



Festivals and Event Guidelines

This document was created to provide assistance to event and festivals organisers within Stonnington and provides guidance for complying with Council regulations when planning an event or festival.

This guide will assist with completing your 'Event Application Form'.

As the organiser, the responsibility is on you to ensure that all requirements of your permit application are met. By working with Council to plan your activity you can provide a positive and safe experience for everyone.

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SECTION ONE: INTRODUCTION

What is an Event?

The City of Stonnington considers an Event to be any activity, public or private, which uses a public thoroughfare or public amenity for other than its dedicated purpose.

Who Should Apply?

If you wish to organise an event in Stonnington you must obtain Council's permission. If you are uncertain what conditions apply to your event or whether you need an 'Events Permit', please call Council's Events Officer on 8290 1231.

What is this Guide For?

To help you ensure that your event is carried out safely, professionally and within the law.

Event Permit Application Process

When planning an event, you should follow the process outlined below:

Step One: Determine which type of event you are planning. Each category contains a list of specific issues for you to consider. *This list is a guide only – Council may require you to address additional issues.*
Event Type

Step Two: Read the sections of the A-Z Guide pertaining to your event.
Guidelines

Step Three: For outdoor events, contact Customer Service to book a venue on 8290-1333. Bookings for indoor venues (other than Chapel Off Chapel) can be made by contacting Council's Halls department on 8290-3246.
Bookings

Step Four: Complete and return the Event Application Form along with any other required documentation to:
Application

Post	Fax
Events Officer	8290-1169
City of Stonnington	
PO Box 21	
Prahran Vic 3181	

Applications must be submitted at least 60 days prior to your event, 90 days prior when road closures are proposed. If you have any queries while completing the Event Application Form, contact Council's Events Officer on 8290-1231.

What Happens Next?

Your application is circulated to relevant Council Officers for feedback. You will be notified if we require further information from you.

When your application is complete Council will consider it and you will be notified of the outcome and if approved, issued with a permit.

Please note – A permit is required in all cases where your proposal involves a structure being erected or a vehicle entering a park/reserve.

The 'Event Permit' will detail which services are required and any other conditions necessary to run your event. It will then be your responsibility to ensure that every aspect of your event conforms to the Permit requirements. Penalties can apply if your event does not conform to the Permit conditions.

Further Help

Publicity and Promotion

Council produces and distributes a range of publications promoting events in Stonnington. To include your event, please contact Council on 8290 1333. Community organisations can also promote their event on [Council's What's On calendar](#).

Responsible Waste Management

See also ["Recycling"](#) and ["Waste Wise"](#) under the 'A – Z Guide'

The City of Stonnington values waste minimisation and litter reduction. It is strongly encouraged that all events minimise packaging and 'disposable items' waste (plastic plates and cutlery, polystyrene cups, straws, coffee stirrers) by requiring that all food stallholders utilise packaging that is made from recycled products and can also be recycled. Such products can be purchased through companies such as Visy (see www.visy.com.au and go to close the loop).

There are many steps that can be taken to reduce the environmental impact of the waste you produce. Community events can be assisted to become Waste Wise through the Metropolitan Waste Management Group (see details below)

The provision of recycling bins for event attendees and food providers is also strongly encouraged. Please call Council's Waste Management department on 8290 2012.

Colour coded bin caps can be utilised at events to highlight waste streams for the correct disposal of waste into general waste bins and recycling bins. To hire bin caps please contact the Metropolitan Waste Management Group on 9569 3982.

Reducing the amount of glass containers increases public safety during an event. It also has the potential to reduce a significant volume and weight of materials from entering the waste stream.

Disability Access

Stonnington is committed to providing full disability access throughout the City. Contact Council's Metro Access Officer, Judy Buckingham, on 8290 1176 for advice and assistance relating to disability access.

["Accessible Events – A Guide for Organisers"](#) developed by the Meetings and Events Industry of Australia in collaboration with the Human Rights and Equal Opportunity Commission is available on Council's website and contains practical information on how to make events accessible for all people in the community.

Parks and Gardens ([See also Appendix 2](#))

Stonnington has a number of Parks and Gardens available to hire for events. For information on which parks are appropriate for your event, and to obtain booking information visit [Council's Parks and Gardens](#) pages or contact Customer Service on 8290 1333.

Council reserves the right to cancel an event scheduled to be held in a park, if the grounds are considered to be unsuitable to sustain an event.

Contact List



A [contact list](#) of useful organisations is provided at the back of this publication.

SECTION TWO: TYPES OF EVENTS

Fetes and Fairs

Many community groups such as schools and churches raise funds by organising fetes or fairs. When these events occur in a public space, an Event Permit is required.

Organiser's need to:

- Provide **Public Liability Insurance** (*Council will require evidence of your current policy*)
- Ensure that **First Aid** is available
- Notify **Police and Emergency Services** of the Event
- Obtain a **Temporary Food Permit** if providing **food**
- Prepare an **Emergency Management Plan**
- Obtain an **Occupancy Permit** (if applicable)
- Obtain a *Temporary Building Permit* for **Temporary Structures** (If required)
- Ensure that consideration is given to **People with Disabilities**
- Ensure that sufficient **Toilets** are available.

If holding an event on private property (eg schoolyard or church grounds), Council's Events Officer can offer advice on managing your event and advise which permits may be required (eg Occupancy and Food).

Film Shoots

With a diversity of excellent locations, Stonnington is a great place to shoot short films, student films, feature films, television programs and advertisements. If you plan to shoot a film in Stonnington, you will need to obtain an Event Permit and pay a location fee. Council has the discretion to waive the fee for student or not-for-profit film shoots on application, however you will need to demonstrate that your cast and crew are covered against personal accident or injury.

Film Shoot Organisers need to:

- Provide **Public Liability Insurance** (*Council will require evidence of your current policy*)
- Ensure that **First Aid** is available
- Obtain permission from the **Police and Emergency Services**
- Obtain a **Temporary Food Permit** if providing **food for public**
(not required for food provided for cast/crew covered under the events PL Insurance)
- Prepare an **Emergency Management Plan**
- Obtain an **Occupancy Permit** if applicable
- Ensure that consideration is given to **People With Disabilities**
- Ensure that no disruption to parking or traffic occurs;
See '**Traffic and Parking Management**' under the 'A – Z Guide'

- Ensure that local amenity **impact is minimal**

Permits for film shoots need to be arranged through Council's Events Unit

Fun Runs and Walkathons

Most Fun Runs and Walkathons involve a number of participants running, jogging or walking along a prescribed route. Fun Runs and Walkathons are typically held as fundraising activities. These events require an Event Permit.

You should contact Council as early as possible to ensure that your path is available and in a suitable condition for the event.

Fun Run and Walkathon organisers need to:

- Prepare a detailed **map** of the route
- Ensure that any road crossings are adequately monitored by accredited **marshals** for the safety of participants
- Ensure that any road crossings or footpaths do not cause a disruption to traffic;
See 'Traffic and Parking Management' under the 'A – Z Guide'
- Ensure that **drinking water** is available to participants
- Ensure that adequate **weather protection** is available to participants
- Provide **Public Liability Insurance** (*Council will require evidence of your current policy*)
- Ensure that **First Aid** is available
- Consider any **Road Closures** or **footpaths** which may be required
- Notify **Police and Emergency Services** of the Event
- Obtain a **Temporary Food Permit** if providing **food**
- Prepare an **Emergency Management Plan**
- Ensure that consideration is given to **People With Disabilities**
- Prepare a **Traffic Management Plan** addressing potential impacts on traffic, footpaths and parking. *See 'Traffic and Parking Management'*

If your fun run is taking place primarily in other municipalities, we only require information on activities taking place within Stonnington.

Major Events and Festivals

This category includes large-scale activities like street festivals and concerts. Many major events are organised directly by Council. Other major events and festivals need to be organised in close consultation with Council's Events Unit. If you are planning a major event you will need to meet regularly with Council Officers at all stages of the event planning process.

At least 6 months notice is required for proposed major events and festivals. You should contact Council's Events Officer as early in the planning process as possible on 8290 1231 to discuss your proposal.

Markets

All applications to hold markets on public land need the approval of Council. Please contact the Manager for Events, Venues and Community Relations to discuss this. Market organisers will need to:

- Prepare a **Site Plan**
- Prepare a **Traffic Management Plan** addressing potential impacts on traffic and parking. See '*Traffic and Parking Management*' under the '*A – Z Guide*'
- Ensure that consideration is given to **People With Disabilities**
- Organise **Cleaning** of the Area before and after the event
- Ensure that **Amplified Music** and/or speeches are contained at a reasonable level
- Obtain a *Temporary Building Permit* for **Temporary Structures** (if required)
See '*Temporary Structures*' under the '*A – Z Guide*'
- Notify **Police and Emergency Services**
- Ensure that **First Aid** is available
- Ensure that sufficient **Toilets** are available.
- Provide **Public Liability Insurance** (Council will require evidence of your current policy)

Parades, Processions and Marches

Parades, processions and marches usually involve a number of participants walking along a prescribed route for a cultural, religious or political purpose. You should submit your Event Application as early as possible to ensure that your route is available and in a suitable condition for the event. Please note that ninety(90) days notice is required if the event involves a road closure. Organiser's need to:

- Prepare a detailed **map** of the route
- Consider any **Road Closures** which may be required
- Ensure that any road crossings are monitored by accredited **marshals** for the safety of participants
- Ensure that any road crossings do not cause a disruption to traffic;
See '*Traffic and Parking Management*' under the '*A – Z Guide*'
- Ensure that **drinking water** is available to participants
- Ensure that adequate **weather protection** is available to participants
- Provide **Public Liability Insurance** (Council will require evidence of your current policy)
- Ensure that **First Aid** is available
- Notify **Police and Emergency Services** of the Event
- Obtain a **Temporary Food Permit** if providing **food**
- Prepare an **Emergency Management Plan**
- Ensure that sufficient **Toilets** are available
- Ensure that consideration is given to **People With Disabilities**
- Consider **Cleaning** of the street before and after the event
- Obtain approvals from authorities such as Vic Roads and Yarra Trams if applicable
Council will not issue permits for political rallies/parades, protests or demonstrations.

Private Events in Parks and Gardens

This category includes any activity initiated by an individual or organisation for social or recreational purposes and which has no commercial element. For instance, parties and picnics are private events.

Please note that weddings do not fit into this category.

The process for planning a private event in parks and gardens varies depending on your expected attendance:

Less than 50 people: No Event Permit is needed, however you must apply to use the park by calling Council's Recreation Facilities Officer on 8290 1112

50 to 100 people: You must make a booking to use your chosen park. You may also require an Event Permit depending on the nature of your event, please contact the Events Officer on 8290 1231. You will need to:

- Apply for the use of the park **before** speaking to an Events Officer
Contact Recreation Facilities Officer on 8290 1112
- Provide a copy of your **Public Liability Insurance**
- Organise **Cleaning** of the park after the event
- Obtain a *Temporary Food Permit* if you will be serving **food**
- Obtain a *Temporary Building Permit* for **Temporary Structures**
- Ensure that **noise levels** do not exceed reasonable levels

Over 100 people: Stonnington's parks and gardens are not equipped or available for Private Functions of over 100 people.

Races – Bicycle/Foot

Many organised races utilise public spaces such as parks, walking tracks, roads or footpaths. If you are organising a race in a public space you will need to obtain an Event Permit.

Race organiser's need to:

- Prepare a detailed **map** of the route
- Ensure that any road crossings are monitored by accredited **marshals**
- Ensure that any road crossings do not cause a disruption to traffic; this may require the preparation of a **Traffic Management Plan**. See also '**Traffic and Parking Management**'
- Ensure that **drinking water** is available to participants
- Ensure that adequate **weather protection** is available to participants
- Provide **Public Liability Insurance** (*Council will require evidence of your current policy*)
- Ensure that **First Aid** is available
- Consider any **Road Closures** which may be required
- Notify **Police and Emergency Services** of the Event
- Obtain a **Temporary Food Permit** (if providing food)
- Prepare an **Emergency Management Plan**
- Ensure that sufficient **Toilets** are available
- Provide **Public Liability Insurance** (*Council will require evidence of your current policy*)

Residential Street Parties

Residential street parties are occasionally organised as a social activity for the residents of a particular street or city block, especially over the Christmas Season.

If you are planning a residential street party, you should contact Stonnington's Customer Service Centre directly on 8290 1333.

Residential Street Party Organisers need to:

- Provide **Public Liability Insurance** (*Council will require evidence of your current policy*)
- Consider any **Road Closures** which may be required
- Obtain a temporary **Liquor Licence** if alcohol is being sold
- Consider **Cleaning** of the street before and after the event
- Ensure that access to **First Aid** is available
- Ensure that consideration is given to **People With Disabilities**

Council can organise many of these items on your behalf. Fees apply.



Weddings

Council will assess applications for the use of the following parks for weddings on a case by case basis:

1. Central Park
2. Ardrie Park
3. Malvern Public Gardens
4. Victoria Gardens

Wedding organisers need to:

- Contact Council's Recreation Facilities Officer on 8290 1112
- Apply for the use of the park as early as possible
- Organise **Cleaning** of the park after the wedding
- Obtain a *Temporary Food Permit* if you are planning to serve **food**
- Obtain a *Temporary Building Permit* for **Temporary Structures** (Stages/marquees etc)
- Ensure that **noise levels** do not exceed reasonable levels

Other Events

Other types of events could include open days, theatre shows, outdoor cinema, dance parties or a myriad of activities. Please contact Council's Events Officer on 8290 1231 if your proposed event has not been addressed in the main categories.

Where applicable, your application will need to be approved by the following council units:

- Compliance and Response
- Parks and Gardens
- Environmental Health (food permits)
- Transport and Parking
- Building Control

Any or all of the above units may request certain conditions be placed on your permit. In all cases, you will be required to comply with any lawful instructions issued by Council's Local Laws Officers.

SECTION THREE: A - Z GUIDE

APRA – Australian Performing Rights Association Permits

At any event or festival, entertainers who perform songs that are not their own original composition must obtain a permit from APRA prior to the event. Contact APRA on 9426 5200 or visit www.apra.com.au.

Banners - See *"Promotion & Signage at the Event"*

Bunting and Festoon Lighting - See *"Promotion & Signage at the Event"*

Busking

Busking is performing or providing entertainment in the street for money from passers-by. It does not involve a set fee for a return service (eg. fortune telling). Generally, persons categorised as buskers include music performers, singers and comedians, not tarot card readers, not fortune tellers, not sketch artists, (these are considered 'hawkers or pedlars' - in

which case a separate licence is required). Groups of more than 6 performers will not be granted a permit in Stonnington and Buskers may not use amplified music, live animals, fire or materials that may pose a threat to public safety in their act. Children under the age of 13 are to be accompanied by a person over the age of 16 and are to have written permission from their parents or guardians. To busk in Stonnington, you will need to obtain a Busking Permit and pay a \$20 application fee. Contact Council's Customer Service Centre on 8290 1333 for Event Guidelines and Application Form.

Cleaning

If you are planning an event in a public space you must ensure that the area is cleaned after the event. It is also advisable that you make sure the area is adequately cleaned before the event. Council's Events Officer can organise this on your behalf – however event organisers will need to pay any associated costs.

Drinking Water

It is recommended that organisers make drinking water available free to event patrons, especially for events where a risk of participant dehydration is present, eg fun Runs. Some companies can provide a "hydration station" service, contact Council's Events Officer to discuss this.

Electricity Supply

Council does not provide electricity. Your event may require the services of a generator rental company. If your event requires additional electricity you must contact the Electricity Supply Authorities - *Citipower* or *Alinta*, depending on where in the Stonnington area your event is to take place. They will advise you on all necessary electricity requirements. A qualified electrician will need to connect the power and then lodge the appropriate paperwork. All electrical equipment brought onto council land for your event must have a current tag of electrical safety.

Emergency & Risk Management Plan

Organisers must have a *Risk Management Plan*, which identifies:

- Risks associated with your event
- How each risk will be managed
- Person/s responsible for ensuring that all risks are managed

Stonnington's Event Officer will require a copy of the event organisers' 'Risk Assessment Plan' as part of the conditions of the Event Permit. For large events Council may insist that a professional Risk Manager be employed.

Public events of all sizes must have an Emergency Management Plan, which outlines how you will respond in the event of an emergency. The plan must consider:

- Possible emergency interruptions



- Access & evacuation routes
- Personnel responsible in emergencies & evacuations
- Emergency services meeting points
- Ambulance & emergency vehicle loading areas
- An incident control centre
- Arrangements for additional emergency services personnel
- Lines of communication in order of authority

In the event of an emergency at an event or festival, contact 000. For after hours Council-related emergencies contact *Link* on 9625 5312. The police should be consulted in relation to all public events – for larger events they may be engaged throughout the event planning process. Keep in mind that police must give approval for all events. If you are unsure of how to prepare an Emergency Management Plan you should call Council's Events Officer on 8290 1231 for assistance. Please note that in all cases, emergency services must be notified of your event one week in advance.



Environment and Sustainability

See also [‘Recycling’](#), [‘Waste Management’](#) and [‘Waste Wise’](#).

When holding an event inside one of Council's buildings please ensure that water and energy use is kept to a minimum. This can be achieved by ensuring all appliances, heaters, air conditioners, lights and taps are turned off immediately after use. All of Council's buildings have recycling bins provided. These should be used to dispose of recyclable material. See *‘Recycling’*. When holding an event outside i.e. a park or a street party, please ensure there is no negative impact on surrounding vegetation and waterways. This requires that all litter be removed from the site and disposed of in a recycling or waste bin. No left over food to be

left on site. No substances to be poured over road surfaces. Only clean, fresh water is to be poured into drainage pits. Garden beds or vegetated areas are not to be walked over.

Fireworks

Fireworks are illegal in Victoria without a *Workcover Licence to Discharge Fireworks*. Only licensed operators of pyrotechnics may discharge fireworks and must apply for a permit to do so. The Victorian WorkCover Authority requires at least 14 days notification. Local residents must be notified by letterbox drop regarding time and date of fireworks (many owners prefer to keep their pets indoors during fireworks). The Fire Brigade must also be notified. You will need to submit a copy of your pyrotechnics plan (including Notice to Discharge and operator accreditation) at least 14 days prior to the event.

Obtaining a WorkCover Permit will be a condition of your Event Permit

First Aid Providers

See also [‘Event Contacts list’](#)

The provision of First Aid facilities is essential and critical to any event or festival, and must be appropriately equipped and easy to locate by patrons. The number of first aid posts and officers depends on the size of the event. The Australian Red Cross and St John Ambulance Brigade Volunteer Sections can attend events, provide displays and offer First Aid assistance. The Metropolitan Ambulance Service can also attend events where there is a significant risk to participants, such as major sporting events. This is a paid service. For further information, go to www.ambulance-vic.com.au.

Food

If you plan to serve, give away or sell food to the public at your event you will need to obtain a Temporary Food Premises Permit by contacting Stonnington’s Environmental Health Unit on 8290 3393 and completing an application, a questionnaire and submitting a *Food Safety Program*. A \$50 fee applies, but this is waived for charity, non-profit and volunteer groups based in Stonnington. The Permit Application must be lodged at least two weeks prior to the event.



Footpath Decorations

See “Promotion & Signage at the Event” These may require additional council approval.

Grass Cutting / Irrigation Lines

The City of Stonnington can arrange to have the grass cut before your event. Please contact the Events Officer at least 2 weeks prior. If temporary structures are being erected, underground irrigation lines must be marked out by The City of Stonnington beforehand to avoid damage.

Information Services/Centre

In the case of large events, an information centre should be established as a hub for event information and a focal point for incidents, eg, lost children. Other Information Services you will need to consider include appropriate directional signage to toilets, first aid, refreshments and activities. You may wish to consider translation of information into other languages.

Liquor Licences

If you intend to sell alcohol at your event or serve free alcohol at an event subject to admission fees, you must obtain a *Temporary Limited Licence* from Consumer Affairs Victoria (CAV) Ph 1300 65 03 67. CAV requires a month's notice for most events although larger events may take up to two months if CAV need to obtain reports from the Police or Council. Liquor Licence fees apply and are charges by the CAV and separate applications must be made for each group, venue or trader who wishes to sell or serve alcohol. There may be special conditions placed on the “Limited Licence” granted to event organisers such as a requirement that alcohol is not served or sold in glass. Other conditions may apply. Please also note that it is compulsory to engage security officers when alcohol is being consumed at a public event.

Note that drinking on the street is against Council's Local Law.

Marshals

Marshals can perform a range of roles such as directing people to toilets and medical assistance and are recommended for larger events and processions. Marshals should be well briefed in advance and be easily identified with appropriately marked armbands, vests or T-shirts. In the event of problems with crowds or individuals, marshals should be able to act, where appropriate, to correct problems and, when required, inform an event organiser or Police of any problems.

Note that all road closures require accredited marshals for each closure barricade.

Noise Levels

Amplified music or loud noise cannot be projected onto the street before midday or after 11pm, or 10pm for concerts which are more than five hours duration, although all activities involving amplified music or public address systems should generally cease at 10:00pm. Sound levels must not exceed reasonable outputs. Where noise levels may exceed reasonable levels, your Event Permit may specify that noise levels be detailed in advance and that an independent Acoustic Engineer monitors the levels on the day of the event. You may also be required to notify residents and the local community.



Notifying Residents.

See Appendix A

You are required to advise the residents in the surrounding areas that your event or festival will be taking place, especially if it may impact them in any way. We have attached a standard letter to use as a guide for your event. This is also great opportunity to market the event and invite local residents. You will also need to forward a copy to The City of Stonnington's Event Officer prior to the event. Notification must take place at least one week prior to your event.

Occupancy Permits

Under the Building Act 1993 an Occupancy Permit must be issued for any entertainment or meeting to be held in an assembly building of more than 500m² or open space of more than 500m² that is enclosed or where payment is required. If you plan to erect a temporary structure that is over 100m² approval of Siting of Temporary Structures must be obtained

from Council's Planning Department. Contact Council's Events Officer on 8290 1231 to seek advice if you are unsure whether this applies to your event.

Parking Changes

With some events, you may need to obtain an exemption from some parking restrictions to allow the loading and unloading of goods and equipment. On-street parking is a community and public asset. The local community may need to be consulted regarding any proposed changes. Council's Event Officer and Transport and Parking Unit will be able to advise you of what is required. Remember to ensure that designated accessible parking bays are available for people with disabilities participating in your event. Marshals may be required to direct parking. Parking must be identified on site map. Please note that patrons and staff at your event are NOT exempt from parking restrictions and these restrictions cannot be altered.

Police and Emergency Services

Depending on the nature of the event, Victoria Police may need to be consulted prior to the submission of an Event Application. You will need to provide written acknowledgement from Victoria Police if;

- a liquor license is issued (or being applied for)
- the event is expected to attract over 1000 people
- the event is expected to have significant impact on traffic or pedestrians
- the event is likely to attract large-scale media attention

Written acknowledgement can be provided by;

Local Area Commander
Stonnington Police Service Area
Prahran Police Complex
396 Malvern Road,
Prahran, 3181
Ph: 9520 5267
9520 5200

Email : STONNINGTON-PSALOCALAREACOMMANDER-OIC@police.vic.gov.au

You must also notify the Fire Brigade and Ambulance Service of your event and any potential risks, which you identify in the week of the event. This is required to ensure emergency services are aware of your event and can plan any potential movements around the activity. Contact Malvern Police Station on 9822 2487 or Prahran Police Station on 9520 5200. In the event of an emergency please call 000.

Promotion & Signage at the Event

Temporary Banners/Signage

- Banners/signage can be erected for events subject to approval by Council and any other affected parties including VicRoads or public transport companies



- No signage can be nailed to trees or signposts
- The City of Stonnington Local Law prohibits Bill Posting.

Signs on Council Controlled open Space

- Only Stonnington based community organisations are eligible
- Contact council on 8290 1333 for an application form
- Signs will only be permitted for a three-week period. Council has predetermined a number of locations. These are detailed in the application form
- Signs must be taken down no later than three days after the event
- This service is in great demand and you are encouraged to apply up to 6 months prior

Bunting and Festoon Lighting

- Council does not permit festoon lighting over any roads
- Council has planning limitations on where and when decorations can be erected
- Contact council on 8290 1333 for more information.

Footpath and Decorations

- Any street decorations such as bollards, planter boxes or other devices (eg, to denote outdoor eating areas) must be set up in a secure and safe manner. A clear walkway of 1.8 metres from the building line is to be maintained for access.



Public Liability Insurance

See also [Volunteers](#).

Public Liability Insurance must be obtained and cover the period of setting up and breaking down of an event. Most small community events need a minimum of \$10 million cover, although large events or events involving road closure may require up to \$20 million cover. Please note that stallholders, food vendors and contractors (including Amusement Rides operators) involved with your event must be covered with their own PL insurance. Your Public Liability Insurance must also cover volunteers involved with any aspect of the event. A copy of your organisation's Public Liability Insurance *Certificate of Currency* must be lodged

with Council for the event to proceed. It is recommended that it be attached to your “Event Permit Application” so that there are no delays in processing the permit.

Public Transport

If your event is likely to affect public transport by causing an alteration in route, delaying a service, causing a service to be replaced, causing the cancellation of a service or requiring additional services, you must notify the Public Transport Division of the Victorian Department of Infrastructure vic.gov.au/transport.

Recycling

A range of options exists for recycling. If a hired facility has recycling bins you are strongly encouraged to use them. Recycling at events in parks, streets or other open space may require a recycling contractor's services. Information on these services can be obtained in the Yellow Pages, or by contacting Council.

Items that can be recycled are:

- ✓ paper/cardboard (clean)
- ✓ plastics numbered 1-7
- ✓ steel/aluminium cans
- ✓ milk cartons
- ✓ glass bottles and jars

Common items that cannot be recycled are:

- X Broken glass, ceramic plates, drinking glasses
- X Light globes
- X Plastic shopping bags and wrappers

Road Closures and Street Barricades

Road closures and street barricades are appropriate where it is proposed to hold an event on a road (i.e. Christmas street party), or where there is a chance that many people would be walking along or crossing the road which may create a safety hazard (i.e. A fun run). If you wish to close a road for an event, please contact Council's Events Officer at least 3 months before the proposed event to discuss your proposal (Major Road closures may require 6 months notice). Check your street directory to see if your event is likely to affect significant public facilities such as hospitals or bus or tram routes. In some situations, closing these roads may not be feasible and an alternative location or modification to the event may have to be considered.

As part of an event application the following checklist is provided to assist the applicant in providing adequate information. It should be noted that this is the preliminary information required and further information may be requested specific to the event.

- D Application for minor events must be submitted a minimum of 10 working days prior to the event.
- D Applications for a major event a minimum of 3 (preferably 6) months prior to the event.
- D Apply for a permit from Building Unit
- D Summary of insurance, in particular Public Liability Insurance
- D Written Approval of VicRoads (if proposed closure located on arterial Road)
- D Event Details
- D Traffic, Parking and Pedestrian Management Plans Consent / notifications

1. Event Details

Please provide the following event details:

- D Event Name
- D Event Location
- D Event Date
- D Event Start & Finish Times
- D Event Set up & Pack down times
- D Whether the event is off-street, on-street moving or on-street not moving
- D Event contact names
- D Brief description of the event
- D Estimated attendance
- D Target Audience

2. Traffic, Parking & Pedestrian Management

If you require any section of any road/street or footpath closed for your event, you will need to supply the following information for how you propose to place, erect, dismantle any temporary structures and conduct the event.

The traffic management plan should identify:

- D The roads/street to be closed
- D Time of Closure
- D Alternate routes
- D A clearly drawn map of the occupation area/route and surrounding streets must accompany all applications for the road closure, street parades and street activities
- D Type and location of signage/barriers/bollards to be shown on plan and in accordance with the relevant Australian Standards.
- D Contractor engaged by applicant and needs to supply a signage plan conforming to AS1742.3.
- D Location of Marshall/traffic controllers (accredited)

- D Pedestrian Management Plan if footpaths will be closed
- D Separate paths for vehicle and pedestrian access
- D Disability Discrimination Act (DDA) Compliant pedestrian access

2.2 Patron Access

The following access details to be supplied:

- D Car parking areas (for patrons and staff). Are the restrictions surrounding the location appropriate for the event duration etc. Where appropriate a plan should be included showing the extent of parking during the event.
- D Emergency access
- D Public Transport
- D Disabled access
- D Provide details of advisory signage proposed identifying the event and access points
- D Designated pick/drop off areas

2.3 Road Closure Consent/ Notification

Written notification is required to properties within the road closure and if access is denied consent is required.

- D Local residents and business
- D Victoria Police
- D Emergency Services
- D Public Notice/Newspaper advertising
- D Other Council Units (Parking Enforcement, Customer Service, Parking Enforcement)
- D VicRoads
- D Yarra Trams if applicable

Security

Event organisers are responsible for all security associated with their event. This could include securing of roadblocks and any street decoration as well as crowd control. Council does not provide security for events. Several security firms can provide security for a fee, or Victoria Police can sometimes assist with security for a fee. There are state regulations governing the charges for Police Services at special events, although these fees may be waived at the discretion of the Minister. For further information contact either Malvern Police Station 9822 2487 or Prahran Police Station 9520 5200.

Signage

See *"Promotion & Signage at the Event"*

Site Plan

You must supply a detailed site plan identifying proposed road closures, parking, emergency access route, first aid location, proposed fireworks, toilets, power, lighting, stalls, staging,

rubbish, information stand etc. It is recommended that it be attached to your initial 'Event Permit Application' so that there are no delays in processing the permit.

Temporary Structures

Some temporary structures require an *Occupancy Permit for Temporary Structures*. This includes (but is not limited to) marquees over 100 square metres, staging over 150 square metres or seating banks which hold 20 people or more. The *Occupancy Permit for Temporary Structures* is obtainable from the Victorian Building Commission (9285 6400). Permits must be displayed on temporary structures such as stages and marquees. Council's Municipal Building Surveyor (Ph 8290 3221) will also need to site this permit and provide siting approval to ensure that the structure is installed in a safe and legal location. The Metropolitan Fire Brigade has provisions for temporary public events and procedural recommendations in place for buildings that are not designed for a public event (eg warehouse) or that involves a temporary structure (eg circus tent). You may need to contact the Zone Fire Safety Inspector to ensure all conditions for public health and safety are met. If temporary structures are being erected, underground irrigation lines must be marked out by The City of Stonnington beforehand to avoid damage.



Toilets

The number of toilets required at your event will depend on a number of factors including:

- Anticipated crowd numbers
- Duration of the event
- If alcohol is available on-site
- The gender of patrons
(women require more facilities than men)

Firstly you need to assess the existing toilet facilities at your event site and consider whether these are adequate. The Australian Emergency Manual recommends the following *(These figures are a guide only)*.

Toilet Facilities for events where alcohol is not available:

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Toilet Facilities for events where alcohol is available:

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

Existing or additional toilet facilities must:

- Be accessible
- Be cleaned and restocked regularly
- Be located away from food storage/service areas
- Be weather protected
- Be well lit so as to not provide a security or safety risk
- Provide nappy changing facilities
- Provide sharps disposal
- Be available for people with disabilities
- Provide soap and hand drying equipment

If your event is small this may mean that the local public toilets are sufficient. For larger events several private companies can hire you additional portable toilets. You should take care to ensure that toilets are available for people with disabilities.

Traffic and Parking Management (See also '[Road Closures](#)')

For certain festivals and events, it may be appropriate or desirable to close part or all, of the road to ensure public safety and/or to modify parking/loading restrictions in the event area. For all traffic and parking modifications, suitable barricades and warning signs are required so that motorists are aware of the changed conditions. It must be remembered, however, that all roads are for public use and stopping or restricting access for an event will require Council approval and on some occasions, approval also from agencies such as the Police, bus and tram operators. Residents and traders who may be affected by the changed traffic conditions need to be notified of the proposal and given the opportunity to comment. Council's Events Officer in consultation with the Transport and Parking Unit will assess each application and

ensure that the relevant authorities and agencies are aware of the event, however, it is important that you are aware of these general conditions.

Volunteers

See also [Public Liability](#).

Many Community events are predominantly made up of volunteers. Public Liability Insurance must cover volunteers involved with any aspect of the event. It is important both the Community Group/Committee and volunteer themselves are aware of their rights and responsibilities. For more information visit <http://www.volunteeringvictoria.com.au>

Waste Management

See also [Recycling](#).

All waste must be contained (in bins or bags) and either placed in the facility's waste collection area or, in the case of parks, street parties, etc., removed from site by the event organisers or a waste collection contractor (which must be arranged by the events manager). You may also consider making your event an EcoRecycle *Waste Wise Event*. Contact the Metropolitan Waste Management Group (9569 3982) for more information on the Waste Wise Events program. Details on Council's waste collection services can be obtained by ringing Customer Service on 8290 1333. Events held in Council buildings must make use of the recycling bins provided. If you are holding an event in a park or street, please contact Council's Waste Management Department to discuss recycling options available.

Waste Wise Events

Victoria's Waste Wise Events program provides tools to event organisers on ways to create effective recycling and waste management systems at public events, in five simple steps. The Waste Wise Events program considers recycling and waste minimisation at events through the provision of recycling bins and ensuring that packaging provided at these events is recyclable. Council undertakes the Waste Wise events program at its major events. For more information call Metropolitan Waste Management Group on 8698 9800 or Sustainability Victoria on 1800 353 233.

Weather Protection

Weather extremes can affect outdoor events dramatically. With appropriate planning this can be managed. Consider providing suitable shade during summer and warmth during winter. Heavy winds should always be considered when planning an event site. ***Sunscreen should be made available at your information stall if appropriate.***

EVENTS CONTACT LIST

APRA Victoria

3 & 5 Sanders Place, Richmond 3121
Tel 03 9426 5200
Fax 03 9426 5211
<http://www.apra.com.au>

Alinta (formerly United Energy)

321 Ferntree Gully Road
(Locked Bag 7000) Mt Waverley 3149
Ph 8544 9000
<http://www.alinta.net.au>

Australian Red Cross

155 Pelham Street, Carlton 3053
Ph 9345 1800
<http://www.redcross.org.au>

Citipower

Locked Bag 14031, Melbourne 8001
Ph 131 280
<http://www.citipower.com.au>

City of Stonnington

PO Box 21, Prahran 3181
Ph 8290 1333
<http://www.stonnington.vic.gov.au>
AH 'Link': Ph 9625 1511

Department of Infrastructure

GPO Box 2797, Melbourne 3000
Ph 9655 6666
<http://www.doi.vic.gov.au/>

Environment Protection Authority

40 City Rd, Southbank 3006
Ph 9695 2722
<http://www.epa.vic.gov.au>

Liquor Licensing Victoria

Consumer Affairs Victoria
Level 2, 452 Flinders Street
Melbourne Vic 3000
Ph 9655 3366
<http://www.consumer.vic.gov.au>

METlink

GPO Box 4693TT, Melbourne 3001
Ph 13 16 38
<http://www.metlinkmelbourne.com.au>

Metropolitan Ambulance Service

GPO Box 2000, Doncaster, 3108
Ph 9840 3500
<http://www.ambulance-vic.com.au>

Metropolitan Fire Brigade

456 Albert St, East Melbourne 3002
Ph 9662 2311
<http://www.mfb.vic.gov.au>

Road Safety Awareness Info Unit

Victoria Police Centre
637 Flinders Street, Melbourne 3005
Ph 9247-5779
www.police.vic.gov.au

Metropolitan Waste Management Group

The Tea House
Level 4, 28 Clarendon St
South Bank 3006
Ph 8698 9800
<http://www.mwmg.vic.gov.au>

St John Ambulance

170 Forster Road, Mount Waverley 3149
Ph 9696 0550
www.sjaa.com.au

Sustainability Victoria (Formerly EcoRecycle)

Level 2, 478 Albert St,
East Melbourne 3002
Ph 1800 353 233 or 9639 3322
<http://www.sustainability.vic.gov.au>

Vic Health

Ground Floor, 15–31 Pelham St
(PO Box 154) Carlton South 3053
Ph 9667 1333
<http://www.vichealth.vic.gov.au>

Victoria Police

286 Glenferrie Rd, Malvern 3144
Ph 9822-2487
<http://www.police.vic.gov.au>

Victoria Police

396 Malvern Rd, Prahran, 3181
Ph 9520 5200

VicRoads

12 Lakeside Drive, Burwood East 3151
Ph 131 170
<http://www.vicroads.vic.gov.au>

Victorian WorkCover Authority

Level 4, 628 Bourke St, Melbourne 3000
Ph 1800 136 089
<http://www.workcover.vic.gov.au>

Visy Recycling

Ph 1300 368 479
<http://www.visy.com.au>

Volunteering Victoria

7th Floor, 388 Bourke St, Melbourne 3000
Ph 9642 5266
<http://www.volunteeringvictoria.com.au>



Appendix 1

Notifying Residents

FOR YOUR INFORMATION
NOTIFICATION OF EVENT

Dear Resident,

The (Event Name) will be held on (Event Date) at (Location). This event will run from (Time) and conclude at approximately (Time), with set up preparations beginning at (Time).

There will be a variety of attractions and entertainment (List these). We are expecting approximately (number of patrons) people throughout the day.

(List the issues that will affect the residents including noise and traffic etc and the times)

(List how these issues have been addressed e.g. parking provisions and parking attendants).

If you require further information regarding this event, feel free to contact (Name) on (Phone Number, Mobile Number, Website and Email address).

We would also like to take this opportunity to invite you along to this wonderful (free) event.

Yours Sincerely,

(Your Name)
(Contact Details)

Appendix 2



APPLICATION FORM

CASUAL USE OF PARK/SPORTSGROUND

PRIVACY STATEMENT

The information provided as part of this application will be used by the City of Stonnington's Recreation Services to assist in the provision, planning and development of sport and recreation within the Municipality. Information provided by your organisation will only be used for the purposes for which it was collected. The information provided will not be disclosed to any outside organisation or third party. Individuals about whom "personal information" is provided in this Application may apply to the City of Stonnington's Privacy Officer on telephone number 8290 1333 for access to or correction of the information.

Club/Company Name

Contact Person:

Address:

..... Postcode:.....

Telephone: (Business): (Home):

Facsimile: Email

Activity Details

Name of Activity

Description of Activity:

.....

Name of Park:

Location of Activity within the Park:

.....

.....

Date of Activity: from:..... to:.....

Time of Activity: from:.....am/pm to:.....am/pm

Set-Up to Commence: date: time: am/pm

Site Vacated by: date:..... time:..... am/pm

Number of People Attending

Please give details in relation to the following:

Are you proposing to provide seating? D Yes D No

How many?.....

Other relevant activities?

Details:
.....

Bond Return

Please note that the applied bond will be returned approximately one month after your booking.

INSURANCE

Proof of cover in the form of a policy document or Certificate of Currency must be submitted to the Council not less than 14 days prior to the function.

1 PRINCIPAL'S INDEMNITY

The applicant/organisation agrees to indemnify and keep indemnified, and to hold harmless the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them arising from the applicant's/organisation's performance or purported performance or its obligations under this agreement and may be directly related to the negligent acts, errors or omission of the applicant. The applicant's/organisation's liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss in liability.

I/We agree to abide by the "Conditions of Use December 2004" accompanying this application form.

Signature _____ of _____ Applicant:
..... Name of

Applicant:

For and behalf of (name of organisation)

Date:

APPLICATIONS TO: Recreation Facilities Officer
Stonnington City Council
P.O.Box 21
Prahran 3181
Phone: 8290 1333
Fax: 8290 1198

Appendix 3



POLICY: ACTIVITIES IN PARKS

1. Scope of this policy

The principles of this Policy apply to all parks owned and controlled by the City of Stonnington.

2. Objectives of the policy

- To ensure that activities taking place in parks do not adversely affect the amenity or property of other park users and adjoining residents.
- To enable applications to be assessed to ensure that community use and access to part of the park is retained during the activity.
- To ensure the orderly and proper conduct of any activity in a Council park.
- To nominate the fees and charges applied to activities in parks.

3. Definitions

The following definitions will be used in the context of this policy:

Parks

A park is defined as areas of Council controlled open space listed in Schedule No 2 General Local law 1995, excluding those areas designated by Council as "sportsgrounds".

Activity

Any formal gathering, which requires use of a nominated area of a park.

Community Activities

A community activity is a not for profit, non-fee charging activity open to the community that serves a particular local community or local organisation needs or interests. This can include school fetes, walkathons and community fairs.

Private Activities

A private activity is any activity initiated by an individual or organisation conducted purely for social or recreation purposes and will have no commercial element. An example of private activities includes Family parties/picnics and business staff parties/picnics.

Commercial Activities

A commercial activity is initiated for commercial gain and could include festivals, theatrical performances or sporting events aimed at attracting visitors and/or for which fees are charged. Similarly, a commercial activity includes any organisation or individual using a public park in order to deliver a product from which that organisation or individual will derive income or profit.

Commercial Filming

Filming undertaken by an individual or organisation to derive income or profit.

Event Permit

Any activity for the general public or for private purposes which uses a public thoroughfare (footpath, streets) or public amenity (parks) other than for their dedicated purpose will require an event permit. This approval may require the organiser to provide additional services/amenities such as extra public toilets and waste management services. It may also require additional permits such as a liquor licence and food handling licences to be obtained.

4. Guidelines

All activities will be required to make an application to Council with the following exceptions:

- Activities of 50 people or less (excluding wedding ceremonies)
- Wedding Photos.

Applications will be assessed with regard to:

- Ensuring access to part of the park is retained during the activity
- Ensuring that the proposed activity will not adversely affect the amenity or property of other park users and adjoining residents.
- The capacity for the park to accommodate the proposed activity.

Priority will be given to Stonnington residents and Stonnington based organisations.

Activities are limited to one day.

Activities (including set up and pack up) will only be permitted during daylight hours.

Applications will only be considered a maximum of six (6) months in advance of the booking date.

Applicants will be responsible for the conduct of all persons involved in the activity for the duration of the booking.

Public Liability Insurance coverage is essential.

Charges for such use will be determined by Council in the "Schedule of Fees for Casual Use of Council Parks".

5. Specific Conditions For the use of Parks for Community Activities

Community Activities will be permitted at the following parks:

- Central Park
- Como Park
- Malvern Public Gardens
- Grattan Gardens
- Princes Gardens
- Phoenix Park
- Kooyong Park

A maximum of one booking per calendar month per venue.

Applications will be assessed in terms of the parks capacity to accommodate the proposed activity and with the aim of ensuring that the proposed activity will not adversely affect the amenity or property of other park users and adjoining residents.

Applicants may also require an Events Permit, the conditions of which will form part of the Conditions of Use for the Park.

5. Specific Conditions For the use of Parks for Private Activities

Private activities will be limited to 100 people

Private activities will be permitted in the following parks:

- Como Park North
- Thomas Oval
- Central Park
- Malvern Public Gardens
- Glen Iris Park
- Ardrie Park

A maximum of one booking per calendar month per venue.

Marquees will not be permitted.

7. Specific Conditions For the use of Parks for Wedding Ceremonies

All wedding ceremonies must be the subject of an application to Council.
Wedding ceremonies will be limited to a maximum group size of 100 people.

Wedding Ceremonies will be permitted in the following parks:

- Malvern Public Gardens
- Central Park
- Victoria Gardens
- Ardrie Park

Ceremonies, including any setting or packing up, will be limited to 3 hours duration.
A maximum of one booking per week per venue.
Marquees will not be permitted.

8. Charges for Use

Activity	Nature of the User	Bond	Fee (excl GST)
Community Activities	Schools, community groups, service organisations.	\$250	\$50 per day
Private Activities	Individuals/Family Event	\$100	\$50 per day
	Business/Corporation Function	\$1,000	\$200 per day
Wedding Ceremony	Family/Social Event	\$200	\$170 per day
Commercial Activity	Commercial organisation	\$1,000	\$700 per day
Filming/Photographs	Commercial organisations	\$1,000	\$500 per day

9. Conditions applying to the use of Parks

Written agreements will clearly articulate the responsibilities of users.
General conditions of use will be attached to approvals and will include the following: -

- Permitted Use
- Provision of Security Bonds
- Cleaning Requirements
- Damage to Property
- Insurance Requirements/Accident Indemnity
- Car Parking
- Alcohol Consumption
- Regulations and Local Laws
- Good Order
- Cancellations
- Breach of Conditions of Use

Special conditions may also be applied at the discretion of the Manager, Recreation Services.

10. Applications

Applications for use of parks must be made on the form provided and shall be submitted to the Manager, Recreation Services.

Applications will be assessed in accordance with the above guidelines.

In the event of any dispute or difference arising as to the interpretation of this policy, the decision of the Chief Executive Officer shall be final and conclusive.



Event Application Form

Applicant Details

Organisation: _____

Description of Organisation: _____

Address: _____

Contact _____ Person: _____

_____ Phone: _____

_____ (home) _____ (work)

Mobile Ph: _____ Mobile No during event: _____

_____ Fax: _____ Email: _____

Event Details

Event _____ Name: _____

_____ Event Date: _____

_____ Event Time: _____

Proposed _____ Location: _____

_____ Expected

Attendance: _____

Event Description: _____

Event Background: _____

Type of Event

- Fete/Fair
- Film Shoot
- Fun Run/Walkathon
- Major Event or Festival
- Parade/Procession/March
- Private Event in Parks/Gardens
- Race – Bicycle/Foot
- Residential Street Party
- Wedding
- Other (specify): _____

Will your event include amplified music or speeches?

- NO
- YES

→ please provide full details of what will be amplified, location and number of speakers, intended volume and times

Will food be served at your event?

- NO
- YES

→ please attach a Temporary Food Permit, current Food Permit Application or commercial food vendor's registration documents.

Will alcohol be sold at your event? (applies to sales on council land)

- NO
- YES – I/we have applied for a Liquor Licence
- YES – Liquor Licence attached

Will your event require street closures?

- D NO
- D YES

→ please include a detailed map of the proposed area to be closed and the times you wish the road closure to apply

Will you be supplying additional toilets for your event?

(rule of thumb: 1 male and 1 female toilet per 400 people)

- D NO
- D YES – number of additional toilets: MALE:_____FEMALE:_____

Will your event require additional Waste Management?

- D NO
- D YES

Will you implement any sustainable event/Waste Wise practices?

- D NO
- D YES

Have you given full consideration to access issues for people with disabilities at your event?

- D YES
- D NO – please refer to the Festivals and Events Guidelines. If you have any concerns, contact Council’s Disability Access Planner on 8290-1172 as soon as possible.

Will First Aid officers attend your event?

- D YES
- D NO

→ please detail why you believe First Aid is not needed

Will your event include any fireworks or other pyrotechnics?

NO

YES

→ please include a copy of your Emergency Management Plan or Risk Assessment outlining what measures you have taken to ensure that this activity is safe, as well as a *Workcover Licence to Discharge Fireworks*

Will you have qualified security personnel in attendance at your event?

YES

→ Please specify the security company name and the number of officers will be in attendance at any one time _____

NO

→ Please explain why you believe qualified security personnel are not required

Will your event include temporary structures like portable stages, marquees or other buildings?

NO

YES

→ **A Council Officer will contact you to discuss necessary building permits**

Will your event include temporary signage?

NO

YES

→ A Council Officer will contact you to discuss temporary signage requirements.

NOTES