



## Environmental Health Requirements For Operating and Managing Places of Assembly

1. To prevent the transmission of disease, a place of assembly must at all times be kept in a clean and sanitary condition to the reasonable satisfaction of an Environmental Health Officer.
2. Equipment, installations and components essential to the safety of the people using the place of assembly must be maintained in accordance with the maintenance provisions of the *Building Act 2000*, the *Building Regulations 2004*, and the *Plumbing Regulations 2004*, so to ensure their proper performance in the event of an emergency.
3. When premises are being used as a place of assembly, exit doors must be able to be easily opened by the occupants from the inside the premises to allow immediate exit.
4. No part of an exit may be obstructed during operation as a place of assembly.
5. No mirror or object with a reflecting surface shall be positioned during operation as a place of assembly so as to create a reflected image of an exit sign.
6. No place of assembly license holder shall permit a person to light, operate or maintain a fire or flame producing apparatus of any kind during operation as a public place of assembly without the approval of the Building Surveyor.
7. The license for a place of assembly must be displayed in a prominent place visible to the public –
  - a. if the place of assembly is a building, on a wall near the main entrance; or otherwise
  - b. On the site of the place of assembly in a position where it is visible to those members of the public present on the site.

## **BUILDING REQUIREMENTS**

Assessments of Places of Assembly also include a check that:

1. The Form 56 Annual Maintenance Statement (as required by the *Building Act 2000*) is current and displayed; and
2. The Form 13 Occupancy Permit is displayed in a prominent position (as required by the *Building Regulations 2004*) adjacent to the Form 56 Annual Maintenance Statement.

(\* Please note: The Form 56 Annual Maintenance Statement certifies that the essential safety and health features outlined in the Form 46 Schedule of Essential Safety and Health Features and Measures have been assessed by an appropriately qualified person and are operating to the standard to which they were originally designed and installed.)

## **LICENCE APPLICATIONS FOR BUILDINGS**

When an application for a place of assembly license relates to a building, the following documentation may assist Council in its consideration of matters under section 77(2) of the *Public Health Act 1997*.

### **(a) Existing Building (existing use)**

Existing buildings to be used as places of assembly need to be suitable for occupation as places of assembly.

In accordance with the *Building Regulations 2004*, a building used as a place of assembly and built prior to 2 November 1994 requires a new Occupancy Permit issued by a Building Surveyor. For a similar building built between 2 November 1994 and 1 July 2004, they should have a Certificate of Occupancy issued by a Council and for a building built after 1 July 2004 they should have an Occupancy Permit issued by a Building Surveyor under the *Building Act 2000*.

### **(b) Existing building – temporarily used as a Place of Assembly**

If an existing building is to be temporarily used as a place of assembly, then a Certificate of Suitability for Temporary Occupation issued by a Building Surveyor is required. An application can then be made to the Council's General Manager for a temporary occupancy permit. Once the General Manager grants a temporary occupancy permit, an application can then be made to Council for a Place of Assembly License. Note- if more than 200 persons will be using the building simultaneously, a scheme of evacuation that is acceptable to the Tasmanian Fire Service should be prepared in accordance with the *General Fire Regulations 1975*.

### **(c) New Buildings – to be used as a Place of Assembly**

New Buildings that are intended for use as a place of assembly must be issued with occupancy permit by

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the Building Surveyor prior to consideration of the place of assembly license.

### **Determination of Occupancy Limit**

The occupancy limit for buildings and temporary structures is determined by the Building Surveyor in accordance with the *Building Regulations 2004*.