Checklist for Planning an Outdoor Community Event

## **Introduction:**

This document is a useful compilation of the steps you will need to take to run your event, the resources available, information about the event permit process, and the contact details of other organisations you may need to contact.

A Council Event Manager is assigned to every community event. They will be the main contact for all your questions and will be available to help you through the process. Their contact details are at the bottom of this document.

**Where the checkbox (**☐**) icon is used, this means it will need to form part of your submission to Council to receive your full Event Permit.**

## **Initial application and provisional approval:**

We ask that you submit an initial application, from which we will consider your concept and the basic details of your event. if your concept is approved, you will receive a provisional approval email from Council. This email will include the further information you are required to submit in order to gain a permit.

An initial application should include the three following items:

[ ]  Application form

[ ]  Site Plan (draft)

[ ]  Initial conversation or meeting with Event Adviser

## **Process for receiving your full permit:**

Please provide the following:

[ ]  Copy of Certificate of Currency (insurance) minimum $20m Public Liability coverage

[ ]  Final Site Plan

[ ]  Risk & Emergency Management Plan (you can use our [Risk and Emergency Management Plan Template](../../LAST%20UPDATED%202020%20-%20Risk%20and%20Emergency%20Management%20Plan%20%28DOCX%20383%20KB%29.docx))

[ ]  Broad running schedule of event

[ ]  Any of the below where applicable

## **Additional requirements (where applicable) if you intend to feature any of the below:**

| **Event component:** | **To submit to Council** | **Essential reading and further resources:** |
| --- | --- | --- |
| *Alcohol at your event* | [ ]  Supply a copy of your liquor licence, or provide written confirmation of why one is not required. Council may confirm this with VGCCC or Victoria Police.[ ]  Include locations of free drinking water and red line (area where alcohol can be drunk) on your site map. | [Alcohol and Liquor Licence Community Help Sheet](https://www.portphillip.vic.gov.au/media/csppmrb4/alcohol-liquor-licence.pdf) |
| *Animal Nurseries and Farms* | [ ]  Mark location of the nursery on the event layout plan[ ]  Supply current Public Liability Insurance coverage for each animal company[ ]  Add identified risks and mitigation measures in your risk and emergency management plans | [Animal Nurseries and Farms Help Sheet](https://www.portphillip.vic.gov.au/media/gp3abva2/animal-nurseries-and-farms.pdf) |
| *Fireworks and Pyrotechnics* | [ ]  A site plan with details of the fireworks fall-out zones showing minimum separation distances for loading or transportation and detonation of fireworks in accordance with the *Dangerous Goods (Explosive) Regulations 2011* (reg 155)[ ]  A Notification of Intention to discharge fireworks (WorkSafe application)[ ]  A copy of the WorkSafe approval[ ]  A copy of the Civil Aviation Safety Authority (CASA) notification and approval (not required for Chinese Crackers)[ ]  Job safety analysis[ ]  Pyro technician licences[ ]  Certificate of Currency from fireworks provider | [Fireworks and Pyrotechnics Help Sheet](https://www.portphillip.vic.gov.au/media/aqgezvmr/fireworks-and-pyrotechnics.pdf) |
| *Food and Beverage* | [ ]  If you are going to have a number of food vendors, register for a [Mobile and Temporary Food Business permit](https://www.portphillip.vic.gov.au/council-services/business/business-permits-and-approvals/mobile-and-temporary-food-business-registration)[ ]  Provide a list of all food traders operating at your event[ ]  Ensure all your food or drink traders have completed a *Statement of Trade* for the City of Port Phillip | [Food and Beverage Community Help Sheet](https://www.portphillip.vic.gov.au/media/zpbbc55c/food-and-beverage-community-helpsheet.pdf) |
| *Fundraising and Raffles* | [ ]  Provide a copy of consent from the governing body of the charity or community organisation for which you are raising funds[ ]  If your raffle is worth over $5,000, provide a copy of your VGCCC approval | [Fundraising and Raffles Community Help Sheet](https://www.portphillip.vic.gov.au/media/ozrlmjww/fundraising-and-raffles-2024.pdf) |
| *Inflatable structures and mechanical rides* | [ ]  Location of the structure/s on the event layout plan[ ]  Supply current Public Liability Insurance coverage for each structure[ ]  Provide Certificates of Compliance for both Design and Inspection (mechanical rides)[ ]  Add identified risks and mitigation measures in your risk and emergency management plans for each structure | [Inflatable Structures and Mechanical Rides Community Help Sheet](https://www.portphillip.vic.gov.au/media/aq5atiid/use-of-inflatable-or-mechanical-rides-community-helpsheet.pdf) |
| *Keys, Power and Water* | [ ]  Check if keys are required for your chosen event site[ ]  Request for access to water and/or power[ ]  Arrange time (during work hours) to collect keys | [Keys, Power and Water Community Help Sheet](https://www.portphillip.vic.gov.au/media/1h0b51r1/keys-power-and-water-pdf-223-kb.pdf) |
| *Large marquees and structures* | [ ]  Apply for the *Siting Approvals for Prescribed Temporary* Structures building permit[ ]  Provide a copy of the permit to your Council Event Manager once it is issued | [Large Marquees and Structures Community Help Sheet](https://www.portphillip.vic.gov.au/media/ukpd1zz4/large-marquees-and-structures-17-july-2024.pdf) |
| *Notification & Promotion* | [ ]  Copy of notification letter (if requested)[ ]  Signage application (if required) | [Notification and Promotion Community Help Sheet](https://www.portphillip.vic.gov.au/media/p5vbmb4p/notification-and-promotion-pdf-485-kb.pdf)[Notification Sample Letter Community Help Sheet](https://www.portphillip.vic.gov.au/media/ppwdazyn/notification-sample-letter-pdf-292-kb.pdf) |
| *Road closures* | [ ]  A Traffic Management Plan, including dates, times and implementation process[ ]  Include traffic management risks in your risk plan | [Road closures](https://www.portphillip.vic.gov.au/media/tecf3w1f/road-closures-community-helpsheet.pdf) Community Help Sheet  |
| *Waste Management* | [ ]  Submit a Waste Management Plan (you can use our [Waste Management Plan Template](https://www.portphillip.vic.gov.au/media/kqbbq0sh/template-waste-management-plan-docx-339-kb.docx)) | [Waste Management Community Help Sheet](https://www.portphillip.vic.gov.au/media/hvrl05kb/waste-management-pdf-412-kb.pdf)[Waste Management Plan Template](https://www.portphillip.vic.gov.au/media/kqbbq0sh/template-waste-management-plan-docx-339-kb.docx) |

## **Developing your event:**

These are items you should consider when planning your event. Speak to your Event Adviser if you would like further information.

|  |  |
| --- | --- |
| **Event component** | **Things to consider:** |
| *Site Set Up* | * Suitable structures and marquees
* Weighting or pegging structures and marquees
* Drinking water
* Toilets
* Vehicle Access
* Gas & Electrical Safety
* If your event is on one of our foreshore spaces, you may need to apply for Costal Consent from the Department of Environment, Land, Water and Planning (DELWP). Your event Manager can tell you if you will need this
 |
| *Health Safety and Risk* | * Child Safety (e.g. Working with Children Checks)
* Risk and emergency management plans
* Extreme weather, shade and total fire bans
* First aid
* Certificate of Currency for Public Liability Insurance
 |
| *Music* | * Music licences, such as from OneMusic
* How you will reduce noise at your event
* Sometimes you may need a permit from the Environmental Protection Authority (EPA) for music events
 |
| *Pre Event Planning* | * Grants and funding. See our [Funds, grants and subsidies - City of Port Phillip](https://www.portphillip.vic.gov.au/people-and-community/funds-grants-and-subsidies) website page for a list of some grant opportunities
* Official attendance, such as inviting dignitaries.
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| *Post event* | * Debrief meeting
* City of Port Phillip Service Survey
* Acquittal Report (if required for funding)
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## **External Agencies:**

Check with your event manager if you need to be in contact with any of the following agencies:

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation & website (where applicable)** | **Purpose** | **Contact number** | **Email (if applicable)** |
| [*Ambulance Victoria*](https://www.ambulance.vic.gov.au/) | Emergency management | None | None |
| [*City of Port Phillip Building Services*](https://www.portphillip.vic.gov.au/planning-and-building/building-and-construction) | Place of Public Entertainment (POPE)Siting Approvals for Prescribed Temporary Structures | 03 9209 6253 | helpbuilding@portphillip.vic.gov.au |
| [*City of Port Phillip Public Health Services*](https://www.portphillip.vic.gov.au/council-services/health-and-safety/public-health) | Food services | 03 9209 6292 | helphealthservices@portphillip.vic.gov.au |
| [*Department of Environment Energy and Climate Action*](https://www.deeca.vic.gov.au/) | Coastal Consent | 136 186  |  None |
| [*Energy Safe Victoria*](https://esv.vic.gov.au/) | Gas safety | 1800 652 563 | None |
| [*Environmental Protection Authority*](https://www.epa.vic.gov.au/for-community/environmental-information/noise/music-noise/outdoor-venue-noise-permits) | Noise management | 1300 372 842 | None |
| [*Fire Rescue Victoria*](https://www.frv.vic.gov.au/) | Emergency management | 03 9662 2311 | None |
| [*FoodTrader,*](https://streatrader.health.vic.gov.au/)  | Food registration | None | None |
| [*OneMusic*](https://onemusic.com.au/) | Music licencing | 1300 162 162 | hello@onemusic.com.au |
| [*Parks Victoria*](https://www.parks.vic.gov.au/get-into-nature/events-and-filming-permits) | Events in the bay | 13 19 63 | events@parks.vic.gov.au |
| [*Public Transport Victoria*](https://www.ptv.vic.gov.au/) |   | 1800 800 007 | None |
| [*Victorian Building Association (VBA),*](https://www.vba.vic.gov.au/)  | Temporary structures | 1300 815 127 | None |
| [*VicRoads*](https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads) |   | 03 9854 2781 | vicroadsmetroevents@roads.vic.gov.au |
| [*Victorian Gambling and Casino Control Commission,*](https://www.vcglr.vic.gov.au/)  | Liquor licence | 1300 182 457 | None |
| [*Victoria Police*](https://www.police.vic.gov.au/) |   | 03 9536 2666 | None |
| [*WorkSafe*](https://www.worksafe.vic.gov.au/using-fireworks) | Safe worksites and fireworks | [1800 136 089](https://www.epa.vic.gov.au/for-community/environmental-information/noise/music-noise/outdoor-venue-noise-permits) | None |

## **Contact us:**

For more information please see the website page [Events, venues and performers - City of Port Phillip](https://www.portphillip.vic.gov.au/council-services/events-venues-and-performers).

You can also contact the Events team via the below methods:

E: eventpermits@portphillip.vic.gov.au

P: 03 9209 6777