

Stakeholder requirements for Events- these are **guidelines only** every event will be assessed on its merits.

Local Law No.1 states that **an informal social gathering of thirty persons or less on any Council Land or a Foreshore Reserve does not require a permit.** For events over thirty persons you will need a permit from Council.

Event	Events Dept	Planning	Building Services	Community Safety	Environmental Health	Infrastructure /Property Management	Environment	Recreation & Culture	other Agency's
Public Land 30 to 200 patrons	Permission for use land/venue. Proof of \$10m Public Liability insurance. JSA or SWMS		Require consent if: Marquees >100m2. Stages/platforms>150m2 Elevated prefab structure >100m2. Seating stands>20 people.	Informed about gathering. Must operate within Local Law conditions.	Food and beverage trading/compliance with Food Act. Must operate under EPA noise regulations Compliance with Public Health & Wellbeing Act.	Require consent if: Access disruption on road greater than 250vehicles per day. Road Activity Permit.	No foreshore use permit required. Must operate within Local Law conditions.	Casual booking form/confirmation letter.	Require consent if: VicRoads 60 day notice. Liquor licensing: 28 day notice. CFA total fire ban permit- fireworks & BBQ/Commercial catering.
Time line (minimum)	4 weeks		4 weeks	4 weeks	4 weeks	4 weeks	4 weeks	4 weeks	
Public land 30 to 5000 patrons	Event permit	Planning permit requirements depend on zoning /overlay, what activities will occur on the land and whether any buildings/works are proposed.	Require consent if: Marquees >100m2. Stages/platforms>150m2 Elevated prefab structure >100m2. Seating stands>20 people.	Informed about event. Must operate within Local Law conditions.	Food and beverage trading/compliance with Food Act. Must operate under EPA noise regulations Compliance with Public Health & Wellbeing Act.	Require consent if: Access disruption on road greater than 250vehicles per day. Road Activity Permit.	Application form. Proof of \$10m Public Liability insurance. Risk/emergency mgmt. plan.	Casual booking form/confirmation letter. Proof of \$10m Public Liability insurance.	Require consent if: VicRoads 60 day notice. Liquor licensing: 28 day notice. CFA total fire ban permit- fireworks & BBQ/Commercial catering.
Time line (minimum)	4 weeks	New event: 6 month pre application meeting. Existing event: 3 months.	4 weeks	4 weeks	4 weeks	4 weeks	4 weeks	4 weeks	
5000 plus patrons	3 months	As above	As above & P.O.P.E 3months	3 months	3 months	3 months	3 months	3 months	
Private land i.e.GP, V8s, Superbikes, Music Festivals, Phillip Island GP circuit events.		Planning permit requirements depend on zoning /overlay, what activities will occur on the land and whether any buildings/works are proposed.	P.O.P.E Require consent if: Marquees >100m2. Stages/platforms>150m2 Elevated prefab structure >100m2. Seating stands>20 people.	Informed about event. Must operate within Local Law conditions	Food and beverage trading/compliance with Food Act. Must operate under EPA noise regulations. Wastewater plan. Compliance with Public Health & Wellbeing Act.	Require consent if: Access disruption on road greater than 250vehicles per day. Road Activity Permit Traffic Management Plan.			Require consent if: VicRoads 60 day notice. Liquor licensing: 28 day notice. CFA total fire ban permit- fireworks & BBQ/Commercial catering.
Time line: up to 10,000 patrons		Existing event: 3 months New event: 6 to 12 months	Medium Risk: 3 months	Medium Risk: 3 months	Medium Risk: 3 months	Medium Risk: 3 months	Medium Risk: 3 months	Medium Risk: 3 months	
10,000 plus patrons		Existing event: 3 months New event: 6 to 12 months	High Risk: 6 to 12 months	High Risk 6 to 12 months	High Risk 6 to 12 months	High Risk 6 to 12 months	High Risk 6 to 12 months	High Risk 6 to 12 months	
Crown Land i.e. Churchill Island events, school fetes.		Planning permit requirements depend on zoning /overlay, what activities will occur on the land and whether any buildings/works are proposed.	P.O.P.E Require consent if: Marquees >100m2. Stages/platforms>150m2 Elevated prefab structure >100m2. Seating stands>20 people.	Informed about event. Must operate within Local Law conditions.	Food and beverage trading/compliance with Food Act. Must operate under EPA noise regulations. Wastewater Plan. Compliance with Public Health & Wellbeing Act.	Require consent if: Access disruption on road greater than 250vehicles per day. Road Activity Permit. Traffic Management Plan.			Require consent if: VicRoads 60 day notice. Liquor licensing: 28 day notice. CFA total fire ban permit- fireworks & BBQ/Commercial catering.
Time line (minimum)		New event: 6 month pre application meeting. Existing event: 3 months.	3 months	3 months	3 months	3 months			

Planning: **Formal objections and VCAT appearances may result in time frames being extended beyond 6 months.**

Local Law

(1) A Person must not, without a Permit, hold or organise any Event on any Council Land or Foreshore Reserve within the Municipal District. Penalty: 20 Penalty Units

(2) A Person must not, without a Permit, hold or organise any Event on any land other than Council Land if that Event may reasonably be expected to have a material impact on the neighbouring community or a materially increased risk to public safety or to Council assets. Penalty: 20 Penalty Units

(3) The following exemptions apply in respect of this Clause:

(a) **an informal social gathering of thirty persons or less on any Council Land or a Foreshore Reserve** is exempt from the requirement of a Permit under Sub-clause (1), (although certain activities may require a Permit under Clause 80 – Use of Municipal Reserves);

(b) an Authorised Officer or a Delegated Officer may assess an application and may decide that, based on the circumstances of the matter, a Permit under Sub-clause (1) or Sub-clause (2) is not required; and

(c) an event that is subject to a planning permit is exempt from the requirement of a Permit under Sub-clause (1) or Sub-clause (2)