



Event Notification Requirements

Outdoor events are required to provide notification to surrounding residents and businesses through the following processes.

Letterbox Drops

Letterbox drops occur 10 days before an event as follows:

Road Closure Events

- Notification areas are outlined as part of the Traffic Management Plan

Major Music Events

- Notification areas are designed for each specific event site and include notification of all residents and businesses 600m radius. Council will provide a map of the minimum notification area.

Other

- Long stay, food and other events will be assessed on a case by case basis.



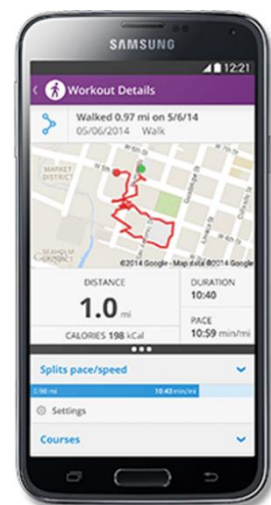
Evidence of Letter Drops

Evidence confirming the letterbox distribution must be supplied.

Examples of evidence:

- An Australia Post confirmation/receipt
- Emailed images to confirm routes walked

There are numerous mobile phone apps you could use to track route distribution such as Map My Walk, Trails, or Live Trekker.





Temporary Signage Boards

All requests for temporary signage must complete an application form and include a copy of the proposed artwork.

Road Closures:

- Are required to place signage in designated positions on the road two weeks out from their event or as per their Traffic Management Plan

Major Events

- Major Events on Catani Gardens, South Beach Reserve and Elwood Reserve are required to arrange real estate board signage on site in the lead up to their event.
- Maps will be supplied to outline the locations of these boards.



Event Hotlines



All events are required to:

- Provide a hotline number that will be manned throughout the event and available to the community.
- This hotline is in place so concerns can be responded to on the spot by the event organisers.
- This number will be advertised on-line and will be provided as the first point of call regarding any concerns
- Details of all calls are to be provided to Council.

City of Port Phillip Website



Information about your event will also be listed on the Council website, including road closure links and hot line numbers.

www.portphillip.vic.gov.au/explore-the-city/outdoor-events-and-activities/major-events-calendar

Events are also encouraged to advertise their event on the Tourism Victoria Website



<https://atdw.com.au/listing-with-atdw/>

Contact Event Services: Phone 9209 6355 Email eventpermits@portphillip.vic.gov.au