

EVENT PLANNING

How to Plan an Event

Events play a vital role in creating communities that are engaged, vibrant and have a strong sense of pride and community connectivity. Events deliver a range of positive impacts including economic and tourism benefits, promotion of the Central Highlands image as a destination and provide an opportunity to raise the Central Highlands profile as a great place to live and invest in. We are committed to ensuring that Central Highlands Council provides the community and visitors with an opportunity to experience and participate in a diverse range of vibrant and stimulating events and cultural activities.

Your first step is to complete the Event Notification Form (ENF) below. This form can be emailed to development@centralhighlands.tas.gov.au or by post to 19 Alexander Street, Bothwell. The ENF enables Council to assess whether any permits, licences and/or venue bookings are required. Documentation must be submitted a **minimum of 8 weeks before** an event to ensure there is sufficient time for relevant permit requirements to be met and issued. *Late fees may apply for applications received after this.*

Our Environmental Health Officer (EHO) can provide guidance and information to assist you in ensuring your event is as successful as it can be. Download a copy of the [Events Tool Kit](#) and if you have any questions, please reach out to our EHO at development@centralhighlands.tas.gov.au or phone (03) 62595503.

Permits, Plans and other considerations

If you intend to organise an event, you may need to apply for a special license or permit and advise Council about certain aspects of it. Ask our EHO for more information; otherwise see below for some common event considerations:

- Risk and Emergency
- Place of Assembly
- Accessibility
- Food
- Alcohol
- Temporary Occupancy
- Road closure
- Weddings in Council's Parks
- Street Party
- Hire us
- Animals



Event Notification Form Information

The Event Notification Form enables Council to assess whether any permits, licences and/or venue bookings are required. If you wish to conduct your event using one of Council's facilities i.e. hall, a booking will need to be made and is subject to approval and a Hire Fee may be applicable for the use of the space. Documentation must be submitted a minimum of 8 weeks before an event to ensure there is sufficient time for relevant permit requirements to be met and issued.

Council's EHO can provide information and guidance including the coordination of Council permits and licences. If you have any questions, contact our EHO at development@centralhighlands.tas.gov.au or phone (03) 62595503

Best Practice Reference Documents

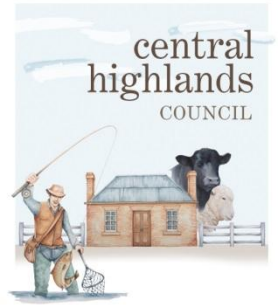
- [ACCESSIBLE EVENTS A Guide for Meeting and Event Organisers](#)
- [Department of Health and Human Services - Guidelines for a Mobile Food Business](#)
- [Storing and Using LP Gas at Public Events](#)
- [WorkSafe Tasmania – Work Health and Safety Act 2012](#)
- [WorkSafe: Acts and Regulations](#)
- [RETHINK Waste: A Guide to Preparing an Event Waste Management Plan](#)
- [Zero Waste Events Tasmania Guide & Templates](#)

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*;

1. Personal information is managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates, on request to Central Highlands Council.
2. Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of Central Highlands Council, in accordance with Council's Policies
3. Failure to provide this information may result in your application not being able to be accepted or processed.

Central Highlands Council Event Notification Form



Purpose of the Form

- To notify the Council of an intended event.
- Should be submitted at least 3 months prior to the event (ideally 6–9 months in advance).
- Early submission helps avoid delays in assessment.

Information Required

Event Details: Name, location, date(s), start/finish times, setup/pack-up times.

Type of Event: Public/private, indoor/outdoor, expected attendance.

History: Whether the event has been held before and how often.

Venue & Infrastructure

Whether the event requires:

- Hall or Park/Reserve Hire _____
- Temporary structures (e.g., tents, stages)

- Food or alcohol service

- High-risk activities (e.g., rides, fireworks)

- Road closures or traffic management

Contact Details

Organisation and contact person's name, phone, email, postal address.

Preferred method of contact (phone, mobile, fax, email). _____

Privacy Statement

Council is committed to protecting personal information.

Details on how information is used are available in the Council's Privacy Policy.