocate necessary resources with less than twelve (12) weeks' notice.

Please forward the completed application form to the relevant office based on the location of your event.

Once your application form has been received, Tasmania Police will assess your application and contact you via return email in due course. Our main office operating hours are between **9am-4pm Monday-Friday**.



What Documentation do I need to supply as part of my Event Permit Application?

For Tasmania Police to process your Public Event Permit application, please forward your completed application form in the first instance for assessment. Tasmania Police will then contact you requesting the provision of additional supporting documentation, which may include, but is not limited to:

- **Public Liability Insurance & Certificate of Currency** – 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 their Local Council responsible for the area and ensure their specific conditions and planning requirements are met. You must confirm with the council as to any works, roadworks or alternate events that may impact on your event and any associated routes.
- **Department of State Growth Approval** – organisers are to obtain written approval from the Department of State Growth for use of any of their streets/roads. Refer to the following pages regarding road/street ownership:
 - https://www.transport.tas.gov.au/road_permits and;
 - <https://maps.thelist.tas.gov.au/listmap/app/list/map?bookmarkId=93446>
- **Motorsports Permits** – this includes MAIB insurance, race/practice permit from your associated Governing Authority (e.g. Motorsports Australia, Motorcycling Australia, Speedway Australia)
- **Private Landholder Approval** – written approval for use of land, if applicable, including land owned by individuals or entities such as, but not limited to, Parliament House, Forestry Tasmania, Parks & Wildlife, TasPorts, Motorsports Tasmania and Local Council (Open Space use).
- **Traffic Management Plan** – to be completed by a recognised Traffic Management Company in the event of any road closures
- **Route or Course maps** – maps to be provided to show route or course of event.
- **Permit Application Fee** – a permit fee is to be paid and proof of payment e.g. receipt of payment

How do I pay the Public Event Permit Application fee?

1. 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 name, Event name and Date of event**

Description Examples:

'SD Hobart Xmas Parade 18.11.24'

'SD (HSCC) 10.09.2024'

'SD (Organisation/ Club Name) Race 16.03.24'

The payment description must include a clearly identifiable reference as per the above example. Payment descriptions limited to examples such as 'Christmas parade' or 'Race Permit' or 'Baskerville 16.05.23' is insufficient.

Please note: Before making payment, contact the relevant office based on the location of your event. Once payment has been made to the appropriate division (as listed below), a copy of the bank transfer receipt from your bank must be provided.



How do I pay the Public Event Permit Application fee? continued...

2. Payment by 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.

3. Payment by mail:

Cheques should be made payable to Tasmania Police and posted with the permit application, or a copy of, to the relevant office based on the location of your event:

Southern District

Tasmania Police
PO Box 21, HOBART TAS 7000

Northern District

Tasmania Police
PO Box 45, LAUNCESTON TAS 7250

Western District

Tasmania Police
PO Box 19, BURNIE TAS 7320

Please note the permit fee is subject to annual increases from 1 July each year. To ensure accurate payment, please contact the relevant office based on the location of your event via email at the commencement of each new financial year.

Do I need a Traffic Management Plan?

If your event requires road closures, pedestrians walking on streets/roads, the driving or riding of floats and/or unregistered special interest vehicles, a Traffic Management Plan (TMP), completed by an authorised Traffic Management company, must be supplied for the processing of your Public Event Permit application.

Your TMP must detail the event date and show all traffic control points & road signage placement. If you have a recurring event that utilises the same route, you must liaise with a Traffic Management company on each separate occasion and ensure the correct event date is stipulated.



Additional Information – Traffic Management Plans

- a) TMP's are to be completed by a qualified traffic management group such as, but not limited to, Altus or Spectran. Depending on the event type, local councils or SES may also be able to assist with the generation of a TMP.
- b) Traffic is to be managed by qualified traffic controllers or SES officers, noting that the use of SES members requires their commitment to assist, as well as police presence. Tasmania Police may not be able to provide the same level of assistance with traffic control as in previous years. However, in conjunction with your Traffic Management Company, **Tasmania Police have the authority to temporarily authorise volunteers to act as traffic control marshals for your specific event.** Please include this request on your event application, as arrangements for a volunteer 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 contingencies relating to protecting crowded places may be required of the organiser.
- d) It is the responsibility of the applicant to ensure ALL required documentation is supplied as soon as possible to the relevant office based on the location of your event. **Applications without all required supporting documentation 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/

Do I need a Public Notice?

It is a legislative requirement that all road closures be advertised in the local daily newspaper (e.g. The Mercury, The Examiner) no less than seven (7) days before the event. The cost of advertising is borne by the organiser.

For more information in relation to Public Notices, please refer to the *Public Notice Guidelines* provided (if applicable) or contact the relevant office based on the location of your event.

Southern District

Tasmania Police
PO Box 21, HOBART TAS 7000
Email: southern.traffic@police.tas.gov.au

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