



Events Guide

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PART A - HOSTING AN EVENT IN MITCHELL SHIRE

Hosting an Event in the Mitchell Shire

Mitchell Shire plays host to a diverse and growing number of community and major events. Council is supportive and encourages events that bring significant community, tourism and economic benefits to our local communities.

The Events Guide has been developed to support event organisers in preparing the plans required to obtain any necessary permits.

The Guide provides information on managing the community amenity and safety impacts that may arise from events.

- Part A:** Outlines the event approval process including the Event Expression of Interest (EOI) Form, assessment criteria and fees and charges.
- Part B:** Outlines the event approvals and permits required by Mitchell Shire Council and information on specific management plans which may be required. Once the Event EOI form has been submitted, Council will advise of any additional information required.
- Part C:** Provides information required from emergency services and other regulatory authorities, along with a range of information to support event organisers to deliver safe and successful events.

What is an Event?

An **event** refers to:

- > any planned and structured gathering where more people than usual are gathered at the one time, or
- > the activity is outside the approved use of the venue, or
- > there is likely to be an impact on the community

The gathering may be in open areas, roads, streets, reserves, venues, temporary structures or private properties. Events that are likely to require an Event Permit include:

- > Major, community and special events
- > Markets
- > Street parties
- > Circuses and carnivals

What is not an event?

Private/invitation only parties, functions, social gatherings or activities generally do not require approval, however if they have or expected to have over 100 people, or are open to the public (either free or via ticket sales), or require access to Council land/venues, or have commercial marquees and structures such as amusement rides, they may require approval. Contact the Economic Development Department to confirm.

Events that occur on a regular basis (e.g. weekly sporting, social recreational events) covered under existing agreements with Mitchell Shire are not considered events unless the number of people involved is considerably higher than normal or there is a change in the type of activity being conducted.

When is an Event Approval required?

An Event Approval is required from Mitchell Shire Council when the activity can be defined as an “event” (see definition), and at least one or more of the following apply:

- > Takes place on Mitchell Shire Council managed or owned land or venues including open spaces, streets, parks, gardens reserves and recreation and sporting fields or
- > Takes place on Mitchell Shire Council reserves or facilities that are managed by Committees of Management on behalf of Council or
- > Takes place on public land or in venues not normally used for public events or where the scope of the activity is outside the normal use of the land or venue or
- > Takes place on private property if the event is open to the public (either free or ticketed) and there is likely to be an impact on the neighboring community or risk to public safety

All event organisers will be issued **Event Approval by the Economic Development Unit** once the event has had required permits issued and final approvals made.

If you are conducting any of the activities below which are not part of an event, contact the relevant Council department. While an Event Approval is not required for these activities, permits may be required.

Activity	Mitchell Shire Contact
Weddings and Ceremonies in public places	Recreation and Open Space Email: recreation@mitchellshire.vic.gov.au
Filming, photography and promotional activities	Economic Development Mitchell Shire Filming website
Roadside Trading activities not part of an event - Street stalls, sausage sizzles, sale of raffle tickets and tin shakes	Local Laws Mitchell Shire Local Laws
Fireworks on private and public land (public and private events)	Local Laws Mitchell Shire Fireworks

Event and Related Permits

A variety of permits may be required to facilitate public safety and amenity and to minimise negative or adverse impacts on the community.

The event process is designed to ensure events comply with local laws, legislation, regulations, standards and codes that apply to events. It also assists Council and other authorities in their planning of services and resources.

There are three main types of permits which may be issued by Council:

Festival Permit

The Festival Permit will address community safety and amenity issues and include requirements relating to public health (such as food, noise), liquor licencing, traffic and parking, the venue, signage, fireworks, waste management, community safety and other areas relevant to the event. An Event Permit is issued under Local Law No.1 – Community and Environment. To apply for a Festival Permit, complete the **Event Expression of Interest (EOI)** form and forwarded to Mitchell Shire Council within the timelines stated.

Place of Public Entertainment Permit (POPE)

State legislation requires a Places of Public Entertainment (POPE) permit for sporting, recreational and other events in venues over 500m² and that are enclosed or substantially enclosed, or to which entry fees are charged, and for community events where attendance exceeds 5,000 people. The Council's Building Department will advise the event organiser of the information and plans required. Additional permits such as for parking and signage may also be required.

Planning Permit

A Planning Permit may be required for events conducted in a building or at a location that is not normally used for events or where the activity conducted is outside the approved use of the land or building. For example, a Planning Permit will be required for events held on private land classified as "Farming Zone" under the Planning Scheme. Re-occurring events such as markets may also require a Planning Permit unless authorised by the public land manager.

Local Laws

Under Mitchell Shire's Local Law No.1 Community and Environment specific permits are required, and where appropriate, will be incorporated into the Events Permit. These include:

- > Street Markets
- > Road Closures
- > Roadside Trading
- > Alcohol in Public Places
- > Fireworks
- > Signage
- > Street Trading
- > Temporary and Mobile Food premises
- > Actions affecting Council land

This Guide contains details of these and other requirements. Event organisers will be advised what permits, approvals and notifications are required when they submit their **Event Expression of Interest** form.

How to obtain Event Approval and Required Permits

To obtain Event Approval, Festival Permit, a POPE or a Planning Permit, event organisers are required to submit an **Event Expression of Interest form**. Upon receipt of the form, Council Officers will advise if additional details are required.

Events are broadly classified into low, medium and high impact events. The requirement and timelines will depend on the community impact and safety issues. When the Event EOI has been assessed, an Event Agreement will be issued outlining the terms and conditions for approval.

For further information contact:

Mitchell Shire Council - Economic Development Unit

Phone: 03 5734 6200

Email: events@mitchellshire.vic.gov.au

Assessing Permits

Events will be assessed on their impact and the type of activities being undertaken. The following is provided as a guide only and Council Officers will determine the impact level of the event. Event organisers are strongly encouraged to submit the **Event Expression of Interest** form as early as possible.

Impact of event	Event assessment considerations	Minimum notice period	
Low	<ul style="list-style-type: none"> > Less than 500 people > No road closures > Less than 5 temporary structures > Minimal waste (less than 5 bins). > Outside fire danger or extreme weather periods * 	<ul style="list-style-type: none"> > 1 day > Single location > No alcohol > Food and beverage (class 1 or 2) 	8 weeks
Medium	<ul style="list-style-type: none"> > 500 – 3,000 people > Road closures, parking, pedestrian impacts > Temporary structures > Amusement devices > 5 – 20 bins > Portable power, gas appliances > Camping > Trading > Amplified sound 	<ul style="list-style-type: none"> > 1 or more days > Single or multiple locations > Sporting or high risk activities > Alcohol > Food (class 1, 2, 3) > Declared fire danger period or in extreme weather periods*. 	3 – 6 months
High	<ul style="list-style-type: none"> > More than 3,000 people > Issues as per “Medium” impact events 	<ul style="list-style-type: none"> > 2 or more days > Fireworks 	6 – 12 months

*Extreme weather period – generally refers to heat/high temperature during summer period and cold/stormy weather during winter period.

Planning and Building (POPE) Permits

If the event requires a Planning Permit, a minimum of 6 months’ notice is required.

If the event requires a Building Permit (POPE), a minimum of 3 months’ notice is required.

Note: Council reserves the right to deny permits at its own discretion if minimum notice periods are not met.

Event Approval Process

When an **Event Expression of Interest** form is received, Council Officers will:

- > Assess the likely impact and determine what permits and other approvals are required
- > For medium and high impact events:
 - The Event EOI will be distributed to relevant Council Officers and external authorities for input
 - Event organisers will be advised of any additional details required (e.g. detailed Waste, Traffic, Risk Plans, notifications of other authorities etc)
 - Meetings or further discussions *may* be required for events with low to medium impact with Council Officers and external authorities
 - Events with high impact will need to attend a pre-event meeting with Council Officers and potentially with relevant external authorities

When the event impact has been assessed, and Council Officers and external authorities are satisfied with the event details, an Event Permit (or other permits) will be issued with terms and conditions specific to the event.

Permits will only be valid when all terms and conditions have been met. This may include notifying impacted stakeholders and submitting additional plans closer to the event date. Event organisers (medium and high impact events) may be required to attend a post event debrief.

Permits may be refused where the risks are considered too great for the community or event participants.

Mitchell Shire Venue Approvals

Prior to applying for an Event Approval, event organisers seeking to use a Council venue (parks, reserves, venues and halls) should contact the Shire's Recreation and Open Space Unit to determine whether it is available. If the venue is available and suitable, tentative approval may be obtained, pending the event organiser obtaining an Event Approval.

For venues managed by Committees of Management (CoM), the CoM should be contacted directly.

For details of Mitchell Shire Council venues see:

www.mitchellshire.vic.gov.au/our-region/taking-care-of-business/hosting-an-event

Contact: Mitchell Shire - Recreation and Open Space

Phone: 03 5734 6200 Email: recreation@mitchellshire.vic.gov.au

What are the Fees, Charges and Bonds?

Mitchell Shire Council will advise event organisers of the relevant fees and charges during the Event EOI process. Invoices will be sent with the Event Approval Agreement including payment terms and conditions relating to event cancellations. As a guide, the following fees may be applicable.

Mitchell Shire Council Fees (subject to annual review)

Permit	Fee Schedule
Planning Permit	Fee waiver available for community and Not for Profit groups. \$1,265.60
Place of Public Entertainment Permits	Fee waiver available for new events, community and Not for Profit groups. \$300 – Less than 1000 attendees \$1000 – More than 1000 attendees
Roadside Trading	\$56 per day or \$410 six months or \$615 annual
Street Trading	\$74 or \$102 for tables and chairs
Road Closures	\$118
Alcohol in public places	\$118
Fireworks	\$118
Bin hire	\$25 per waste bin and \$22 per recycling if using Council contractors
Stretrader Permit:	Class 2 mobile vehicle - \$338.00
	Class 2 temporary permit - \$133.50
	Class 3 fixed - \$338.00
	Class 3 temporary permit - \$82
Mitchell Shire managed Sporting Reserves, Parks, Open Spaces – Event fees	
> Under 200 people	Fee waiver available for new events, community and Not for Profit groups. \$220 per day
	Fee waiver available for new events, community and Not for Profit groups. \$385 per day
> Over 200 people	Fee waiver available for new events, community and Not for Profit groups. \$385 per day
Park Rotunda	\$51.50 - \$205 for up to 4 hours

Venues managed by Committees of Management will apply their own fees to the use of the site.

The Event Approval process will specify that the event organiser must reimburse Council or Committee of Management for the repair or reinstatement costs for any damage caused from the event. In some cases, bonds will be required in advance of the event.

Permits and Approvals from other Authorities

Additional permits, approvals or notifications may be required from Council and other organisations. Further details are listed in this Events Guide. These include (but are not limited to):

- > Victoria Police
- > Country Fire Authority
- > VicRoads
- > Victorian Commission for Gambling and Liquor Regulation
- > Public Transport Victoria
- > Ambulance Victoria
- > Parks Victoria, Department of Environment, Land, Planning and Water
- > State Emergency Service

PART B - EVENT PERMITS AND APPROVALS

A range of permits, approvals, notifications and consultations may be required for your event from Mitchell Shire Council and other authorities. These are outlined below.

When you submit your Event EOI form, Council and other authorities will advise specific plans that may be required.

Food and Health Issues

Council's Environmental Health Unit is responsible for food and beverage and noise management, along with a variety of other health related issues such as sanitation and grey waste disposal.

Food and Beverage

If your event involves the serving or sale of food and beverage, temporary food traders/vendors must be registered with Streatrader streatrader.health.vic.gov.au.

Streatrader is for food businesses and community groups that sell food from a temporary site, such as a stall, van, trailer, community hall, vending machine or private water carters that transport and sell water for drinking. New traders applying for registration should allow at least 21 days for Council processing.

Food vendors attending an event must also lodge a Statement of Trade (SOT) form on the [Streatrader website](http://streatrader.health.vic.gov.au) and these details are forwarded to the Environmental Health Department at Mitchell Shire Council. If a food vendor is trading without lodging a SOT, the council may issue the trader an infringement notice. **Event organisers will need to submit completed Event Food Premises Register two (2) weeks prior to the event.**

Mobile food premises which are class 2 and 3 require an inspection by their registration authority prior to granting the registration. Temporary premises are exempt from an initial inspection prior to registration. For class 3 and 4 premises approval is normally granted upon examination of their application.

SOT's are not required for catering at private functions (e.g. weddings).

Food and beverage planning should consider waste minimisation strategies.

For details relating to Running Market Stalls in Victoria see:

streatrader.health.vic.gov.au/media/41816/running-a-market-stall-in-victoria_2016.pdf

Toilets

Where toilets are being used at Council venues, event organisers must seek prior approval and organise cleaning before, during and after the event. Council can provide this service (a fee is applicable). If using portable toilets, site approval must be obtained from the venue manager and Council's Building Department.

Total toilet numbers required at an event depends on anticipated crowd numbers, gender, whether alcohol is provided and the event duration. The Environmental Health Unit or Municipal Building Surveyor (if a POPE is involved) will provide advice. Guidelines and requirements relating to numbers, cleaning and a variety of other issues are also available from the Hire and Rental Industry Association – [Portable Toilet Code of Practice](#). Below is a *general guide* to numbers, however requirements will vary depending on the factors above.

Toilet Facilities for events where alcohol is not available

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet Facilities for events where alcohol is available

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

The above figures may be reduced for short events as follows:

Duration of event	Quantity required
8 hrs plus	100%
6-8 hrs	80%
4-6 hrs	75%
Less than 4 hrs	70%

Water

It is recommended that free drinkable water be provided at outdoor events especially for events occurring during warmer weather. Where drinking water facilities are already on site, these can be used or alternatively water fountains/taps or other water devices could be brought to the site.

Noise

Noise management plans must be implemented if your event is likely to have significant noise levels that may disturb neighbouring residents, businesses or other organisations, frighten animals or create environmental concerns.

Noise issues may arise from amplified sound (music, commentary etc), loud speaker systems, starter guns/horns/pistols, cannon or other firings, motor vehicles, amusement rides, the crowd or various other sources.

If required, a noise management plan will outline how noise will be managed to avoid creating a negative impact on the neighbouring community. The Plan must be done in accordance with EPA regulations. See EPA guidelines: www.epa.vic.gov.au/~media/publications/1254.pdf

Alcohol - Liquor Licenses

Mitchell Shire Council requires a Local Law permit to consume liquor on any road, footpath or municipal place between the hours of 8pm and 11.59am. To obtain a permit, provide initial details in the Event EOI form, and Council Officers will advise the additional information and plans required.

Major or temporary event liquor licences may be required from the Victorian Commission for Gambling and Liquor Regulation (VCGLR) for the supply or sale of liquor.

A **major event liquor licence** applies to events that are likely to have a significant impact such as large crowds (over 5,000) and where there may be a significant impact on emergency services, public transport and public safety or amenity.

A **temporary limited liquor licence** may be required for the supply of liquor at one-off events or a series of one-off events, or to extend trading hours or the size of premises for one-off events. This includes events held at unlicensed premises or venues. To determine whether a licence is required, see the [VCGLR Temporary limited licence fact sheet](#).

At least 8 weeks should be allowed for the processing of the application. Applications can be made on line on the [VCGLR website](#).

Events including alcohol should also register the event with Victoria Police through the [Partysafe Initiative](#).

For further details and to determine whether a liquor licence is required see the Victorian Commission for Gambling and Liquor Regulation website:
www.vcglr.vic.gov.au/home/liquor/new+applicants/apply/apply_for_a_major_event_licence
Phone: 1300 650 367.

Traffic - Road Closures, Parking and Pedestrian Management

Event organisers are responsible for ensuring the event does not adversely impact the road or transport network and for making adequate provision for traffic movement, parking and pedestrians.

Road Closures

If your event requires the closure of a road or public carpark you are required to seek the consent of the relevant road authority. Council will advise of consents required when the Event EOI has been submitted.

In Victoria, VicRoads are responsible for the arterial road network including freeways, highways and main roads, while Council's manage the local road network. To determine who is responsible for which roads (VicRoads, Council or other authorities) you can visit the VicRoads site below - www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads

Mitchell Shire Council Roads and/or Car Parks

Applications to close or partially close a Mitchell Shire Council managed road can be made by completing the Event EOI form and submitting a Traffic Management Plan (TMP) prepared by a suitably qualified person. This must be a VicRoads prequalified contractor if signs (Traffic Guidance System) are to be placed on a VicRoads managed arterial road.

Prior to applying for a permit and developing a detailed Traffic Management Plan (TMP) event organisers are encouraged to contact the Engineering Services Unit to discuss the proposed road closure to determine if the proposal can be supported.

- > Applications must be submitted at least 60 days prior to the proposed date, and event organisers should allow three (3) weeks for the assessment of road closure applications.
- > Applicants will be required to demonstrate that there is a reasonable level of support from the property/business owners affected by the closure. This could be demonstrated by a letter of support co-signed by affected property owners. Council's Engineering Services Unit will advise the process and provide sample consultation and notification notices.
- > The TMP must be prepared in accordance with the *Road Management Act 2014 Worksite Safety – Traffic Management Code of Conduct*. It must:
 - identify the roads proposed to be closed, the impacts of affected roads, measures to minimise impacts
 - public transport services impacted
 - provisions for emergency vehicles and heavy vehicles
 - personnel, signage and equipment
 - include a risk and safety assessment
 - include a notification plan outlining how and when impacted residents, businesses and organisations will be notified
 - include evidence of public liability insurance (minimum \$20 million)
 - include the relevant application fee (note: if application is not approved the application fee is not refundable).
- > Only suitably qualified traffic controllers are permitted to implement a Traffic Management Plan including the placement of road closure and detour signage to direct and control vehicle movements. Contractors placing Traffic Guidance System (TGS) signage on a VicRoads managed arterial roads must also be VicRoads pre-qualified. **Event organisers should allow for all costs associated with the implementation of traffic, parking and pedestrian management.**
- > All traffic control devices must be in accordance with *AS1742.3-2009 Manual of uniform traffic control devices Part 3: Traffic control for works on roads*.
- > If application is successful, event organisers will be required to advise impacted residents, businesses, organisations and emergency services. Council will provide details of specific requirements and sample notification letters and advertising.

If the road closure includes signage on a VicRoads arterial road, the TMP must be prepared by a VicRoads Pre-Qualified consultant. See details below if event signage is on a VicRoads managed road.

Events on VicRoads Roads

Events located on a VicRoads arterial road or arterial road reserve, require a Non Road Use Event Permit from VicRoads. A Traffic Management Plan (TMP) must be prepared by a VicRoads Pre-Qualified Consultant. See: [Getting permission for your event](#), and [Non-Road Activity Application Form](#).

Events that have an impact on VicRoads roads require a Traffic Management Plan (TMP) and a Memorandum of Authorisation (MOA) approval from VicRoads. This includes events that will cause disruption to traffic on an arterial road or an intersection with an arterial road.

It is recommended advice be sought from VicRoads prior to applying.

The following also requires approval and permits from VicRoads:

- > If the event is on a municipal (Council) road but requires signage on the arterial road, the TMP must be prepared by a VicRoads Pre-Qualified Consultant (seek advice from VicRoads should you require further information).
- > If exemptions from Road Rules are sought such as passengers travelling without seat belts in parades, races or modified, specialised vehicle for filming.
- > Application must be submitted to VicRoads at least 60 days prior to the event.
Email: nr.mailbox@roads.vic.gov.au

Requirements and application forms can be found on the VicRoads website:
www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads/getting-permission-for-your-event

Contact: VicRoads Northern Regional Office (Bendigo)
Phone: (03) 5434 5060 **Email:** nr.mailbox@roads.vic.gov.au

Victoria Police, Emergency Services and Road Closures

Victoria Police and other emergency services must be notified of all event road closures and be provided with a copy of the Traffic Management Plan.

Competitive on-road events

A permit is required from Victoria Police if the event is a competitive on-road event (e.g. cycling, running) with more than 30 participants. See: [Highway Events \(Races\) – Application](#).

Applications must reach the State Event Planning Unit at least 2 calendar months prior to the date of the race (no exceptions).

Highway Collections

If you are standing on a road for the purposes of collecting money (tin rattling) a permit is required. See [Highway Collection Application Form](#). Application must be submitted at least 1 month prior to the collection event date.

For further details see the Victoria Police website links above, or contact the local Station Commander or Highway Patrol Unit Commander.

Contact: Victoria Police

Wallan: **Phone** 03 5783 0400

Email: wallan.uni@police.vic.gov.au

Broadford: **Phone:** 03 5784 1404

Email: broadford.uni@police.vic.gov.au

Seymour: **Phone:** 03 5735 0200

Email: Seymour.uni@police.vic.gov.au

Public Transport Impacts

If you are organising an event which is likely to impact on public transport services, Public Transport Victoria (PTV) must be notified via the Special Events Management System (SEMS). The impact on public transport will vary for each event, with some requiring public transport access for patrons and others disrupting services. For example, road closures may impact a bus local bus route. Depending on the impact, a Public Transport Plan may be required.

For events with less than 10,000 people at least 120 days' notice is required and if more than 10,000 people, 150 days' notice is required.

To register an event on the SEMS, go to:

www.ptv.vic.gov.au/news-and-events/events/specialevents/.

If you rely on public transport to get attendees to your event, it is advisable to contact PTV well in advance to check if there are any planned service disruptions. Operators of public transport services can be found on the PTV website:

www.ptv.vic.gov.au/customer-service/operator-contacts/

Contact: Public Transport Victoria

Phone: 1800 800 077

Website: www.ptv.vic.gov.au/news-and-events/events/specialevents/

Use of the Roads

Where a road or road reserve is being used for a cycling or equine competition event that does not require a full closure, the event organiser must satisfy themselves that the road environment, including road surface, alignment, speed zoning, sight distance etc. is safe and appropriate for the activities of the event.

The road environment should be inspected prior to the event and any safety concerns must be addressed prior to the commencement of the event.

As event organiser, you are responsible for ensuring competitors comply with all relevant road safety rules and have regard for the prevailing road conditions which may be highly variable. Note, any event involving more than 30 competitors must have the consent of Victoria Police.

Other Notifications and Consultations for Road Closures

All emergency services and impacted people, businesses and organisations must be notified of any road closures or detours. It is also advisable to check with other authorities to ensure there are no roadworks or maintenance works being undertaken (e.g. water authorities) in the area which may impact on your event.

Parking Management Plan

If the parking demands of an event are likely to exceed the available parking capacity at the event site, a Parking Management Plan may be required. This is required to minimise any negative impacts on neighbouring properties, businesses and organisations and ensure the safety of event the public and event visitors.

If your event involves vendors or others parking on the event site, it is recommended that a plan be developed. It is generally preferable that vendors move their vehicles away from the event zone to a predetermined location that is free of restrictions. Vendors should not park in event visitor or local business customer parking spots.

A sample template for a Parking Management Plan is contained in Appendix A.

Pedestrian Management Plans

If a large number of pedestrians are likely to attend your event, a Pedestrian Management Plan may be required to manage pedestrian and traffic safety. The Plan should identify how large crowds will be managed including the use of entries and exits, marshals, way finding signage, barricades and other equipment.

Signage

There are a variety of approved locations for event signage. These are all subject to availability and will have time limits and various conditions attached. To apply to any one of these signage options, please visit our website for further details - www.mitchellshire.vic.gov.au/our-region/taking-care-of-business/hosting-an-event - and complete Section 18 of the Event Expression of Interest form.

Please note – event organisers are not permitted to install signs without approval.

Township Entrance Event Frames

Mitchell Shire Council manages nine tourism event promotion frames which are located at township entrances in Broadford, Kilmore, Seymour, Wallan and Wandong. The use of these signs is subject to availability and therefore it is advised that they are applied for as early as possible. Additional fees do not apply; however the event organiser is responsible for costs associated with production of the signage, installation and removal.

A-Frame Signboards/Temporary Banners

Signage advertising an event on Council footpaths and road reserves requires a permit. Conditions will apply depending on to the location of advertising signs and a permit fee is payable.

Community Notice Boards

Mitchell Shire Council manages ten community notice boards located in Tooborac, Tallarook, Pyalong, Broadford, Kilmore, Seymour, Wallan, Wandong and Beveridge. A community notice board is also available at the Visitor Information Centre in Seymour.

Advertising signs on private land

Event organisers may need to obtain permission from the Statutory Planning Unit to install temporary signage on private land. Please contact the Statutory Planning Unit to discuss placement.

Contact: Statutory Planning

Phone: (03) 5734 6200

Website: <https://www.mitchellshire.vic.gov.au/council/contact-us/planning-and-building-services>

Advertising signs on VicRoads managed roads

Advertising signage is not permitted within declared arterial road reserves or on VicRoads infrastructure (e.g. road signs, bridges, road shoulders, trees, roundabouts).

Note: This applies to all types of signage and structures not erected by VicRoads.

Contact: VicRoads Northern Regional Office (Bendigo)
Email: nr.mailbox@roads.vic.gov.au

Temporary Structures

Temporary structures used at events may include marquees, amusement rides, inflatable structures (jumping castles etc), generators, portable toilets, food vans, stages, seating and various other structures brought onto a site for an event.

Prescribed structures require a permit from Mitchell Shire Council and the Victorian Building Authority. Other structures may require siting approval and risk assessments to ensure the structures are safe and suitable for the event site.

Prescribed Temporary Structures

The following prescribed temporary structures require siting approval from the Shire's Municipal Building Surveyor and an Occupancy Permit from the Victorian Building Authority:

- > A stage or platforms exceeding 150m²
- > A tent, marquee or booth with a floor area greater than 100m²
- > A seating stand that accommodates more than 20 persons
- > A prefabricated building with a floor area exceeding 100m²

Non-prescribed Temporary Structures

A site plan outlining the location of all temporary structures will be required for events on Council land. The following information is generally required:

- > Details of permanent structures being used on the site
- > Details of each temporary structure - size, purpose and type
- > Who is supplying the structures (e.g. hire company, stallholders)
- > How structures will be secured and manufacturers wind ratings for the structure
- > Overhead or underground services and other hazard on the site (e.g. trees, waterways etc)
- > Risk, safety and emergency plan including an assessment and treatment of the risks (including installation, monitoring, power supplies, activities and removal of structures)
- > Evidence the supplier has public liability insurance (generally \$10m - \$20m depending on structure)

In addition to the above issues, event organisers should consider a range of issues relating to temporary structures including:

- > How they will be safely installed, used, monitored and dismantled
- > How weather conditions will be monitored during the event and procedures if hazards (e.g. high winds) arise
- > The weightings and securing methods to be used (pegging may not be permitted on some sites). Weightings should be in accordance with manufacturers specifications or the Hire and Rental Industry Association – [Marquee Weighting and Pegging Guides](#)

- > Prescribed temporary Structures must be used in accordance with [Australian Building Codes Board Temporary Structure Standard](#)

Amusement Devices and Inflatable Structures

Permission and possibly a Siting Permit is required from the Mitchell Shire Council for any amusement devices and inflatable structures operating on Council land. Details should be included in your **Event Expression of Interest** form which will be assessed to determine specific requirements.

Event organisers should be aware that amusement devices and inflatable structures create several risks and these should be thoroughly assessed before including them. Among the considerations are:

- > Site suitability including the ground/surface, vegetation and overhead/underground structures, likely winds, access for delivering structures, queuing areas etc
- > The suitability of the structures for the event audience
- > Supervision and monitoring (must be done by experienced, skilled person over the age of 18)
- > The wind capacity of the structures must be known and a plan in place to remove or evacuate in adverse weather
- > The securing of structures must be in accordance with manufacturers specifications (staking may not be permitted in some locations)
- > Electrical safety, including leads, power outlets, generators, fuel storage, firefighting equipment and ensuring the public has no access to power supplies
- > The structures must be operated in accordance with relevant Occupational Health and Safety, electrical regulations and Australian Standards relating to amusement rides and devices
- > Some structures must be registered with WorkSafe, and evidence should be provided that there is a current certificate of inspection
- > A risk and safety plan must be developed
- > Event organisers and amusement device/inflatable structure suppliers should provide evidence of their public liability insurance (minimum \$20 million)

Fireworks, Chinese firecrackers and theatrical fireworks

Mitchell Shire Council requires a Local Law permit for fireworks, Chinese firecrackers and theatrical fireworks conducted on public and private property. To apply for a permit to conduct fireworks as part of a public event, applications must be made at least 6 weeks prior to the proposed date on the **Event Expression of Interest** form.

Fireworks for a non-public event on private property can be made via:

www.mitchellshire.vic.gov.au/services/local-laws-animals-parking/local-laws/fireworks

The details required to obtain permission to conduct fireworks during an event include (but are not limited to):

- > A detailed event risk, safety and emergency management plan
- > Site plan outlining the firing site and separation distances of people, structures and hazards from firing zones
- > Notification plan. This will form part of the permit conditions and will include the need to notify all impacted residents, businesses, organisations and emergency services. This is generally through a combination of letterbox drops and public notices (e.g. in local newspapers).
- > Evidence of at least \$20 million public liability insurance

Fireworks and pyrotechnic displays can only be conducted by Worksafe licenced pyrotechnicians and Worksafe must be notified via [A Notification of Intention to Discharge Fireworks form](#) at least 7 days in advance. A copy of the completed Notification must be provided with your Event Permit application to Mitchell Shire (at least 6 weeks prior to event date).

The Country Fire Authority (CFA) must be notified of the intent to discharge fireworks. During the Fire Danger Period a permit from the CFA may be required. A permit from the CFA will be required on Days of Total Fire Ban.

Victoria Police and Ambulance Victoria must also be notified. These notifications must be made at least 21 days in advance of the proposed date.

For further information see Council's [FAQ Fireworks Factsheet](#).

Camping

If your event involves camping on site, a Local Law Camping Permit is required from Council. The CFA may require details of the camping configuration in order to minimise the risk of potential fire spread. To apply for a camping permit within an event, complete Section 13 of the **Event Expression of Interest** form.

Fundraising, Raffles and Gaming

Fundraising and Raffles

Under the Fundraising Act 1998 organisations that undertake fundraising must register as a fundraiser (with Consumer Affairs Victoria) unless they are an exempt organisation. For details see the [Consumer Affairs](#) website.

For rules on fundraising in Victoria see www.fundingcentre.com.au/help/fundraising-legislation#vic.

For information on raffles in Victoria refer to www.vcqlr.vic.gov.au/home/gambling/new+applicants/community+and+charitable+gaming/raffle+frequently+asked+questions

Fundraising on footpaths

A Local Laws Collections Permit from Mitchell Shire Council is required to solicit or collect gifts of money or subscriptions from a footpath or from a house adjacent to any road. Permits are generally restricted to registered charitable, welfare, educational or local community organisations, provided all the proceeds from the collection are to benefit the organisation.

If fundraising is a part of an event complete the **Event Expression of Interest Form**.

Highway Collections

Highway and intersection collections (e.g. tin shakes) require a permit from Victoria Police. To apply for a permit see Victoria Police website – Highway collections [Highway Collections](#).

If your application is successful, highway collections will not be permitted if roadworks are being conducted at the collection intersection on the day of the collection. Information regarding some, but not all, road work can be found on the VicTraffic website: (traffic.vicroads.vic.gov.au). It is recommended you check this website both prior to applying for a permit and prior to commencing the subject highway collection.

Circuses and Carnivals

Circuses and carnivals require an Event Permit and approvals from the Shire's Building and Planning Departments. Complete the **Event Expression of Interest Form** and the relevant departments will advise specific requirements.

Busking

If busking is a part of your event permission is required which will be incorporated into the Event Permit. For busking on private land permission from the owner of the land must be obtained.

Waste Management

A Mitchell Shire Council approved Waste Management Plan must be completed for all events held on Council owned or managed parks, reserves or other facilities, including those sites managed by a Committee of Management. Waste Management Plans must be completed and submitted to Council's Waste Management Unit at least two weeks prior to an event.

Mitchell Shire Council can assist in the provision of waste and recycling services for events through its waste collection contractor (Cleanaway). **The cost of this service will be passed onto event organisers.**

Mitchell Shire Council has a limited number of garbage and recycling bin caps available for loan that can be used at events. Bin caps fit on top of 240 litre bins to clearly distinguish the difference between waste and recycling bins. Bin caps must be requested when submitting a Waste Management Plan.

Waste and recycling bins may also need to be emptied during an event. A Waste Management Plan must specify where the bins will be placed for convenient and safe collection by the waste collection contractor. There may be additional charges passed onto event organisers where Council is required to remove waste from parks and reserves after events.

A copy of a Waste Management Plan template can be accessed from [www.mitchellshire.vic.gov.au/downloads/Services/Environment and Waste/Waste and Recycling/Mitchell Event Waste Management Plan.pdf](http://www.mitchellshire.vic.gov.au/downloads/Services/Environment%20and%20Waste/Waste%20and%20Recycling/Mitchell%20Event%20Waste%20Management%20Plan.pdf)

Accessible and Inclusive Events

Events should be accessible to all people. Specific issues to consider include:

- > People using wheelchairs or with mobility impairments have full access to the event (e.g. to pathways, ramps, stages, lifts, seating areas etc)
- > Accessible toilets and hand basin facilities
- > Accessible parking areas (preferably close to the venue) and drop off points
- > Signage with appropriate symbols (e.g. accessible toilets, accessible parking, accessible entry, seating areas)
- > Availability of hearing devices and/or sign language interpreters, and visual and audio information where appropriate
- > Emergency and risk management plan considers people with a disability
- > Disability awareness training is conducted for staff, suppliers/contractors and volunteers
- > If your event charges an entry fee, a [Companion Card](#) promotes the right of people with a disability, who require a companion, to fair ticketing at Victorian events and venues
- > For a detailed list see the [Accessible Events Guidelines and Checklist](#), Department of Health

Site Planning and Site Plans

Selecting the right site for an event is essential and factors such as the expected crowd size, parking, traffic, impact on neighbours, on-site facilities and various other factors need to be considered. When the site is selected, event organisers should discuss the proposed site plan with the venue manager to ensure it is compatible with the site.

A detailed site plan is likely to be required by most events. The site plan must identify the location of event activities along with a range of items including:

- | | | |
|---|--|--|
| <input type="checkbox"/> North direction | <input type="checkbox"/> Parking | <input type="checkbox"/> Venue protection areas |
| <input type="checkbox"/> Road/street closures | <input type="checkbox"/> Security/crowd control | <input type="checkbox"/> Entertainment/activities |
| <input type="checkbox"/> Vehicle/pedestrian routes | <input type="checkbox"/> Food vendors/stalls | <input type="checkbox"/> Lost children/property |
| <input type="checkbox"/> Emergency routes, assembly areas | <input type="checkbox"/> Restricted/out of bounds/unsafe areas | <input type="checkbox"/> Shade |
| <input type="checkbox"/> Entrances and exits | <input type="checkbox"/> Stage | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Delivery points | <input type="checkbox"/> Seating | <input type="checkbox"/> Decorations and props |
| <input type="checkbox"/> Pick up/set down areas | <input type="checkbox"/> Rubbish bins | <input type="checkbox"/> Accessibility |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Amusement devices | <input type="checkbox"/> Inflatable structures |
| <input type="checkbox"/> First aid | <input type="checkbox"/> Firefighting equipment | <input type="checkbox"/> Alcohol/non-alcohol areas |
| <input type="checkbox"/> Drinking water | <input type="checkbox"/> Toilets | <input type="checkbox"/> Temp power/water/gas |
| <input type="checkbox"/> Event control centre | <input type="checkbox"/> Bodies of water | <input type="checkbox"/> Existing structures |
| <input type="checkbox"/> Temporary structures | <input type="checkbox"/> Power outlets | <input type="checkbox"/> Other relevant issues |

Venue Protection

Where Mitchell Shire venues are being used, event organisers should discuss the activities and the site plan with the venue manager to minimise potential damage to the grounds, underground services or other facilities on the site. Issues to consider include:

- > The mechanisms to secure temporary structures (pegging, staking, including flags and signage is generally not permitted, unless otherwise advised)
- > Temporary structures must not be set up under trees or under the tree canopy and must be located outside the drip line of trees and canopies and at least 2 meters from shrubs and garden beds
- > Ground cover must be provided where damage may occur such as in cooking areas, and there must be a plan to dispose of oil, ice, coals or other substances that may damage surfaces
- > Vehicle access may not be permitted, or may be limited to certain access points, and there may be vehicle weight load limits in some areas
- > Signs or decorations are not permitted to be attached to trees
- > Where damage occurs, the event organiser will be responsible for restoration costs and repairs such as irrigation, services and site repair (e.g. topsoil, levelling and seeding)

A Venue Protection Plan may be required to outline how damage to the venue will be minimised.

Marketing your Event

Event organisers are encouraged to prepare and implement a Marketing Plan for which they will be responsible for. This plan may include any advertising, public relations, social media, printed materials, media releases to local news outlets and other related marketing activities. Although this plan is not mandatory it can be critical to the success of an event. For some events, it is worth considering how the impact of social media will be managed (e.g. how crowd numbers will be monitored if event is being widely promoted on social media or if greater than expected numbers attend the event).

There are also several other marketing options suggested and supported by Mitchell Shire Council:

- > Inclusion of your event on the Online Calendar of Events. The calendar can promote one off, annual and regular events held in Mitchell Shire and listing your event is free with organisations being able to promote multiple events on the calendar. To have your event included on the calendar please visit the Australian Tourism Data Warehouse website - oauth.atdw-online.com.au/login - If you require any assistance preparing your listing please visit the Mitchell Shire Council Event Tips page or contact Visit Victoria – 1300 306 366.
- > Posters and flyers can be displayed on the Seymour Visitor Information Centre noticeboards. Please contact the Economic Development Unit to organise this as availability is limited.
- > Fliers and posters can be displayed on library noticeboards. Spaces are limited and fliers and poster will be displayed at the discretion of the staff on duty
- > Mitchell Shire Council may share event social media posts on Facebook and Twitter at their discretion. If you wish for this to be done please complete the details in Part 1 of the EOI

Risk, Safety and Emergency Management Planning

Risk, Safety and Emergency Planning

All event organisers are required to complete a Risk Assessment.

Development of the Risk Assessment should commence at the start of the event planning process and be updated as the event planning progresses. It must be tailored to your event, cover all aspects of your event activities including the set up (bump in) and pack down (bump out), and include input from your various stakeholders such as suppliers and the venue. Emergency services and regulatory authorities input should be obtained where appropriate.

The key components to the Plan will include:

- > A systematic assessment of all risks including identification of what the risks and hazards are, what you have in place to manage these risks, what additional treatments or controls are required to get the risk to an acceptable level
- > Identifying who is responsible for managing the risks and implementing treatment or controls.
- > Ensure there are clear and accurate communications and consultations between event organisers and all others involved with the event
- > Have documented risk and safety policies and procedures, and ensure all staff, volunteers and contractors are trained to ensure they are implemented at the event
- > Have a designated person with health and safety knowledge or skills to be responsible for the management of safety generally
- > Develop checklists, plans and other mechanisms to ensure all issues are addressed prior to and during the event
- > Develop specific plans required during the event – e.g. first aid plan, emergency management plan
- > Implement an on-going process to ensure the Plan is updated in the planning stage and that a detailed review is undertaken after the event

A template Risk Assessment (OHS201-F3-RA) for event management is available in the appendix of this document to assist in developing a plan.

Note that when Council reviews a risk management plan they are not offering approval that the risks will be managed, nor are they responsible for the implementation or failure of the plan. The Risk management plan is intended to demonstrate to Council that the event planner has given consideration to their activities and how these could impact on people involved in setting up, running or attending the event. Approval of the plan is not an acceptance of the risk – it is an acknowledgement that based on the information provided a risk assessment has been undertaken and that if the controls are implemented as stated there is an expectation that the risk to people will be mitigated. The integrity of the identified controls is not endorsed through this acknowledgement. It is also recognised that Council is not responsible for ensuring these controls are actually implemented by the event organiser.

Occupational Health and Safety Considerations

Event organisers are required to provide a safe operating environment and under the Victorian Occupational Health and Safety Act 2004 (the OHS Act): *“Persons who control or manage matters that give rise or may give rise to risks to health and safety are responsible for eliminating or reducing those risks so far as is reasonably practicable”.*

Event organisers have a duty of care to avoid foreseeable risks and to take reasonable care. The duty of care applies to all of those involved with the event including event attendees, those organising, running, setting and packing up the event, volunteers, contractors and other stakeholders.

Emergency Planning and Services

Event organisers are required to have an emergency management plan including:

- > An emergency management structure identifying roles and responsibilities (e.g. Chief Warden, Wardens, Safety officers, first aiders etc)
- > Procedures for potential emergencies (including medical, incidents from event activities, adverse weather etc)
- > A communications plan including how any changes, interruptions, cancellations or emergencies will be managed
- > Details of emergency equipment required and who will be using the equipment
- > Evacuation procedures, including roles, routes and sites
- > How the emergency plan will be tested prior to the event

A sample emergency management plan template is provided in the appendix of the Events Guide.

Indoor Venues

If using an indoor venue, event organisers must be aware of all emergency and evacuation procedures, locations and equipment.

Insurance

Event organisers must have public and products liability insurance cover with a minimum of \$20 million in cover. All vendors or suppliers to the event must have their own insurance in addition to the organiser's. Higher amounts may be required for fireworks and you will need to check that higher risk activities such as amusement rides or jumping castles have their own insurance. Some events may require additional insurances.

You should obtain the necessary insurance advice and insurance must be with an approved Australian Prudential Regulation Authority (APRA) insurer. Check for any exclusions in your policy which may apply to your event. In planning your event, you should obtain evidence of current public and products liability insurance from all suppliers, contractors and others providing services. Certificates of Currency are required to be submitted to Mitchell Shire with your Risk Management Plan to verify your insurance arrangements.

First Aid and Medical Planning

All events should have a first aid and/or medical services plan which includes the type and number of first aid/medical services to be provided, their location and the level of support to be provided. The First Aid/Medical Plan should be based on a risk assessment that identifies the risks associated with the event activities, the venue, history of the event, time of year (weather), proximity to medical care and impact on the community. Ambulance Victoria should be involved in the assessment of high impact events. The following issues should be considered when planning for first aid/medical services:

- > Type and number of first aid or medical personnel, their qualifications/competency and experience
- > Location for first aid posts. They should be readily accessible for everyone involved with event, accessible to emergency vehicles, and not in noisy/high impact areas
- > Signage and access to first aid station/s
- > First aid facilities will generally require a floor, table and chairs, power, lighting, water, capacity to be closed, signage, disposal of waste
- > Identify methods of communications between first aid and event organisers (e.g. radios).
- > Staff, contractors, security, volunteers should be trained on the process for first aid/medical situations and emergencies.

Security and Crowd Control

As part of the risk analysis process, event organisers should identify the types of security required for the event. Where a security or crowd control company is involved, they should provide input into the risk assessment, along with stakeholders such as the venue manager and Victoria Police. When appointing crowd controllers, [Licenced crowd controllers](#) only must be used. A Security/Crowd Management Plan should include:

- > The roles and responsibilities of security/crowd control (e.g. crowd control, cash protection, equipment/asset protection, procedures for confiscated or prohibited items etc)
- > A site plan including locations of security, entrances, exits, first aid posts, restricted and unrestricted areas and personnel allowed into different areas of the event
- > Briefing/induction details to be provided to security
- > Communication mechanisms between key personnel such as event manager, security, first aiders, police etc
- > Acceptable levels of behavior
- > Emergency and evacuation plans and procedures

For medium and high impact events, Victoria Police should be sent a copy of the Security/Crowd Control Plan.

Gas Safety

All gas installations used at events must be safe and certified as complying with current Regulations and safety standards. This includes gas bottles, cooking equipment, camping equipment, outdoor heaters and any other gas appliances. Event organisers and caterers should be familiar with the [Code of Practice for The Safe Use of LP Gas at Public Events In Victoria](#) Energy Safe Victoria (ESV).

Key gas safety requirements include:

- > Gas cylinders are in date, in a safe working condition, secured and stored safely
- > The surfaces used for gas cooking appliances are suitable and ventilation is in accordance with the Code of Practice for the Safe Use of LP Gas at Public Events
- > Caterers should read the [Catering Vendors Information Pack](#) in conjunction with the above Code of Practice
- > All mobile catering vans should have an Energy Safe Victoria Compliance Plate fitted (or interstate equivalent). This should be a condition when contracting mobile vans
- > Food vendors and others using gas at your event should complete an ESV [Gas Safety Checklist](#). Event organisers should ensure the check list has been completed before the event starts and have a process to deal with non-compliance.

Contact: Energy Safe Victoria

Phone: 1800 652 563

Website: www.esv.vic.gov.au/For-Consumers/Gas-safety-in-your-business/Major-events-gas-safety

Electrical Safety

Where electrical appliances are being used at an event, all electrical devices (power leads, tools, lighting, equipment, generators etc) must comply with relevant electrical laws and regulations. Safety considerations include:

- > Electrical leads, equipment and portable outlet devices must be tagged and tested (test date must be within 3 months of the event). Electrical leads and equipment should have no signs of damage, fraying and be inspected each day before use
- > Double adapters must not be used on power boards
- > Electrical cabling must be protected from pedestrian and vehicle traffic at all times and be located so as to avoid causing trip hazards. Cabling should not be run on the ground unless approved ramp style protective covers are in place to adequately prevent tripping hazards and protect the cabling from crushing (rubber floor mats are not acceptable)
- > Any electrical cables run above walkways, footpaths or other egress routes must be a minimum of 2m above the ground
- > Extension leads should only be used where there are matching ends (i.e. 10amp socket into a 10 amp plug), with new insulated base sections on the plug pins and ensure earth pins are present and undamaged. Piggy back plug adaptors connected as part of power extension cords are not to be used on site

- > Leads must not be greater than 25 metres (for 10amp 1mm² heavy duty lead) in length to the power source, and must not be used when coiled or twisted
- > Residual Current Devices (RCDs) must be included on all electrical equipment. RCDs must be fitted to all power outlet boards
- > In date fire extinguishers suitable for electrical fires and where required, fire blankets, must be nearby to electrical equipment, and operators trained to use the equipment
- > Consideration must be given to the weather impact, and all electrical leads and connections must be waterproof
- > A mechanism should be in place to prevent the public or users tampering or over-riding power outages and one person must be responsible for controlling all power supplies

Food Vans

- > Food vans should have a Certificate of Electrical Safety within 12 months of the event date
- > The power requirements should be clarified prior to the event to ensure there is sufficient capacity at the event
- > Food vans should have the appropriate firefighting equipment in place

Generators

- > Generators must comply with Australian Standards, be in safe working condition, and be operated by a responsible and trained person
- > They should be located in a safe and well ventilated position and should not be accessible to the public (barricade where required). It is advisable to check the noise levels prior to the event and use silenced generators where possible
- > RCDs must be fitted and manually tested each day by the operator (event organisers should check the log book)
- > Fuel should be stored in fit for purpose containers and refueling should not take place when event visitors are site, and must be done by a trained person

Contact: Energy Safe Victoria

Phone: 1800 652 563

Website: www.esv.vic.gov.au and download the [Guideline Electrical Installations and Electrical Equipment at Public Events](#) for guidance on key electrical safety and compliance issues.

PART C: EMERGENCY SERVICES, AUTHORITIES AND OTHER EVENT ISSUES

Consulting and Notifying Emergency Services

Emergency services can provide valuable input into the development of event risk, safety and emergency plans. **Medium and high-risk events** must advise and consult with emergency services in the planning stages of the event, for road closures and where the event may have an impact on their services.

The initial Event Expression of Interest Form submitted to the Shire will be forwarded to local Victoria Police, CFA and other authorities as per permit processes, however event organisers are required to contact all local emergency services within the minimum notification period outlined in Part A. The services may get into contact directly with event organisers to seek further information and get updated plans as they are developed.

Ambulance Victoria

Ambulance Victoria should be consulted and informed in writing of medium and high impact events, events that are likely to have an impact on the community and if the event involves a road closure. For medium and high impact events, a Mitchell Shire Event Permit will not be issued until evidence is provided that Ambulance Victoria has been consulted and notified.

The Ambulance Victoria notification should include:

- > Event name, dates, times, venue and address
- > Event manager (or first aid coordinator) name, email and phone number
- > Event details including anticipated crowd numbers and type of activities
- > Proposed first aid/medical plan
- > Details of any road or street closures or other impacts from your event

Event notifications should be sent to events@ambulance.vic.gov.au and road and street closure notifications should be sent to: roadclosures@ambulance.vic.gov.au. Both notifications should be sent no less than **60 days prior** to your event.

For high risk events Ambulance Victoria can provide input into the risk assessment of the event and can provide a range of services (on a fee for service basis). For details see [Ambulance Management and Resources at Public Events](#).

Also see [First Aid and Medical Planning](#).

Ambulance Victoria: Phone: (03) 9090 5904 Email: events@ambulance.vic.gov.au

Victoria Police

Victoria Police can provide valuable input into the risk and safety planning process and should be consulted on risks around crowd control, security and issues which may impact public safety. Victoria Police must also be notified of **medium and high impact events** and where road or street closures are taking place.

Permits are required from Victoria Police for some events and activities (tin rattling) on public roads – see [Traffic Management Section](#).

Details of larger events and mass gatherings should be forwarded to the Victoria Police State Event Planning Unit at stateevents@police.vic.gov.au. This office has a state-wide oversight of events and can communicate with other areas of Victoria Police.

For medium and high impact events, the Shire will send the Event EOI to Victoria Police. Additional details may be required by Victoria Police.

Final event details including on-day contacts, any updates on attendance and type of event and other changes since submitting the application, must be sent to the Station or Unit Commander of the nearest Police Station at least 8 weeks in advance of the event (see [Contacts List](#) for details).

Country Fire Authority (CFA)

The CFA must be consulted where fire risks exist as part of the event (either through the event activities, the event location or the time of year) and should be advised of any events involving road or street closures or partial closures.

Permits for exemptions to lighting fire on [Total Fire Ban](#) days can be made to the CFA via the [Application Form](#). This may be required for catering using fire in the open air, fireworks and other uses of fire for public entertainment and other activities involving fire. Permits should be sought well in advance of the event (preferably by September each year) and will be valid for the summer.

A [Fire Danger Period](#) permit may also be required for fireworks or other activities during the declared Fire Danger period.

The CFA must be notified at least twenty-one (21) days in advance of any fireworks.

See “[Fire Safety](#)” section for more details regarding fire safety.

For further information contact: CFA website or phone: 9262 8444

Fire Safety

Potential sources of fire at your event site or at nearby locations should be identified and appropriate treatments implemented to reduce the risk of fire. Fire safety issues to be considered when developing the Risk, Safety and Emergency Management Plan are outlined below. The level of detail required will depend on the size, location, time of year and complexity of the event.

- > **Identify** potential sources of fire in Risk assessment.
- > **Access and egress routes** into, out off and within the event site. CFA generally requires 6 meter wide access, all weather trafficable surfaces/road networks within the event site.

- > **Fire safety equipment** - food vendors and other suppliers using flames, power or gas must have appropriate fire safety equipment including fire extinguishers (tested & in date and suitable for type of fire) and/or fire blankets.
 - **People** must be trained in the use of the equipment.
 - **Portable generators** should have 3 metres of bare earth around the generator and appropriate fire extinguishers provided.
 - **Fire fighting water supply on site** – depending on the event location, ready access to a suitable water supply for firefighting vehicles may be required. This may consist of dams on site, a large volume water tanker, static water tanks (volume to be determined dependent on risk or a combination of any/all).
- > Where dedicated specialised firefighting resources are required on site for the duration of the event (not supplied by CFA) details should be determined in consultation with CFA.
- > Dependent upon the timing and location of the event, CFA may recommend a **Total Fire Ban** for the site across the event duration. This is a risk based assessment however generally includes events in rural settings during declared Fire Danger Periods.
- > **Fuel reduction and treatments** – events held in rural settings (e.g. farms, paddocks) must ensure fuel levels are reduced and any heavy fuels (such as ground based timber debris/fuel) are removed. The CFA generally recommends grass heights be less than 100mm (achieved by grazing or slashing prior to the event).
- > **Emergency Management Plan** – a detailed emergency management plan must be developed to address the identified risks, including the Emergency Management Team (EMT) structure (e.g. Chief Warden, Deputy Chief Warden, Area Wardens) and where required the appointment of qualified Safety Officers. The Plan should include:
 - **Communications plan** – methods of communications the Emergency Management Team will utilise (e.g. radios, mobile phones).
 - **Evacuation / relocation** – establishment of emergency assembly areas (primary / secondary) with at least one area capable of accommodating the total number of patrons. Areas should be selected to reduce the risk of radiant heat exposure. CFA can provide guidance on determining suitable locations within event space.
 - **Monitoring capacity for community warnings.**
 - **Response protocols / trigger points and actions** – what actions are planned to be undertaken given on declared Fire Danger Rating days across the event duration. This can and does include event cancellation / postponement.
- > **Detailed site plans** – may be required by the CFA including camping areas, emergency vehicle access, emergency assembly area locations, water supply locations etc.
- > Also see Total Fire Ban day exemptions and Fire Danger Period permits in [CFA section](#).

CFA contacts:

Phone: (03) 9262 8444 or (03) 5735 3100

Website: www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-and-ratings/

Local Hospitals

Medium and high impact events should notify the local hospital of the event, expected attendance numbers and other relevant details at least 4 weeks in advance. See contact details in Appendix C.

Events in State or National Parks

If your event is in a state or national park, permits may be required from either Parks Victoria or Department of Environment, Land, Water and Planning (DELWP).

Parks Victoria managed land that may be used for events in Mitchell Shire includes:

- > Wandong Regional Park
- > Kinglake National Park

A minimum of eight weeks is required to process an application.

To obtain a permit from Parks Victoria see:

parkweb.vic.gov.au/park-management/applications,-licences-and-permits/event-permits

Phone: 13 19 63 **Email:** events@parks.vic.gov.au.

DELWP managed land that may be used for events in Mitchell Shire include:

- > Mount Disappointment
- > Tallarook State Forest

No application or event fee is required unless the event is run as a commercial event. Typically event fees may be set at \$550-\$1100, though higher fees may be appropriate for larger scale or purely commercial events. Where spectator admission prices are charged, a fee per spectator per day will be payable in advance. A bond may also be required for events deemed to have the potential to cause damage beyond normal wear and tear.

To obtain a permit from DELWP, contact the Customer Service Centre

Phone: 136 186

Animals

If animals are a part of your event, include details in your Event Expression of Interest Form.

Information required by Mitchell Shire includes:

- > The type of animals, the supplier and any licence details (e.g. Operators of [Reptile Exhibits and Wildlife Exhibits must hold a](#) valid licence from the Department of Environment, Land, Water and Planning)
- > A site plan including the location of the animals
- > Where the animals will be housed, the impact on the site, parking of vehicles
- > A Risk, Safety and Emergency Management Plan specifically addressing the potential risks from animals
- > Insurances to identify that animals are included in the cover

If animals are a part of your event (e.g. petting farms, horse rides etc) the safety and wellbeing of both event patrons and the animals should be considered. Factors to consider include:

- > Whether it is appropriate to have animals given the other activities, the audience etc.
- > Age appropriate activities/animals for event patrons

- > Enclosures should not allow for animals to escape, and must provide adequate shelter from sun, wind, rain and extremes of temperature and include an area for animals to retreat from the public or other animals. Animals showing signs of stress must be removed and allowed to recover
- > Close supervision by keepers is required at all times. Attendants should be trained and experienced animal keepers, including training in first aid for both animals and humans.
- > Drinkable water, food and cover should be provided for the animals
- > Hygiene facilities should include hand washing facilities and cleaning
- > Waste removal including full details on how both animal and domestic waste will be managed
- > Parking required for holding vehicles/trailers
- > There should be soft fall areas for pony rides (preferably a grassed area or equivalent)
- > Consideration must be given to ensuring clear pathways when moving animals
- > Birds should be housed in cages that conform to the **Code of Practice for the Housing of Caged Birds**
- > Operators of Petting Zoos must comply with the **Code of practice for the public display of exhibition of animals**
- > A risk, safety and emergency plan should be developed including responses if an injury occurs

Safe Parties and Street Parties

Private parties do not generally require an event permit from Mitchell Shire, however if a street party involves a road or street closure, or if there are impacts on the local community, approvals and permits may be required by the Shire.

Victoria Police have a Partysafe Program designed to provide advice on organising a safe party. The program aims to minimise risks such as violence, intoxicated guests, or gatecrashers, and ensures police are aware of the party.

Parties can be registered with Victoria Police via: www.police.vic.gov.au/partysafe or by visiting your local police station. Parties should be registered a week prior to the party date. Victoria Police have useful information booklet and brochure (see the PartySafe program)

Smoking and Events

Under the Tobacco Amendment Act 2016, smoke free areas now also include:

- > 10 metres from food stalls at organized events;
- > All outdoor dining area/food courts;
- > Outdoor recreational areas, playgrounds and under-age sporting events; and,
- > Under-age music or dance events.

Smoke free Food Fairs and Organised Events

Smoking is banned in outdoor public area that are within 10 metres of a food stall or food vendor at an organised event (other than a food fair).

A **food fair** is an organised event at which the principal activity is the sale or supply of food for consumption at the event and the consumption of that food. By law, smoking is banned in all outdoor public areas at a food fair.

For further details visit: <https://www2.health.vic.gov.au/public-health/tobacco-reform/smoke-free-areas/outdoor-dining>

Smoke free Children’s Recreation Areas and Under Aged Events

By law, smoking is banned within 10 metres of any outdoor sports venue during an under-aged sporting event. The ban includes training and practice sessions and also applies to outdoor dining and drinking areas located within 10 metres of an outdoor sporting venue during an organised under age sporting event or training session and children’s playgrounds.

For further details see: [Under-age sporting events – smoke free](#) or visit: www2.health.vic.gov.au/public-health/tobacco-reform/smoke-free-areas/childrens-recreational-areas-smoke-free/underage-sporting-events-smoke-free

Working with Children Checks

Mitchell Shire encourages that where there will be any activity involving children that all people who have the potential to be in contact with the children have a current Working With Children (WWC) Check.

To determine if you will need a Working With Children (WWC) Check refer to the WWC site at www.workingwithchildren.vic.gov.au/home/about+the+check/who+needs+a+check/

The Victoria government has introduced compulsory minimum standards that apply to organisations that provide services for children to help protect children from all forms of abuse. For details of the Victorian Child Safe Standards and Child Safe Standards Toolkit see the Department of Human Services – Child safe standards resources: www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards-resources

Mitchell Shire Council has a [Child Safe Statement of Commitment](#):

At Mitchell Shire Council we are committed to ensuring all children and young people reach their full potential as we strive to achieve our mission of working with our communities to build a great quality of life.

We have zero tolerance for all forms of abuse and neglect towards children and young people. We will work actively to provide a safe environment in all our programs and services. We will

ensure that any incidents of suspected child abuse will be acted upon appropriately and in accordance with our policy and legal obligations.

We are committed to the safety, participation and empowerment of all children and young people. Child protection is a shared responsibility by all councillors, employees, workers, contractors, volunteers, associates, and members of the community.

All instances of suspected child abuse at an event are to be reported to the Police.

Contact Lists

Organisation	Phone	Email	Website
Victoria Police For non-emergency enquiries contact the OIC of the Police Station nearest the event.	Seymour: (03) 5735 0200 Broadford: (03) 5784 1404 Wallan: (03) 5783 0400 All emergencies contact 000	Seymour: <u>Seymour.uni@police.vic.gov.au</u> Broadford: <u>broadford.uni@police.vic.gov.au</u> Wallan: <u>wallan.uni@police.vic.gov.au</u> Major events and mass gatherings: <u>stateevents@police.vic.gov.au</u>	<u>www.police.vic.gov.au</u>
Country Fire Authority	(03) 5735 3100	admin.d12@cfa.vic.gov.au	<u>www.cfa.vic.gov.au</u>
Ambulance Victoria	(03) 9090 5909	<u>events@ambulance.vic.gov.au</u> <u>road-closure@ambulance.vic.gov.au</u>	<u>www.ambulance.vic.gov.au</u>
Local Hospitals	Kilmore and District Hospital - (03) 5734 2000 Seymour – (03) 5793 6100		
State Emergency Service	132 500	<u>northeast@ses.vic.gov.au</u>	<u>www.ses.vic.gov.au</u>
VicRoads	(03) 5434 5060	<u>nr.mailbox@roads.vic.gov.au</u>	<u>www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads/getting-permission-for-your-event</u>
Parks Victoria	131 963		<u>www.parks.vic.gov.au</u>
Department of Environment, Land, Planning and Water	136 186		
Public Transport Victoria	1800 800 007	<u>event.notification@ptv.vic.gov.au</u>	<u>ptv.vic.gov.au/special-events/</u>
WorkSafe	132 630		<u>www.worksafe.vic.gov.au</u>

Organisation	Phone	Email	Website
Victorian Building Authority	1300 815 127		www.vba.vic.gov.au/about/contact-us
Victorian Commission for Gambling and Liquor Regulation	1300 182 457	contact@vcqlr.vic.gov.au	www.vcqlr.vic.gov.au
Streatrader		streatrader@health.vic.gov.au	streatrader.health.vic.gov.au
Consumer Affairs Victoria	1300 558 181		www.consumer.vic.gov.au
Energy Safe Victoria	(03) 9203 9700	info@esv.vic.gov.au	www.esv.vic.gov.au
Australasian Performing Rights Association/Australasian Mechanical Copyright Owners Association	(03) 9426 5200	apra@apra.com.au	apraamcos.com.au/media/Customers/PEG_Events.pdf
Phonographic Performance Company of Australia	(02) 8569 1100	licensing.mail@ppca.com.au	www.ppca.com.au/music-users-/licensing-home/
Australian Copyright Council	(02) 9101 2377	info@copyright.org.au	www.copyright.org.au

Appendix A: Sample Parking Management Plan Template

Event Address:

Total number of existing parking spaces available at event site:

Car: Bikes: Other:

Expected number of vehicles at event:

	Parking numbers required	Location	Details
Event visitors			
Suppliers/vendors			
Volunteers/staff			
Emergency services			
Buses/large vehicles			
Other			

Outline how the expected vehicle numbers will be accommodated:

Event visitors:

Accessible/disabled parking:

Include a parking plan including location of parking (e.g. emergency services, vendors, emergency access/egress)

What signage, equipment, personnel or other measures will be used to manage parking?

Outline how you will communicate parking arrangements (e.g. location of signage, marketing material, website):

Who is responsible for implementing the plan:

Name:

Contact:

Sample Event Permit Terms and Conditions

Below are the standard terms and conditions for Mitchell Shire Council Event Permits and Festival/Road Closure Permit.

Additional conditions may apply to specific events.

PERMIT NO:

PERMIT HOLDER:

Mitchell Shire Council in pursuance of powers vested in it by the *Local Government Act 1989* and Council's *Local Law No 1 Community and Environment 2013*, hereby gives permission to the permit holder to:

SITE ADDRESS:

EVENT DATE:

EVENT:

ROAD TO BE CLOSED:

TIMES:

Permit

1. The Event Permit must be signed by the applicant (event organiser). The Permit is only applicable when all conditions associated with the Permit have been met.

Cancellations

2. Mitchell Shire Council reserves the right to cancel the Event Permit at any stage if the applicant does not meet the conditions set out in the Permit, if the information provided in the Event EOI and associated plans is incorrect or if there are significant community safety concerns.

Fees and Charges

3. An Event Permit will not be issued until payment for Mitchell Shire permits and venue hire is received in full. Mitchell Shire will issue an invoice identifying all applicable fees.

Fee Waivers

4. Not for profit or charitable organisations may be eligible to apply for the Event Permit fee to be waived (Place of Public Entertainment, Planning Permit fees and other permit fees will not be waived). Venue fees.
5. Requests for an Event Permit fee waiver must be included on the Event Expression of Interest Form and evidence must be provided indicating the status of the organisation. The criteria used to determine whether a fee waiver (full or partial) will be granted includes:
 - a. Event is organised by a not-for-profit or charitable organisation.
 - b. The event and fundraising efforts directly benefits the local community.

- c. If previously conducted, the event has complied with all the Shire's and other authority requirements.

Refunds and Cancellations

6. If the event is cancelled after an Event EOI has been received and processed, the event organiser must notify Council in writing of the cancellation.
7. Requests for a refunds of Event Permit fees if the event is cancelled must be made in writing and will only be considered if the event is cancelled within two weeks of the proposed event date. Refunds of up to 80% of the event permit fees will be considered. Event Permit fees will not be issued if the event is cancelled less than two weeks prior to the event date.

Bonds

8. Mitchell Shire may require an event organiser to pay a security bond to cover the costs associated with any damage to the venue, park, open space used for the event. Where a bond is required, event organisers are required to undertake an inspection of the event site within 48 hours of the event start time.
9. Bonds will be released back to the event organiser within 28 days after the event date, subject to the venue, park or open space used for the event being returned back to its original condition.
10. Mitchell Shire reserves the right to withhold all or part of the bond to cover costs to repair or reinstate any damage caused as a result of the event.

Mitchell Shire Venues

11. Event organisers will be notified of specific conditions relating to the hire of Mitchell Shire venues (including parks, public spaces, gardens, reserves and sporting facilities).
12. Event organisers are responsible for ensuring the venue is not damaged, and that the venue is left in the same condition as it was prior to the event. Where damage does occur, event organisers may be charged for the cost of any repairs, materials or cleaning required to reinstate the venue.
13. Measures must be implemented to protect grass and other surfaces, garden beds, plantings, trees, irrigation systems, bollards and other structures at the event venue. Event organisers may be required to provide a venue protection plan as a condition of a permit.
14. The permit holder is to ensure that stallholders are aware of the risk of falling branches trees and that this is taken into account when creating stall site plan.
15. No vehicles are to be parked on reserves or parkland without prior approval.
16. The venue is not to be fenced, unless otherwise agreed.
17. Venues used for events must be left in a clean and tidy condition. Event organisers will be responsible for the costs incurred by the Shire of any additional rubbish removal as a result of the event. All litter must be contained in rubbish bins, bagged litter is not to be left outside of rubbish bins. Rubbish bins are not to be left overflowing. All excess rubbish must be removed from the site. All signage or other indicators (balloons, flags etc) must be removed from public land within 24 hours of conclusion of the event.

18. Unless otherwise stated, public venues must remain accessible to the public at all times. Where access to the public is restricted during the event, during the bump in or bump out, the timeframes must be kept to a minimum.
19. Access for emergency services must be maintained to the event site at all times including at least 4 metres between market stall lanes.
20. Event organisers must not charge an entry or admission fees to the venue, unless otherwise stated in Event Permit conditions.

Risk, Indemnity and Insurance

21. A Certificate of Currency for Public Liability Insurance (minimum amount of \$20 million) covering all proposed activities, must be provided to Mitchell Shire prior to the Event Permit being issued.
22. The insurance must be held with an insurer approved by the Australian Prudential Regulation Authority (APRA).
23. The event organiser occupies and uses Mitchell Shire venues, parks, open spaces at their own risk.
24. The event organiser shall indemnify Mitchell Shire against any claims for injury to persons or damage to property arising out of the event.
25. Mitchell Shire does not take responsibility for any loss or damage of any equipment or infrastructure installed at the venue for the event.
26. Event organisers must comply with all laws relevant to the operation of the event and ensure all suppliers, contractors and others associated with the event comply with applicable laws.
27. A Risk, Safety and Emergency Management Plan must be provided to the Mitchell Shire prior to an Event Permit being issued (at least 14 days prior to the event). The risk management plan must comply with ISO 31000:2009 Risk Management Standard. The Emergency Plan must include an evacuation procedure and responsibilities.
28. Mitchell Shire reserves the right to revoke this permit in the event of a High Risk Fire Day (Extreme or Code Red), or other extreme weather conditions.
29. The event organiser is responsible for the good order, conduct and behaviour of people attending the event. Security or crowd control measures must be implemented.
30. The event organiser agrees to comply with all directions given by any Mitchell Shire Authorised Officer or member of Victoria Police.

Traffic, Parking and Pedestrian Management

31. Specific conditions will apply if traffic, parking or pedestrian management plans are required. General conditions include the need to consult with, notify and minimise any inconvenience to impacted residents, businesses and other organisations.

32. The permit holder must ensure traffic management be conducted in accordance with Council's Memorandum of Authorisation approved plan and road closure permit. The permit holder is responsible for the management and all costs associated with the implementation of the traffic management plan. Council will not incur any costs associated with the erection and removal of any signage.

Services

33. Event organisers must ensure there are adequate toilets, including accessible toilets. At least 1 female, 1 male and 1 unisex accessible toilet per 300 persons expected at the event are required, unless otherwise specified.
34. Event organisers must ensure there is an adequate waste management plan in place. Event organisers are encouraged to minimise waste and promote recycling where possible.
35. Free, drinkable water must be available at events taking place in summer.
36. Event organisers must ensure there are the appropriate first aid, medical and/or health services at the event.

Notifications and Communications

37. The event organiser must notify emergency services and other authorities, impacted residents, businesses and organisations and other relevant stakeholders, of the event in accordance with specific conditions specified in the Event Permit.

Food and Beverage; Alcohol

38. The event organisers must ensure adequate waste management and venue protection measures are in place, including but not limited to drop sheets, drip trays or other protective material placed under all cooking areas where damage of ground surfaces may occur.
39. Gas appliances and devices must be used in accordance with the Gas Safety Code of Conduct (issued Energy Safe Victoria).
40. Electrical leads and appliances must be in accordance with relevant electrical safety regulations and standards.
41. No open flames are permitted unless otherwise stated on the Event Permit.
42. Fire extinguishers and fire blankets must be provided in cooking areas.
43. Hot and cold water must be provided for food preparation and hygiene.
44. Alcohol is only to be sold in accordance with liquor licence/permits issued by Victorian Commission for Gaming and Liquor Regulations.

Temporary Structures

45. The inclusion and location of all temporary structures including marquees, seating, amusement devices, portable lighting and generators must be approved by the venue manager prior to the event.

46. The event organiser must ensure the location and ground suitable for the temporary structures being installed. Permission must be obtained from the venue manager for any weighting or pegging of temporary structures.
47. All temporary structures must be erected and dismantled in accordance with the manufacturers specifications (or approved engineering specifications).
48. All mechanical, electrical and other installations and temporary structures must be adequately protected to ensure public safety.

Fundraising, promotions and giveaways

49. Fundraising, collecting monies, providing giveaways or distributing marketing/promotional material or pamphlets is not permitted unless otherwise stated on the Event Permit.

Selling Goods

50. The selling of goods is not permitted unless otherwise stated on the Event Permit.

Music

51. Where the event includes the playing or performance of music, where applicable, the appropriate licences must be obtained from the Australasian Performing Rights Association (APRA) and the Phonographic Performance Company of Australia (PPCA).

Noise

52. Noise from the event, including the level of noise and operating hours must comply with must comply noise regulations including the State Environment Protection (EPA) Regulations, EPA Policy (Control of music noise form public premise) and EPA Noise Control Guidelines.

PLEASE NOTE

- > Failure to comply with the aforementioned conditions may result in the cancellation of this permit or a penalty infringement notice
- > The permit holder can appeal the revocation to Council
- > Any person affected by the issue of this permit can appeal to Council

“APPEALS”

Any person who is aggrieved by any matter under this Local Law may apply to the Council to be heard and may make a written submission for consideration by the Council, but this right will not in any way remove that person's obligation to act in accordance with any directions or notices which are applicable under this Local Law”.

(Community Safety and the Environment Local Law No 1)