proudly **port phillip**

Notification Requirements for Major Events

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

Notifying Emergency Services

All major events are required to notify relevant Emergency Services, including Victoria Police, Ambulance Victoria and Fire Rescue Victoria three months prior to their event.

Letterbox Drops

Event notification must be sent to all relevant and impacted stakeholders, including surrounding local businesses and residents.

Letterbox drops occur 10 days before an event. Requirements can depend based on the event type. Please see the below for further information:

Event type	Requirements
Road Closure Events	• Must distribute notification letters via letterbox drop to affected residents and businesses 10 days out from the event or as per their Traffic Management Plan. • Must place signage in designated positions on the road 10 days out from their event or as per their Traffic Management Plan with wording subject to approval
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.
Long stay, food and other events	• Will be assessed on a case by case basis.

Evidence of Letter Drops

We require evidence confirming the letterbox distribution has taken place. This evidence can include:

- 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.

Signage purpose	Requirements
To advise of a road closure	• You must place signage in designated positions on the road two weeks out from the event, or as per your Traffic Management Plan.
To advise of a major Events	• • 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 Events Calendar

Information about your event will also be listed on the Major event notifications and road closures - City of Port Phillip website page, including informatuion about road closure and hotline numbers.

Australian Tourism Data Warehouse

Events are also encouraged to advertise their event on the Australian Tourism Data Warehouse. This will help give your event more exposure and ensure it is automatically listed on the websites of What's On St Kilda, Visit Victoria, Tourism Australia, and more.

For further information

Our Events Services team is here to help. You can send us a message on My Port Phillip, email us via eventpermits@portphillip.vic.gov.au, or call our helpful ASSIST team on 03 9209 6777.