



Event permit application

What you need to do

Before you start!

The fast and easy way to apply is online via

📧 portphillip.vic.gov.au/pay-apply-report

Otherwise complete this form to apply via email.



Complete and submit the form

Make sure all sections are complete and documentation is attached, and submit via email below.



Assessment

Applications require an average of three months to process.



Receive your invoice

Once your application is processed you will receive an invoice within 10 working days.

Read before starting

Please read the '**Outdoor Event Guidelines**' before completing this application.

How to apply

Submit this form and required supporting documentation:

📧 eventpermits@portphillip.vic.gov.au

📧 Event Services

City of Port Phillip
Private Bag 3
St Kilda VIC 3182

Application assessment

Your activity cannot begin until the site plan has been provided.

Further information

Further information may be required before a full assessment is made or a permit issued.

📞 ASSIST 03 9209 6777

📧 portphillip.vic.gov.au/explore-the-city

1 Declaration

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

I have attached an initial site plan

I have read the guidelines and accepted the conditions for events

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

I declare that 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 accept this application requires final council approval before a permit will be issued

Privacy policy

The personal information requested on this form is being collected by the Council for the purpose of assessing eligibility for event permits. 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 event 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
 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

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

Location information can be found on our [website](#)

4 Applicant details

First name

Last name

Organisation name

Organisation address

Suburb

State

Postcode

Phone contact

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

Email

6 Event description

Aim / purpose of the event

Detailed description of the event

Provide a brief history of the event

If your event has run before are there any notable changes?

7 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

%

Individual fundraising

%

Ticket sales

%

Other

%

8 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
Alternative event date	Date commencing	Date ending	
Estimated attendance	Attendees	Spectators (If applicable)	Staff/Marshalls
Target audience			
Entry fee / ticket price	Adult	Child	Concession
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other participant charges			

9 Media

Please outline how this event will be promoted and the subsequent media reach.

What avenues are used to promote or market your event?

What is the media reach of your event?

Social media

Media release / editorial

TV

Print, website and eDMs

Radio

Other (list below)

10 Traffic management

Note: Traffic management plans will be required if there is any disruption to traffic, parking or pedestrian safety concerns.

Traffic management plan required

What road/s will be affected?

Time starting

: AM PM

Time ending

: AM PM

Other details

11 Parking

Note: All vehicles must be removed from the reserves and foreshore areas before the start of the event.

What provisions have been made for attendees parking?

Will there be any parking restrictions requested (including during set up and removal times)?

12 Food

Are you selling or serving food or drink?

No Yes – If yes please specify:

Do you plan to use gas at the food stalls?

No Yes – If yes please specify:

13 Alcohol

Note: A Liquor Licence will be required if alcohol is to be sold or served

Are you selling or serving alcohol?

No Yes – If yes please specify:

Alcohol service starting

: AM PM

Alcohol service ending

: AM PM

14 Child protection

Note: People working or volunteering with children need to apply for a Working with Children (WWC) Check.

Will your event involve children 18 years and under participating in activities?

No Yes

15 Infrastructure

Mark any of the following that apply to your event and provide details.

Note: Details of all proposed infrastructure is to be included on the attached 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.

	Number	Size	Details
Food vendors			
	Number	Size	Details
Other vendors			
	Number	Size	Details
Marquees			
	Number	Size	Details
Stage / s			
	Number	Size	Details
Lighting equipment			
	Number	Size	Details
General waste bins			
	Number	Size	Details
Recycling bins			
	Number	Size	Details
Portable toilets			
	Number	Size	Details
Other structures			

16 Site details

Council Noise Management Guidelines, Sustainability Guidelines, EPA Guidelines and Local Laws are to be observed for all events. Consideration must be given to disability inclusion and accessibility.

Note: Access to water and power may not be available at some sites.

Please mark any of the following that apply to your event and provide details.

Vehicle access	Details
Water requirements	Details
Power requirements	Details
Musical entertainment	Details
Amusement rides	Details
Amplified sound	Details
Security	Details
Fencing	Details
Emergency vehicles	Details
Signage	Details
Other	Details

17 Noise management

Mark any of the following that apply to your event and provide details.

Complete this section if your event 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.)

Note: A noise management plan may be required.

Expected sound level

More than 65dB(A)

55dB(A) – 65dB(A)

Less than 55dB(A)

18 Noise management (continued)**Type of sound****Live Music**

What type of music?

Rock

Electronic

Folk

DJ

Urban / Hip Hop

Other (specify):

Other amplified sound

Amplified speech

Music playback

Starter pistols / horns

Other (specify):

Loud speaker systems

Stacked boxes

Distributed low-powers systems

Low-powered loud speakers

Sub bass

Directional line array systems

Other (specify):

Further information (specify):**19 Previous experience****Brief explanation of your organisation's previous experience conducting similar events**

20 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
numberDate
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