

Expression of interest - Major events

What you need to do

Before you start!

The fast and easy way to apply is online via

📧 portphillip.vic.gov.au/council-services/pay-apply-report

Otherwise complete this form to apply via email.



Complete and submit the form

Submit completed form and site plan via email. Further documentation will be requested to support your application.



Receive your invoice

Once your application is processed you will receive an invoice.



What comes next

We will notify you of the provisional approval of your application.

Read before starting

An indicative site plan must be included with your application.

It is recommended that applicants read the following documents before applying:

- All applications will be assessed against the Outdoor Events Policy, Events Strategy and draft Creative Port Phillip Strategy.
- The Outdoor Events Guidelines provide operators with an outline of what is required to operate a Event within the municipality.

How to apply

Submit this form and required supporting documentation:

☎ 03 9209 6777

✉ eventpermits@portphillip.vic.gov.au

🖱 portphillip.vic.gov.au/explore-the-city

1 Declaration

I am an authorised person to apply for the Event Permit and that all information in this application is true and correct

I have read the key information and relevant documentation and accept the conditions for events

I agree to comply with all permit conditions, local laws and all relevant legislation

All details provided are accurate and this event will be organised and managed as described unless advised otherwise by the City of Phillip and/or its authorities

I understand that this Event Application does not constitute event approval

I have attached an Initial Site Plan (including location of sound systems and speakers)

Privacy policy

The City of Port Phillip is collecting the personal information requested on this form for the purpose of determining the provision of events within the City of Port Phillip. The personal information will be used solely by the City of Port Phillip for this primary purpose and the directly related secondary purpose of sending you any further information relating to this process. The applicant understands that the personal information provided is for these purposes and that they may apply to council for access and/or amendment of the information.

2 Documentation checklist

Timeframes for submission of this documentation will be outlined by your assigned Events Adviser. Please allow a minimum of 3 months for your documentation to be assessed.

All events

Copy of Certificate of Currency

Noise Management Plan

Detailed Site Plan

Emergency Management Plan

Waste Management Plan

Resident Notification Letter

As requested

Detailed Traffic Management Plan

Detailed plan of foreshore access

Liquor Licence details (if you intend to serve alcohol)

Statement of Trade (if selling or serving food or drink) including registration with local Council

Signage Permits

Occupancy Permit/Siting Approval (Large Temporary Structures or Fencing)

Other approvals e.g. Vic Police, Parks Victoria, VicRoads

3 Event details

Event title

Preferred location

Note: The Events Team can assist in recommending locations or providing site maps.

4 Applicant details

Organisation name

ABN

Organisation address

Suburb

State

Postcode

Best contact number

Email

Website

5 Event day contact

These details will be included on the permit and used by Council officers on event day

Contact Person Position Title

Phone number Email

6 Event details

Event dates/time	Date commencing	Date ending	
	Time starting : AM PM	Time ending : AM PM	
Set up date	Date of set up	Time starting : AM PM	Time ending : AM PM
Removal date	Date of removal	Time starting : AM PM	Time ending : AM PM
Estimated attendance	Attendees	Spectators (If applicable)	Staff/Marshalls
Target audience			
Entry fee	Adult	Child	Concession
	\$	\$	\$
Other participant charges			
Is the event date flexible?			
Yes. Please select the alternative event date/s			
No. Please provide details below			

7 Event description

Detailed description of the Event

Provide a brief history of the Event

How many years has this event been held in Port Phillip (where relevant)?

8 Fundraising

Is your organisation registered as Not for Profit?

☐ No ☐ Yes. Please complete the following:

What charity or community group/s are you raising funds for?

How much money do you expect your event to raise for the charity?

\$

How are funds raised? Please tick all that apply with the percentage that goes directly to the charity.

☐ Direct donation

☐ Ticket sales

☐ Individual fundraising

☐ Other

What percentage goes directly to the charity?

9 Road closures

What road/s will be closed?

Time closed

:

AM

PM

Time reopening

:

AM

PM

Other details

10 Food

Are you selling or serving food or drink?

No Yes – If yes please specify:

Do you plan to use gas at the food stalls?

No Yes – If yes please specify:

11 Alcohol

Note: A Liquor Licence will be required if alcohol is to be sold or served

Are you selling or serving alcohol?

No Yes – If yes please specify:

Alcohol service starting

Alcohol service ending

: AM PM

: AM PM

12 Infrastructure

Mark any of the following that apply to your Event and provide details

Note: 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. Permission must be given prior to the pegging of any infrastructure. Underground irrigation lines must be identified by council officers before any pegging.

	Number	Details
Marquees		
	Number	Details
Stage/s		
	Number	Details
Fencing		
	Number	Details
Other structures		

13 Noise management

Complete this section if your Event has:

- any amplified sound or
- other elements that will be louder than general crowd noise (e.g. Speakers, bands, drums, PA systems, horns, starter pistols etc.)

Expected sound level

- More than 65dB(A)
- 55dB(A) – 65dB(A)
- Less than 55dB(A)

Type of sound

- What type of music?
- Live music with drums and/or sub-bass
 - Amplified speech or music via low-powered sound system (PA)

Other (specify):

14 Multi-year permit

Would you like to apply for a multi-year permit?

- No Yes

To be eligible, events must have been based at the City of Port Phillip for over 3 years.

15 Event organiser’s experience

Please provide information on previous experience you or your organisation has in delivering similar types of events.

Further information

16 Reference details

It is preferred that the referees are the approving authorities of other Events which you have held

Event name Event date

Organisation name

Contact name (referee) Position (referee)

Contact number (referee) Email (referee)

Office use only

Application
number

Date
lodged