



EVENT APPLICATION PROPOSALS

FOR THE PROVISION OF EVENTS WITHIN THE
CITY OF PORT PHILLIP
2010 – 2011

GUIDELINES

(To be read in conjunction with Application Form)



INTRODUCTION

The City of Port Phillip (CoPP) invites event application proposals from suitably qualified individuals or organisations who wish to conduct Recreational and Sporting events within the City of Port Phillip

The types of events previously held in the City of Port Phillip include:

- Triathlons
- Fun Runs
- Marathons
- Community Sporting Events
- Beach Volleyball
- Sailing Events
- Cycling and on road events

Council welcomes applications which will provide significant social and cultural outcomes for the community, whilst respecting the City's natural assets.

All Events will incorporate the policy framework, objectives and values of the following:

- Policy for Commercial Activity on the Foreshore 1995
- Events Policy 2003
- Community Plan 2007-2017
- Disability Action Plan 2008 – 2012
- Foreshore Management Plan 2004
- Open Space Strategy 2006, and
- Waste Wise Strategy 2006 - 2009.

All permits issued in this process comply with '*Community Amenity Local Law No 3*'

Please Note:

Major Recreational Event Applications (eg. Triathlons, fun runs, open water swims) and any events requiring major road closures need to be lodged through an annual application process in March. Application's received after this time are unlikely to be considered. Please contact a member of the Events Team on 9209 6320 to discuss your application or to place your name on a mailing list.

DEFINITIONS:

In the City of Port Phillip events are defined in the following ways:

Events

Activities conducted for a short period of time (generally on a single day) within the public domain, with a 'bump-in/bump-out' period, authorised by way of a Council approval and issuance of a conditional permit

Public Domain

Includes the foreshore, public open spaces, roads and footpaths within the municipality

Community Events

Conducted by or for non-profit organisations for community enjoyment or benefit.

Cultural and Sporting Events

Conducted by independent providers on a user pays and/or commercial sponsorship basis, that provide an organised



cultural or sporting function to the community

Commercial Events

Conducted for profit or financial gain or to promote a commercial product

Recreational Road Events

Are those that require exclusive use of roadways either in part or whole, where persons are charged a fee for entry.



APPLICATION FORM GUIDELINES

Section 1 – Event Title

Name of the proposed event

Section 2 – Applicant Details

Include all relevant contact details

With permission the Organisation's name, phone number and website will be included in the Summer Events Calender.

Section 3 – Event Day Contact

Details of the key contact person for the day of event. These details will be used on the day of the event by the Council's Events Team and local laws. They will also be included on the permit.

Section 4 – Event Details

This section captures all the basic event details.

Event Times/Dates

- The dates & times of the actual event

Bump In/Out Details

- Timeframes for the set up and pack up of the Event.

Event Description

- Pick the description that best explains your event

Estimated Attendance

- Detail all the expected attendees including staff, participants and spectators

Location

- Indicate your preferred location.
- The City of Port Phillip Events Team can assist in recommending locations or providing site maps.

Section 5 – Event Description

Detailed description of the Event

Suggested inclusions:

- Type of event
- Why is it held?
- Who is it for?
- What are the expected outcomes?

Section 6 – Traffic and Parking Management

Any events that are going to impact traffic flow or parking are required to provide a Traffic Management Plan.

Event Organisers are also required to liaise with Council's Traffic Engineer, Karen Wong P: 9209 6726/0421 616 805 to ensure that the Traffic Management Plan is approved by all the relative governing bodies and implemented accordingly.

Traffic Management Plan (TMP)

A TMP must be designed by qualified traffic engineers and road closures need to be scheduled and managed to minimise traffic congestion and impact on peak traffic flows within the City of Port Phillip and neighbouring roads. If it



is a competitive (e.g. cycling or running) race, event organisers are also required to obtain a permit from the Victoria Police, Strategic Policy and Safety Information Group. An application form must be submitted to the police no less than two months before the proposed date of the event in accordance with the provisions of regulation 403 (2) of the Road Safety (Road Rules) regulations 1999.

Road Closures:

There are a limited number of road closures available in the City of Port Phillip. Road closures are subject to the approval of the City of Port Phillip, and are the responsibility of the event organiser to arrange and pay all associated costs.

On road events are required to submit distances and relevant details of the proposed timing (include set up/down times) in relation to each event leg, and a detailed map highlighting all legs of the event.

Event Organisers will be required to arrange a letter drop to surrounding residents one month prior to the event, advising them of the road closure and the time of the event.

Parking Restrictions & Provision

Indicate any proposed parking restrictions e.g. for unloading goods and equipment, locating stalls in parking bays etc. Include parking provisions for attendees and Marshalls in the TMP.

Parking is limited around the foreshore area, you may want to advise attendees to use alternative forms of transport

All vehicles must be parked in designated parking spaces. Tickets will be issued for clearways, loading zones etc.

No parking is permitted on the foreshore and there should be no parking on the reserves unless approved by Council.

Access to the foreshore is restricted in some areas, please refer to Appendix 1: Guidelines to Access to Promenade and Foreshore for more information.

Section 7 – Infrastructure

Details of all proposed infrastructure is to be included on the site map and incorporated into the various management plans requested. Council is not responsible for any infrastructure

- All infrastructure is to meet the relevant Australian Standard and be used for its designed purpose.
- Include dimensions of all structures associated with your event.
- All Infrastructure must be placed beyond tree canopies.
- Before construction underground irrigation lines must be identified by council officers.
- All temporary structures must be weighted and not pegged when on grassland unless otherwise specifically authorised by the City of Port Phillip.
- Access to the promenade and foreshore must adhere to guidelines set out in Appendix 2
- That the event area leaves a clear 2.5 metre walkway for other pedestrian traffic at all times.

Vendors, Stalls, Marquees, & Stages

Prescribed temporary structures require an occupancy permit to be issued by the Building Commission and require siting approval from the City of Port Phillip pursuant to Section 57 1(a) of the Building Act 1993.

Prescribed temporary structures include the following;

- (a) Tents, marquees or booths with a floor area greater than 100m²;
- (b) Seating stands for more than 2 persons;



- (c) Stages or platforms (including sky borders and stage wings) exceeding 150m² in floor area;
- (d) Prefabricated buildings exceeding 100m² other than ones placed directly on the ground surface

Contact the Council's Planning & Building Services on 9209 6253 or website www.portphillip.vic.gov.au to seek advice or to apply for siting approval for a prescribed temporary structure.

Lighting Equipment & Generators:

All electrical equipment must comply with Work Safe Code of Practice. Extension cords must be protected from pedestrian and vehicle contact.

Toilets

Event Organisers must provide adequate mobile toilets appropriate to the number of patrons expected.

Litter and Recycling Bins

An appropriate number of Litter and Recycle Bins will need to be provided for your event. See the section on Waste Management for more detail

Section 8 – Site Details

Vehicle Access

Vehicles can access the site to off-load equipment and for pack-up. Outside these times, all vehicles associated with the event must park in the designated roadside or car parking spots.

The site map will need to indicate vehicle access points. Keys are required for vehicle access for most Event sites. Key access is to be organised in advance with the Events Team

Water and Power requirements

Taps and Power boxes are available at most Event Sites. Keys are required for power boxes and must be organised in advance.

All electrical equipment must comply with Work Safe Code of Practice. Extension cords must be protected from pedestrian and vehicle contact.

Water restrictions must be complied with at all times

It is also a requirement to specify the environmental impact of the use of resources such as water and power and the use of motorised equipment. You will need to include the detail of how it will be used and how you propose to minimise the impact of its use. This information to be included in the Environmental Impact Statement

Noise management

Noise and music must be kept at acceptable levels at all times creating as little disturbance as possible to surrounding residences. Acceptable levels include those specified by any authorised Council Officer or the Victorian Police during the conduct of the event.

Any amplified PA system used at any time must have speakers facing seaward, away from residential areas.

Noise Management needs to be considered in all events undertaken within the City of Port Phillip. All event organisers need to be aware of all EPA regulations (<http://www.epa.vic.gov.au/>) and indicate what measures will be undertaken to minimise the impact to the community.



Security

Event organisers are responsible for all security associated with their event. This could include securing roadblocks, monitoring the site overnight, as well as crowd control. Council does not provide any security for events.

Emergency Vehicles

Event organisers are responsible for the provision of all emergency services in order to minimise the risks to participants and other park users.

To enable Emergency access, the event area must provide a clear 2.5 metre walkway for other pedestrian traffic at all times.

Signage

No temporary signage of any description is to be erected without prior written approval from Council's Events Team. Signage may also require approval from any other affected parties, including VicRoads or Public Transport Companies

- No signage can be nailed to trees or signposts
- Bill posting is Prohibited
- Bunting and Festoon Lighting is not permitted over any roads
- There are planning regulations on where and when decorations can be erected
- No cigarette or alcohol advertising be permitted.
- All signage, or decorations such as bollards, planter boxes or other devices (eg to denote outdoor eating areas) must be set up in a secure and safe manner. A clear walkway of 1.8 metres from the building line is required.
- All signage approved by this permit must not be varied from the approved plan.

Please note that requests for signage must be in writing and forwarded with a copy of the proposed artwork

Fireworks

Fireworks are not permitted

Pedestrian & Bike Traffic

Safe pedestrian passage is to be provided at all times. Barriers and/or signage may be necessary.

A minimum walking space of 1.5 metres should be left on the footpath for pedestrians.

Should your event be conducted on or adjacent to Council's bike path, you are required to provide a suitable number of crowd controllers to ensure public safety.

Section 9 – Food & Alcohol

If you plan to serve or sell food or alcohol to the public at your event you will need to obtain a Temporary Food Premises Permit from Council. Contact Council's Public Health division on ph. 9209 6292 or visit the council website for an application form www.portphillip.vic.gov.au.

If selling or serving alcohol, you must also obtain a Liquor Licence from **Responsible Alcohol Victoria** – phone 1300 650 367 or website www.justice.vic.gov.au. Note: licences for smaller events usually take 1 month for approval however larger events may take up to two months.

Copies of these licences and permits will be required before a permit is issued



- Event organisers are responsible for ensuring that alcohol remains within the approved event precinct. Drinking on the street is against Council's Local Law
- The selling of food or drink by wandering vendors is not permitted.

Section 10 – Environmental Impact Statement

Event organisers are to specify how the event may impact on open space. Please list and detail what arrangements / contingencies are in place to protect parks, reserves and areas of natural vegetation from damage, plus measures to minimise disturbance to native fauna and flora.

It is also a requirement to specify what the environmental impact will be for the use of resources such as water and power and the use of motorised equipment. You will need to include the detail of how it will be used and how you propose to minimise the impact of its use.

It is the responsibility of the event organiser to leave the event area in a clean and tidy condition. Also to ensure that there is no damage to property or the environment resulting from the conduct of the event and/or its associated activities.

Section 11 – Community Impact Statement

Event organisers must specify the measures undertaken to minimise the **impact of the event** on the Community.

The statement will need to:

- Include details on how local traders, local sporting clubs and/or foreshore clubs and businesses will be able to gain access to their facilities during the conduct of your event.
- What arrangements are in place for any displaced businesses and/or clubs.
- What arrangements are in place to address issues of public access, residential amenity and public safety pre, during and post event.
- Marketing and promotional strategies that you will apply – in particular how you intend to notify all relevant stakeholders affected by the activity.

Section 12 – Community Benefit Statement

The increasing high demand for Port Phillip's foreshore and green spaces has meant that Council requires a clear demonstration of a **net community benefit** from events.

Council is committed to ensuring that the impact to the community is offset by the benefit that will be provided by hosting each Event. Your initiative and forward thinking in providing a net community benefit to the City of Port Phillip will be an *important element of the selection criteria process*.

Applicants must provide a detailed statement OR a listing of initiatives which clearly outlines the community benefits of their event.

This statement is required to provide information pertaining to:

- The purpose of the event and the benefits for it being held in the City of Port Phillip.
- How you will measure the success of the event and what you will provide to Council to demonstrate results.

Council encourages applications that:

- Appeal to a wide cross-section of the community,
- Increase the community's enjoyment of the City's attributes
- Increase healthy participation in culture and recreation amongst its residents,
- Provide safe and affordable cultural and recreational opportunities involving people across age and interest groups



- Show benefits for or relationship building with community groups, residents and/or traders
- And which promote the City as an active, creative and desirable place to live.

Section 13 – Inclusive Participation Statement

The City of Port Phillip is committed to access and inclusion for all citizens in the delivery of services and events.

Event organisers are to specify the measures taken to encourage participation by City of Port Phillip residents including children, older adults, women, disadvantaged groups and people with disability?

What measures have been undertaken to make the proposed event accessible for all abilities?

Section 14 – Application Checklist

Certificate of Currency

It is a requirement for all event organisers to provide a current certificate of currency for public liability of \$20 million listing the City of Port Phillip as an interested party.

- (Please refer to Australian Prudential Regulation Authority (APRA) website for insurers authorised to conduct insurance business in Australia - : www.apra.gov.au)

Waste Management Plan (WMP)

It is your responsibility to ensure that all waste and recycling is removed from the event site and is correctly disposed of at the conclusion of the event.

You as the event organiser are not to deposit any waste associated with your event such as advertising material into Council waste containers. This does not include general waste such as food and drink containers.

Event organisers are responsible for implementing a WMP. All waste and recycling removal is the responsibility of the event organiser.

The WMP is to include:

- How you will you work towards making your event as sustainable as possible. For a guide visit http://www.resourcesmart.vic.gov.au/for_businesses/waste_2016.html
- Name of organisation providing the waste management services (including allocated staff numbers)
- Details of where waste and recycling will be deposited after collection
- Details of the type of equipment used for collection i.e. compactor or tray truck

Further to this, with all major events, organisers are obliged to provide figures on the amount of Waste and recycling generated and removed from the event.

Risk Management Plan

Risk Management is a process to identify, assess and respond to risks that may impact on your Event. A Risk Management Plan is required for all events.

The RMP is to include a matrix identifying risks and measures to minimise risks.

E.g. Risk: Noise may disturb nearby residents. Measure to minimise risk: Letter drop advising residents of event and no loudspeakers to operate prior to 10am.

Common Risks at Events:



- Traffic
- Unsafe infrastructure or equipment
- Electrical and Gas Safety
- Dehydration and sunstroke
- Crowd Management
- Criminal Activity
- Accidents or injuries
- Lost children

Emergency Management Plan (RMP)

Public events of all sizes must have an Emergency Management Plan, which outlines how you will respond in the event of an emergency. The plan must consider:

- Possible emergency interruptions
- Access & evacuation routes
- Personnel responsible in emergencies & evacuations
- Emergency services meeting points
- Ambulance & emergency vehicle loading areas
- An incident control centre
- Arrangements for additional emergency services personnel

In the event of an emergency at an event or festival, contact 000. For after hours Council-related emergencies contact *Council After Hours Service on 9209 6777*

If you are unsure of how to prepare an Emergency Management Plan you should call Council's Events Team on 9209 6320 for assistance.

Site Plan

The site plan is to include all details of the location, the infrastructure and the resources to be used on site and the placement / location of each item.

The site plan must also include map/s indicating and detailing the dimensions of the area utilised exclusively and non exclusively during your event.

Any changes or additions to this site plan must be approved in writing and finalised 10 days before the event.

Section 15 – Event Recommendation Statement

Provide a brief statement as to why Council should select your organisation to conduct an event. Where appropriate, endorsement of a state-wide or national association would be of benefit

Section 16 – Previous Experience

Brief explanation of your organisation's previous experience conducting similar events

Section 17 – Reference Details

List two to three referees with contact numbers. It is preferred that the referees are the approving authorities of other events which you have held, or who can vouch for the overall quality and standards of events which you have conducted.



For on road events, at least one referee needs to be from a Victorian Police Branch which has had involvement with your events previously. The second reference needs to be from a local or state government agency e.g. Vic Roads or another Municipal Council

Where applicable, letters of support from Port Phillip Community and/or businesses can be supplied.

Section 18 – Agreement

Ensure the agreement is signed and all associated documents have been included

ADDITIONAL CONDITIONS

Fees / Refunds / Cancellations and Payments

Fees apply to all events

A refundable security deposit against damage and litter will be required

The event organiser will be required to reimburse council for the cost of any reinstatement or repairs occasioned as a result of any damage to property resulting from the conduct of the event and/or its associated activities.

A list of registration may be required prior to invoicing to ensure the correct fees are charged. The registration list is to be provided to the Events Adviser within 21 days of the event taking place for processing.

Cancellations

After an event has been approved, cancellations are only accepted in writing.

If for some reason the Event cannot be held on the day nominated, you must contact the City of Port Phillip on that day to advise. A new permit will need to be applied for if the Event is rescheduled.

Refunds

Please note: 50% of your site fee will only be refunded due to bad weather cancellation of your event.

Occupational Health & Safety and Security

The Permit holder is responsible for the safeguarding of the public against injury and for maintaining the site during the conduct of the event in a safe condition at all times.

The event organiser must notify a City of Port Phillip representative immediately after an accident or any incident involving injury or property damage.

Water based events can only take place when water pollution is below recommended EPA safe levels.

Non-Compliance

A breach of any of the conditions of a permit may result with enforcement action being taken against the permit holder and/or the organisation responsible for the event. This action may include the issuing of fines to each interested party, cancellation of the permit or with the matter being referred to the Magistrates' Court.

Any enforcement action that is required in relation to this permit may affect future applications lodged by the event organiser with this Council.

Random inspections will take place on the day



Permits must be kept on site during the conduct of the event

Access to Promenade and Foreshore

Detailed plan of beach access when using vehicles for drop off / pick up purposes. All access must adhere to the guidelines set out in Appendix 1.

LODGEMENT DETAILS

Applications are to provide all requested material as outlined in the Event Application Guidelines and Application Form.

Please Note: Major Commercial Recreational Event Applications need to be lodged by March of the year required in order to be included in the annual assessment process. Application's received after this time are unlikely to be considered.

Preferred lodgement:

Email: eventpermits@portphillip.vic.gov.au

Alternative lodgement::

Post or Deliver

TWO hard copies of the event application in an envelope prominently marked:
Event Application Proposals

Post:

**Private Bag No 3
PO St Kilda 3182**

Deliver:

**St Kilda Town Hall
cnr Brighton Rd & Carlisle St
St Kilda Vic 3182**

All enquiries should be made to:

Sophie Andrikopoulos
Events Adviser
City of Port Phillip
9209 6320
0412 485 062

eventpermits@portphillip.vic.gov.au

Appendices

Appendix 1 – Guidelines to Access to Promenade and Foreshore