

EVENT NOTIFICATION

www.derwentvalley.tas.gov.au
(03) 6261 8500

P.O. Box 595
New Norfolk TAS 7140

Event contact:

Organisation:

Address:

Phone:

Email:

(must be a phone that is contactable during business hours)

EVENT DETAILS

Event name:

Event location:

Event date(s):

Time to event: from _____ am/pm to _____ am/pm Overnight? ☐ Yes ☐ No

Required set-up date and time:

Completion clean-up date and time:

Expected numbers of attendees:

Is event is on Council owned land or private
land?:

EVENT DESCRIPTION (UP TO 500 WORDS)

EVENT DETAILS

- Will the event require hire of a Council owned or operated hall, park or reserve? ☐ Yes ☐ No
- Will the event require road closures or traffic management? ☐ Yes ☐ No ☐ Unsure
- Do you intend to erect any temporary portable structures, e.g. tents, marquees, stages, jumping castles, side show alley attraction or stalls of any kind? ☐ Yes ☐ No
- Will food be served/sold at the event? ☐ Yes ☐ No
- Will alcohol be served/sold at the event? ☐ Yes ☐ No
- Have you prepared an event risk management plan? ☐ Yes ☐ No
- Will your event have over 1,000 people or more present for two hours or more? ☐ Yes ☐ No
- Will there be loud music/ loud noise? ☐ Yes ☐ No
- Will there be animals? ☐ Yes ☐ No
- Will there be pyrotechnics? ☐ Yes ☐ No

INSURANCE

Please attach a copy of the events Public Liability Insurance and return to Derwent Valley Council.

Completed by Event Organiser/authorised person:

Signature

Date

RETURN COMPLETED FORM AND ABOVE REQUIREMENTS TO COUNCIL

IN PERSON

Council Chambers
Circle Street
New Norfolk

MAIL

Customer Service
Derwent Valley Council
PO Box 595
New Norfolk TAS 7140

EMAIL

dvccouncil@dvc.tas.gov.au