

Events and Activities Register

Form Preview

Event details

* indicates a required field

Should you need assistance in completing this form, **please contact Business Tasmania: ask@business.tas.gov.au or 1800 440 026**

Please note, to complete this form, you will need to upload your Events COVID-19 Safety Plan. A template is at the link below.

This form should be completed in conjunction with the Events Framework and supporting documents (including a template Events COVID-19 Safety Plan) available at <https://www.business.tas.gov.au/eventsframework>

Name of event(s) *

For example: My Event or 2020 Season of Events

Type of event *

- Community event
- Cultural event
- Sporting event
- Other:

This question will assist in allocating the application to an assessor

Event frequency *

- One-off event - e.g. one event at a single site on one day
- Series of events - e.g. similar events held on different days, a multi-day event at the same site, or an events with multiple sessions on one day with distinct patrons
- Concurrent events - e.g. different events at different sites held at same time

Will the event be outdoor and/or indoor? *

- Outdoor Indoor

Select all that apply. If there are multiple areas - some indoor and some outdoor - select both options

Will patrons be required to be seated for the majority of the event, such as for a theatre performance? *

- Yes No

Select all that apply. If there are multiple sites - some seated and some not - select both options

Will the event be ticketed? *

- Yes No

Select all that apply. If both ticketed and not, select both options

Event location, date and attendees

Enter each of the locations, dates and maximum number of attendees for your event(s).

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Use the + and - buttons at the right hand side to add and remove rows if you have multiple events or multiple days.

The maximum number of people includes all staff in a given space.

Address of event	Event date	Maximum number of people at location

Total number of attendees

This number/amount is calculated.

Maximum number of people at any location *

Enter the maximum number of people for the largest event. This is the highest number in the 'Maximum number of people at location' column above

Level One Event

Based on the information provided - your event(s) are Level One under the COVID-19 Events Framework.

You DO NOT need to register using this form.

You must, however, complete an **Events COVID-19 Safety Plan**, available at <https://www.business.tas.gov.au/eventsframework> and have it available for inspection, in order to host your event.

Level Two Event

Based on the information provided, your event(s) are Level Two under the COVID-19 Events Framework. Note, however, this is an automatic calculation and the Level of the Event will be confirmed during the assessment process.

You MUST register and upload your Events COVID-19 Safety Plan, available at <https://www.business.tas.gov.au/eventsframework> using this form

Once you submit this form, Your Events COVID-19 Safety Plan will be reviewed by the Department of State Growth or Department of Communities.

Your event MUST NOT proceed until you're advised that the Events COVID-19 Safety Plan has been assessed.

Level Three Event

Based on the information provided, your event(s) are Level Three under the COVID-19 Events Framework. Note, however, this is an automatic calculation and the Level of the Event will be confirmed during the assessment process.

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You MUST register and upload your Events COVID-19 Safety Plan, available at <https://www.business.tas.gov.au/eventsframework> using this form

Once you submit this form, Your Events COVID-19 Safety Plan will be reviewed by the Public Health Service.

Your event MUST NOT proceed until you're advised that the Events COVID-19 Safety Plan has been approved by Public Health.

IMPORTANT

Based on the information provided - your event(s) are NOT in accordance with the COVID-19 Events Framework.

Please contact Business Tasmania on 1800 440 026 to discuss your registration.

Your event MUST NOT proceed until approval is given from the Department of State Growth.

Events COVID-19 Safety plan

Please upload your Events COVID-19 Safety plan for your event(s).

A template is available at <https://www.business.tas.gov.au/eventsframework>

Events COVID-19 Safety plan *

Attach a file:

Other information

You may wish to provide further information to assist in the assessment of your Events COVID-19 Safety Plan.

If available, please upload a site map for the event(s) location

Attach a file:

If available, please upload a seating plan for the event(s)

Attach a file:

Any other relevant supporting documentation can be uploaded here

Attach a file:

Is there anything else you would like to say?

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Have you previously registered this event(s)?

Yes

If the Event(s) have previously been registered, this will assist assessors in cross referencing.

Please list the registration number(s) for the previously registered events.

Previous registration numbers(s) *

Event contact details

* indicates a required field

Event organiser

This person will receive general correspondence relating to this registration, including being notified of the outcome of the assessment.

Name of event organiser *

Individual Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Contact person *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Email *

Mobile number *

Responsible Person

This person may be contacted by Public Health Services on request.

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They will be responsible for providing patron contact details to Public Health Services if contact tracing is required after the event.

Name of Responsible Person *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal address *

Address

Email *

Mobile number *

Certification

* indicates a required field

Right to information

Information you provide to the Department of State Growth and details of assistance may be subject to requests for public disclosure under the *Right to Information Act 2009*.

Personal information collection

You are providing personal information to the Department of State Growth, which will manage that information in accordance with the *Personal Information Protection Act 2004*. The personal information collected here will be used by the Department for the purpose of assessing your Events and Activities Registration and related activities. Failure to provide this information may result in your Events and Activities Registration not being assessed or records not being properly maintained. The Department may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Department and you may be charged a fee for this service.

Certification

I certify that:

- all the details supplied in this form are correct

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- I have read and understood the section on 'right to information' and 'personal information collection' and accept the terms

All events must

- **comply with existing density and physical distancing requirements**
- **have a COVID-19 Safety Plan that shows how the current COVID-19 safety requirements and restrictions are met**
- **not take place until approval is given by the Department of State Growth**

I agree *

Yes

Press the 'Next Page' button to review your registration.

Once your registration is complete and you do not wish to make any further changes press 'Submit'.