



Notification sample letter

Notification letters are required for community events which are closing roads, having fireworks or could impact the local community.

Sample letter

Your notification must include the following information highlighted in **bold**. This template can be used or you can design your own letter.

A draft letter must be sent to your Events Adviser for approval before distribution via eventpermits@portphillip.vic.gov.au

Distribution areas will also need to be approved. This letter should be distributed to all potentially affected parties at least 10 days prior to the event.

For more information contact ASSIST

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

NOTIFICATION OF EVENT

Dear Resident,

This letter is to notify you that **(Organisation)** will be holding an event at **(location/s)** on **(Date)**

Event Details:

- **Day and Date**
- **Event Start to Finish Times**
- **Set up and Pack Down Dates and Timings**
- **Brief Description of Event Activities**
- **Expected Attendance Numbers**
- **Road Closure Details, including all affected roads and timings**
- **Fireworks, including all timings**
- **Times of any programmed event noise and noise testing**
- **Include any other likely disruptions**

An application for an event permit has been approved by the City of Port Phillip and we will conduct our activities in accordance with the associated terms and conditions. Council can be contacted on 9209 6777 or eventpermits@portphillip.vic.gov.au during business hours.

If you would like further information please call **(event day contact and pre-event contact)** on **(mobile number)**. Additional information can be found on our website **(www.)**

We look forward to seeing you there and hope you enjoy the event.

Kind Regards,

(Event Manager Name and Title)