

A Guide to Holding an Event in the City of Hobsons Bay

Event Planning Guide: Part One

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INTRODUCTION

Hobsons Bay City Council (Council) has a key role in ensuring events are conducted safely, in accordance with good practice and that the community is aware of events and their potential impacts.

The **Event Planning Guides** are designed to assist event organisers who wish to conduct events within the municipality.

These Guides outline the requirements of Council, regulatory authorities and emergency services and provides useful information to assist you in planning and delivering a safe event. The Event Planning Guides are in three parts.

Part One: A Guide to Holding an Event in the City of Hobsons Bay

Part Two: Developing an Event Plan

Part Three: Risk, Safety and Emergency Management.

Part One: A Guide to Holding an Event in the City of Hobsons Bay provides information on the event application process and the steps involved in getting your event permit from Council. It also provides information on categories of events as well as on other Permits, Permissions and Notifications you might need.

Part Two: Developing an Event Plan lets you know how to provide the information needed in an Event Plan, which may be needed for your event to gain approval.

Part Three: Risk, Safety and Emergency Management helps you to identify, manage and record the risks associated with your event and includes sample templates.

For further information, contact the Events Unit on 1300 179 944, or via email:

events@hobsonsbay.vic.gov.au

What is an Event?

An “event” is an organised public gathering for a common purpose which is conducted on a one-off or periodic basis, open to members of the public, publicly announced or advertised, and may be subject to specific licence, approvals or permits. Moreover, an event can be free for attendees, or it can be ticketed or require registration to attend.

Sporting, cultural, religious and other gatherings that occur on a regular basis (e.g., monthly or weekly) are not considered events, unless the number of people involved is considerably higher than normal, or there is a change in the type of activity being conducted.

For the purposes of this Guide, the following activities are **not** considered “events”. Separate application processes and permits are required:

- **Filming and Photography** requires a **Filming Permit** – See [Filming Policy and Guidelines](#)
- **Weddings** in public parks, gardens and open spaces require a [Wedding Application](#).
- **Promotions** – activities that promote a product or organisation or the distribution of samples and information requires permission from the Local Laws Department of Council.
- **Circuses and Carnivals** requires a permit from Council’s Building Department and Events Unit.
- **Community litter clean up events** require permission from Council’s Environmental Management Team and support from Council’s City Services team.
- **Street Stalls, sausage sizzle, sale of raffle tickets or tin shake** requires a [Street Stall Application](#).

The Event Organiser

An event organiser is any individual, group or incorporated body seeking a permit to conduct an event / activity within Hobsons Bay City Council municipal boundaries.

As an event organiser, it is your responsibility to ensure that all required permits are obtained, that you comply with the relevant legislation and conduct a safe event. These Guides have been developed to assist you in working through the permit application and to help you develop event planning and risk management documents. This Guide may be read in conjunction with **Part Two: Developing an Event Plan** and **Part Three: Risk, Safety and Emergency Management**.

When do I need an Event Permit from Council?

An event organiser requires an **Event Permit** from Council when:

- The event is on Council owned and/or managed land or venues, e.g., open spaces, streets, parks, gardens, reserves, recreation and sporting fields, rotundas.
- A street festival or procession is conducted on any road or street.
- The event is being conducted in a building or on land that is not normally used for public events, or where the event is outside the scope of normal activity for that building.

A **Planning or Building Permit** may be required for events conducted in a building or location that is not normally used for public events, or if the event is outside the scope of the approved use for that building or location.

A **Place of Public Entertainment (PoPE) Occupancy Permit** may be required for events in venues over 500m² and that are enclosed or substantially enclosed, or to which entry fees are charged and in the case of community event, where attendance exceeds 5,000.

Events on non-Council property

Public or ticketed events held **on private land or buildings, at schools, churches or state or federal government owned property** may not require a Council Event Permit, however organisers should notify Council of the event as other approvals may be required from Council, emergency services, regulatory authorities and the landholder or venue manager. You can notify details of these events to: events@hobsonsbay.vic.gov.au.

What are the notification timelines?

Depending on the type of event, Council will require between 8 weeks and 12 months advance notification of an event. Authorities and emergency services require up to 3 months depending on the issue.

Events are generally classified by the level of risk as Level One, Level Two or Level Three events, however as each event varies in its impact, the notification timelines below is a guide only. Council should be notified of the event as early as possible to enable time for the event to be assessed.

Permits may not be granted to events outside of the timelines.

Event type	Event parameters	Application notice
Level Three (Low impact)	<ul style="list-style-type: none"> • In a single location. • No road closures or public transport impacts. • Minimal infrastructure – signage. • No trading. • Attendance <500 people. <p>Examples: Small charity events, group gatherings.</p>	8 weeks (minimum)
Level Two (Medium impact)	<ul style="list-style-type: none"> • Some road closures and public transport disruptions. • Some infrastructure – marquees and amusement rides. • Food and beverage trading. • Attendance up to 3,000 people. <p>Examples: Small fun runs, music events, cultural celebrations.</p>	3 to 6+ months
Level One (High impact)	<ul style="list-style-type: none"> • Multiple days, road closures and event sites. • Public transport impacts. • Lots of infrastructure – marquees, amusement devices and stages. • Food, beverage and other trading. • Attendance >3,000 people <p>Examples: Circus, parades, large sporting, music and cultural events.</p>	6 to 12 months

Table 1: Event classification levels

THE EVENT APPLICATION PROCESS

STEP ONE: SUBMIT AN EVENT APPLICATION FORM

Applications for an Event Permit can be made by completing an **Event Expression of Interest form**.

Copies of the Event Expression of Interest form can also be obtained from Council's Events nit by telephone: 1300 179 944 or via email: events@hobsonsabay.vic.gov.au

Prior to completing the Event Expression of Interest Form, event organisers should read this Guide, check with the venue manager and/or owner to ensure the venue is available and suitable, and check the [Events Calendar](#) (and other calendars if appropriate) to ensure your proposed dates do not clash with other events.

STEP TWO: GAINING IN-PRINCIPLE APPROVAL

Once the Event Expression of Interest form has been received by Council, your proposal will be assessed by staff and, where appropriate, with representatives from other regulatory authorities and emergency services. Council event officers will provide you with feedback and put you in direct contact with the relevant people and/or set up meetings to discuss your application.

Depending on the suitability of your event proposal and the availability of the date and venue, you may receive in-principle approval to continue planning your event. This in-principle approval will let you know what you need to do in order to obtain final approval to conduct your event and will set out a schedule for the provision of information.

STEP THREE: DEVELOPING YOUR EVENT PLANS

To obtain final approval, event organisers will be required to provide an Event Plan detailing how specific aspects of the event will be delivered. Plans need to consider aspects of your events such as include traffic, pedestrian, crowd/security, waste management, entertainment, power requirements, risk, safety and emergency management plans, notifications and consultation plans. The type of information generally required in these plans can be found in the **Event Planning Guide Part Two – Developing an Event Plan**.

Emergency services and other regulatory authorities may also require permits, licences and approvals. Depending on the impact of your event, consultation and meetings with affected people/organisations, emergency services and regulatory authorities may be required.

STEP FOUR: PRESENTING EVENT PLANS AND EVENTS MULTI AGENCY WORKING GROUP

As planning progresses for your event, you will be asked to submit a draft Risk, Safety and Emergency Plans and event planning documents for feedback and approval. You may also be asked

to present your Event Plans to the Events Multi Agency Approval Team (consisting of Council officers, venue managers, emergency services and regulatory authorities).

STEP FIVE: RECEIVING APPROVAL AND STAGING THE EVENT

Once all required approvals have been obtained and the Event Plans have been accepted by Council and relevant agencies, you will receive details of fees and the Event Permit Agreement for signing. The Permit will specify all conditions of approval and be subject to you implementing the approved plans.

STEP SIX: EVENT AND POST EVENT

The Event is conducted. Depending on the size and nature of the event, you may be required to meet with Council's Events Unit and other agencies after the event to discuss what went well and what could be improved.

Fees

A variety of fees apply for conducting events in Hobsons Bay. A bond may also be payable for the use of Council's parks, reserves and open spaces.

Permit Fees which may be applicable	Fee
Event Permit – Level Three	\$175.00
Event Permit – Level Two	\$335.00
Event Permit – Level One	\$640.00
Bond payment – Outdoor event with high impact	\$1,000.00
Bond payment – Circus	\$5,000.00
Circus (performance day)	\$365.00
Circus (non-performance day)	\$275.00
Market	\$665.00

Table 2: Event permit fees

Separate fees and charges apply for casual hire and private events and for siting permits, occupancy permits or Place of Public Entertainment (PoPE) licenses. Applications for a PoPE permit can be done online via [Greenlight](#). Information on these fees is listed on the Fees and Charges page of Council's website.

Other Permits, Permissions & Notifications

Additional permits, approvals or notifications may be required from a variety of emergency services and regulatory authorities. Applications need to be made directly to these organisations. Below are details of common approvals required, however others may be applicable to your event.

Authority	Permits, Permissions, Notifications
Ambulance Victoria	Notification to events@ambulance.vic.gov.au Road closures to roadclosures@ambulance.vic.gov.au
Australian Copyright Council	For screening of public videos, films, DVDs or TV
Consumer Affairs Victoria	Registration required for some fundraising activities.
Environment Protection Authority	Event Music Permit.
FoodTrader (formerly Streatrader)	Registration of temporary food vendors.
OneMusic (APRA, AMCOS & PPCA)	License for playing/performing music and recordings.
Parks Victoria	Event Permits required for the use of the bay and Parks Victoria managed land and venues.
Public Transport Victoria	Event Notification and Public Transport Plan if event impacts on public transport.
VicRoads	Permit required for road closures and activities on roads.
Victoria Police	Level 2 and 1 events should notify Victoria Police. Permits for some events on public roads, and permits required for Highway Collections .
Liquor Control Victoria	Licenses for events where liquor will be served, and when raffles, bingo, or gaming are part of an event.

Table 3: Other authority permits

Beaches, Bays, Harbours and Foreshores

When planning events on beaches and foreshores, Parks Victoria and the Port of Melbourne are the responsible authorities. Consideration must be given to the impact on traffic and pedestrians in loading and unloading areas, the storage of fuel and the likely impact on nearby residents, businesses, and other events.

Parks Victoria issues permits for events taking place “on water” in Port Phillip Bay. Council issues permits for events on beaches and other foreshore areas.

Permission is required from Council for any events taking place at Altona boat ramp (Altona Road, Seaholme) and The Warmies in Newport.

Contact: Parks Victoria **Phone:** 13 19 63

Port of Melbourne and the **Victorian Ports Corporation** (Melbourne) Harbour Master must receive advance notice of aquatic events held within Port of Melbourne waters. An [Aquatic Event Advice](#) form must be lodged no less than five days before the event is due to take place.

Contact: Marine & Navigation Services **Phone:** 9644 9758
email: navservices@vicports.vic.gov.au

Events seeking temporary waterway rule change, exemptions or an exclusion zone for an on-water event or boating activity requires approval from **Transport Safety Victoria** and must be submitted at least five weeks before the event.

Contact: Transport Safety Victoria **Phone:** 1800 223 022
email: information@transportsafety.vic.gov.au
Website: [Temporary exemptions and Exclusion Zones](#)

Fundraising and Collections

Council’s [Local Law](#) (108) requires a permit for soliciting or collecting gifts of money or subscriptions from any road, footpath or from house to house. Council permits will be restricted to registered charitable, welfare, educational or local community organisations, provided all the proceeds from the collection are to benefit the organisation.

Highway and intersection collections will not be permitted, unless Council approval has been granted for an emergency appeal. “Tin shake” collections are only allowed by recognised or national charitable organisations in public streets.

Where required, a permit may be issued as part of the Event Permit.

A permit from Victoria Police is required for [Highway Collections](#).

Under the Fundraising Act 1998 organisations that undertake fundraising must register as a fundraiser (with Consumer Affairs Victoria) unless they are an exempt organisation. For details, see the [Consumer Affairs](#) website.

Contact details

GENERAL CONTACTS

Organisation	Website	Contact
Australian Copyright Council	http://www.copyright.org.au	Ph: (02) 9101 2377 info@copyright.org.au
Australasian Performing Rights Association (APRA) Australasian Mechanical Copyright Owners Society (AMCOS) Licence	https://www.apraamcos.com.au/music-licences	Ph: 1300 852 388 licence@apra.com.au
Commercial Passenger Vehicles Victoria (formerly Taxi services)	https://cpv.vic.gov.au	Ph: 1800 638 802 contact@cpv.vic.gov.au
Consumer Affairs Victoria	www.consumer.vic.gov.au	Ph: 1300 558 181
FoodTrader (formerly Streatrader)	https://foodtrader.vic.gov.au/about-foodtrader/	Follow directions on website. To report any issues, contact Council's Environmental Health Unit on Ph: 1300 179 944
Liquor Control Victoria	https://www.vic.gov.au/get-new-liquor-licence	Ph: 1300 182 457
OneMusic (music licences for business and commercial use)	https://onemusic.com.au/licences/	Ph: 1300 162 162 hello@onemusic.com.au
Parks Victoria	www.parks.vic.gov.au	Ph: 131 963
Phonographic Performance Company of Australia (PPCA) License	http://www.pcca.com.au/music-users-/licensing-home/	Ph: (02) 8569 1100 pcca.mail@pcca.com.au
Port of Melbourne	https://www.portofmelbourne.com/	Ph: 1300 857 662 community@portmelbourne.com
Public Transport Victoria	https://www.ptv.vic.gov.au/Tell-PTV-About-Your-Event	Ph: 1800 800 007
Sita Bus/Transit Systems	https://www.transitsystems.com.au/victoria-bus-information	sita@sitacoaches.com.au Ph: 9689 7999
WorkSafe	www.worksafe.vic.gov.au	Ph: 1800 136 089

VicRoads	https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads	vicroadsmetroevents@roads.vic.gov.au Ph: 13 11 71
Victorian Ports Corporation	https://www.vicports.vic.gov.au/	Website contact page Ph: (03) 8347 8300

EMERGENCY SERVICES

Service	Website, Email	Phone
Ambulance Victoria	https://www.ambulance.vic.gov.au/events@ambulance.vic.gov.au roadclosures@ambulance.vic.gov.au	9090 5909
Fire Rescue Victoria (formerly MFB)	https://www.frv.vic.gov.au/	1300 367 617
SES	https://www.ses.vic.gov.au/central@ses.vic.gov.au	1800 226 226
Energy Safe Victoria	https://esv.vic.gov.au/info@energysafe.vic.gov.au	9203 9700
Environment Protection Authority (EPA)	https://www.epa.vic.gov.au/contact@epa.vic.gov.au	1300 372 842
Victoria Police – Williamstown	Williamstown.uni@police.vic.gov.au	9393 9555
Victoria Police – Altona	Altonanorth.uni@police.vic.gov.au	9392 3200
Victoria Police – Laverton	Laverton.uni@police.vic.gov.au	9360 0847