



Expression of interest - Major events

What you need to do



Complete the form

Submit completed form and site plan via email.



Further information

Further documentation will be requested to support your application.



Receive your invoice

Once your application is processed you will receive an invoice.



What comes next

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

Read before starting

An indicative **site plan** must be included with your application.

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

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

How to apply

Submit this form and required supporting documentation:

- ☎ 03 9209 6777
- ✉ eventpermits@portphillip.vic.gov.au
- 🌐 portphillip.vic.gov.au/explore-the-city

1 Declaration

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

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

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

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

I understand that this Event Application does not constitute event approval

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

Privacy policy

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

2 Documentation checklist

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

All events

Copy of Certificate of Currency

Noise Management Plan

Detailed Site Plan

Emergency Management Plan

Waste Management Plan

Risk Management Plan and COVID-19 Safe Plan

Resident Notification Letter

As requested

Detailed Traffic Management Plan

Detailed plan of foreshore access

Liquor Licence details (if you intend to serve alcohol)

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

Signage Permits

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

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

3 Event details

Event title

Preferred location

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

4 Applicant details

Organisation name

ABN

Organisation address

Suburb

State

Postcode

Best phone number to contact you on Email

Website

5 Event day contact

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

Contact person

Position title

Best phone number to contact you on Email

6 Event details

Event dates/time

Date commencing

Date ending

Time starting

Time ending

:

AM

PM

:

AM

PM

Set up date

Date of set up

Time starting

Time ending

:

AM

PM

:

AM

PM

Removal date

Date of removal

Time starting

Time ending

:

AM

PM

:

AM

PM

Estimated attendance

Attendees

Spectators (If applicable)

Staff/Marshalls

Target audience

Entry fee

Adult

Child

Concession

\$

\$

\$

Other participant charges

Is the event date flexible?

Yes - please select the alternative event date/s

No - please provide details below:

7 Event description

Detailed description of the Event

Provide a brief history of the Event

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

8 Fundraising

Is your organisation registered as Not for Profit?

No

Yes. Please complete the following:

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

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

How are funds raised?

Please tick all that apply with the percentage that goes directly to the charity.

Direct donation

Ticket sales

Individual fundraising

Other

What percentage goes directly to the charity?

9 Road closures

What road/s will be closed?

Time closed

: AM PM

Time reopening

: AM PM

Other details

10 Food

Are you selling or serving food or drink?

No

Yes - please specify:

Do you plan to use gas at the food stalls?

No

Yes - please specify:

11 Infrastructure

Details of all proposed infrastructure is to be included on the site map and incorporated into the various management plans requested. Council is not responsible for any infrastructure. Permission must be given prior to the pegging of any infrastructure. Underground irrigation lines must be identified by council officers before any pegging.

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

Marquees Number	Stage/s Number	Fencing Number	Other structures Number
Details <div style="border: 1px solid #ccc; height: 80px; margin-top: 5px;"></div>	Details <div style="border: 1px solid #ccc; height: 80px; margin-top: 5px;"></div>	Details <div style="border: 1px solid #ccc; height: 80px; margin-top: 5px;"></div>	Details <div style="border: 1px solid #ccc; height: 80px; margin-top: 5px;"></div>

12 Noise management

Complete this section if your market has any amplified sound or other elements that will be louder than general crowd noise (e.g. Speakers, bands, drums, PA systems, horns, starter pistols etc.)

A noise management plan may be required.

Expected sound level

55dB(A) - 65dB(A)

Less than 55dB(A)

Time

Time of music

Total hours of music

13 Multi-year permit

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

No Yes

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

14 Event organiser's experience

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

Further information

15 Reference details

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

Event name

Event date

Organisation name

Contact name (referee)

Position (referee)

Contact number (referee)

Email (referee)

Office use only

Application
number

Date
lodged