



Outdoor Community Event - planning checklist

Introduction

This is a quick reference checklist to guide you through the steps to holding a community event in the City of Port Phillip and applying for a permit.

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.

- Council Event Manager
- 9209 6326
- eventpermits@portphillip.vic.gov.au

Using the checklist

- Items with a checkbox will require a submission to Council to gain a permit;
- Helpsheets are available for key processes;
- Other items can be used as prompts for your planning;
- Event Advisers are available to assist you through the process.

Application

- Application form
- Site Plan (draft)
- Initial conversation or meeting with Event Adviser

Provisional approval

Once 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.

Permitting process

- Copy of Certificate of Currency (insurance) minimum \$20m Public Liability coverage
- Final Site Plan
- Risk & Emergency Management Plan [Risk and Emergency Management Plan \(DOCX 383 KB\).docx](#)
- Covid 19 Safety Plan
- Waste Management Plan [Template - Waste Management Plan\(DOCX 339 KB\).docx](#)
- Broad running schedule of event

Where applicable

Alcohol - liquor licence [Alcohol - liquor licence \(PDF 410 KB\).pdf](#)

- Copy of your liquor licence
- Or confirm in writing why one is not required (Council may confirm with VCGLR or police)
- Include locations of free drinking water and red line (area where alcohol can be drunk) on your site map

Animal Nurseries and Farms [Animal Nurseries and Farms \(PDF 411 KB\).pdf](#)

- 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

Fireworks and Pyrotechnics [Fireworks and Pyrotechnics \(PDF 308 KB\).pdf](#)

- A site plan with details of the fireworks fall-out zones showing minimum separation distances for loading/transportation and detonation of fireworks in accordance with the Dangerous Goods (Explosive) Regulations 2011 (reg 155)
- 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
- Photocopies of the pyro technician licences
- Certificate of Currency from fireworks provider

For more information contact ASSIST

 03 9209 6777  www.portphillip.vic.gov.au/contact_us.htm

Food and Beverage [Food and Beverage \(PDF 451 KB\).pdf](#)

- If you are going to have a number of food vendors, register your event with Council's Health Services Unit on 9209 6292
- 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

Fundraising and Raffles [Fundraising and Raffles \(PDF 373 KB\).pdf](#)

- 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 VCGLR approval

Inflatable structures and mechanical rides [Inflatable structures and mechanical rides \(PDF 447 KB\).pdf](#)

- 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

Keys, Power and Water [Keys, Power and Water \(PDF 223 KB\).pdf](#)

- 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

Large marquees and structures [Large marquees and structures \(PDF 456 KB\).pdf](#)

- Apply for this building permit - 'Siting Approvals for Prescribed Temporary Structures'
- Provide a copy of the permit to your Council Event Manager once it is issued

Notification & Promotion [Notification and Promotion \(PDF 485 KB\).pdf](#)

- Copy of notification letter (if requested)
- Signage application (if required)

Notification sample letter [Notification sample letter \(PDF 292 KB\).pdf](#)

Road closures [Road closures \(PDF 416 KB\).pdf](#)

- A Traffic Management Plan, including dates, times and implementation process
- Traffic Management Risks in your risk plan

Waste Management [Waste Management \(PDF 412 KB\).pdf](#)

Waste Management Plan template [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.

Site Set Up

- Weighting Structures;
- Drinking water;
- Toilets;
- Vehicle Access;
- Gas & Electrical Safety.

Health Safety and Risk

- Child Safe & Working with Children Checks;
- Extreme Weather, Shade and Total Fire Bans ;
- First Aid;
- Covid 19 Safety Plan.

Programming

- One Music Australia licences and Noise controls;
- Official attendance. For example, inviting dignitaries.

Pre Event Planning

- Grants and Funding – Council programs
 - www.portphillip.vic.gov.au/explore-the-city/arts-and-creative-industries/funding-and-support

Post event

- Debrief meeting;
- City of Port Phillip Service Survey;
- Acquittal Report (if required for funding).

External Agencies

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

Organisation	Contact number	Website /email
Ambulance Victoria		https://www.ambulance.vic.gov.au/
One Music <ul style="list-style-type: none"> • Music licences 	1300 162 162	hello@onemusic.com.au
Council – Building Services <ul style="list-style-type: none"> • POPE 	(03) 9209 6253	helpbuilding@portphillip.vic.gov.au
Council – Health Services <ul style="list-style-type: none"> • Food Services 	03 9209 6292	helphealthservices@portphillip.vic.gov.au
Department of Health and Human Services Current Covid19 restrictions and regulations	1800 675 398	https://www.dhhs.vic.gov.au/coronavirus
Dial Before You Dig	03 9259 1100	https://www.1100.com.au/
Energy Safe Victoria <ul style="list-style-type: none"> • Gas safety 	1800 652 563	http://www.esv.vic.gov.au/
Metropolitan Fire Brigade	03 9662 2311	http://www.mfb.vic.gov.au/
Parks Victoria <ul style="list-style-type: none"> • Events in the Bay 		events@parks.vic.gov.au
PPCA <ul style="list-style-type: none"> • Music licences 		ppca.mail@ppca.com.au
Public Transport Victoria	1800 800 007	https://www.ptv.vic.gov.au/
Streatrader <ul style="list-style-type: none"> • Food registration 		https://streatrader.health.vic.gov.au/
VCGLR <ul style="list-style-type: none"> • Liquor licence 	1300 182 457	https://www.vcglr.vic.gov.au/
VicRoads	03 9854 2781	vicroadsmetroevents@roads.vic.gov.au
Victoria Police	03 9536-2666	www.police.vic.gov.au/
Victorian Building Association (VBA) <ul style="list-style-type: none"> • Temporary Structures 	1300 815 127	http://www.vba.vic.gov.au/
Worksafe <ul style="list-style-type: none"> • Safe worksites & fireworks 	1800136 089	https://www.worksafe.vic.gov.au/

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Contact

Events Services

E: eventpermits@portphillip.vic.gov.au

P: 9209 6326

P: 9209 6320

W: www.portphillip.vic.gov.au/explore-the-city/outdoor-events-and-activities