



# CITY OF WHITEHORSE EVENT PERMIT GUIDE

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## WELCOME

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Thank you for considering the City of Whitehorse as the place to host your event.

Council has implemented an event permit process to ensure that all events are managed in a safe and structured manner and in accordance with current legislation. It also aims to minimise disruption to stakeholders and ensures all key parties are informed about the impacts of the event.

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# EVENT PERMIT GUIDE

## WHAT CATEGORY IS YOUR EVENT?

All events held within Council managed spaces or roads require an event permit. Events when submitted will be categorised by Council as low, medium or high on the level of impact it will have to the community and the location.

### Low Impact Events

- Up to 500 participants, artists, staff, contractors, volunteers
- 2-5 caterers or food vendors
- Limited temporary infrastructure e.g. two marquees, inflatables
- Limited noise impact
- Limited impact on traffic conditions and parking
- Engaging three or more contractors

### Medium Impact Events

- 501-2500 participants, artists, staff, contractors, volunteers
- 6-14 caterers or food vendors
- Moderate temporary infrastructure required e.g. 10 marquees, temporary stage
- Mid-high noise impact
- Additional traffic to the area

### High Impact Events

- 2501+ participants, artists, staff, contractors, volunteers
- 15+ caterers or food vendors
- Substantial temporary infrastructure required
- Display of fireworks or pyrotechnics
- High noise impact
- Substantial additional traffic to the area
- Road closures, footpath occupation or traffic control required

## EVENT FACT SHEETS

To assist with the creation of your supporting documentation and to provide information on Council requirements and best practice, Council has produced a series of event fact sheets.

Topics range from alcohol management to working with children and everything in between. Event organisers are required to meet the standards outlined in the relevant fact sheets. Please refer to the Event Permits web page on the Council website.



# EVENT PERMITS

## THE EVENT PERMIT PROCESS

### STEP 1: Submit Event Permit Application (via website)

- Council will confirm receipt of application and provide any relevant information about:
  - The event location (including site restrictions and stakeholders),
  - Hire fees and bond amount (where applicable),
  - Site Handover process (where applicable), and
  - Details of supporting documentation required.
- Council will confirm the due date for submitting your supporting documentation.

### STEP 2: Submit supporting documentation.

- Council will confirm receipt of supporting documentation.
- Council will review supporting documentation.
- If required, Council will provide feedback on your supporting documentation and request additional information and a site visit (as required).

### STEP 3: Permit Issued

- When all of your supporting documentation is approved, an event permit will be issued.

## APPLYING FOR AN EVENT PERMIT

### When to Apply

Event organisers should lodge their event permit application with Council as early in the planning process as possible.

Type of Event	Processing Time
Low impact events	2-4 weeks
Medium impact events	4-6 weeks
High impact events	2 months

Applications may be declined if event organisers do not submit applications with a sufficient time for processing and internal notifications and checks.

### How to Apply

Applications can be lodged online by completing the web application at [www.whitehorse.vic.gov.au/Event-Permit-Application.html](http://www.whitehorse.vic.gov.au/Event-Permit-Application.html)



# LOW IMPACT EVENTS

## LOW IMPACT EVENTS

### Supporting Documentation

For low impact events the following listed items must be prepared and submitted to Council before any event permit will be issued.

These include:

- Event schedule / running sheet
- Food vendor list (if applicable) - with Statements of Trade
- Site plan / map
- Risk management plan / Assessment form
- Public Liability Insurance Certificate of Currency for \$20 million

### Event Schedule

The schedule/run sheet outlines what is happening at your event and when. It lists all activities, deliveries and production requirements in the order that they are scheduled to occur and covers the set-up/pack-down and event period. A good running sheet will allow the event organiser to track the progress of the event and ensure that everything runs to schedule.

Event organisers may wish to submit one event running sheet that includes all activities including the event program, or can choose to submit the event program as a separate document.

An example running sheet can be found below:

Time	Activity/Action	Responsible	Company
8am	Unlock gate for deliveries	Event organiser	Event company
8.15am	Marquees delivered and set up	Marquee Coordinator	Marquee company
8.45am	Bins and skip delivered	Waste officer	Waste company

### Contact List

The contact list should include the name, role, company/organisation, landline and mobile phone contact of everyone that has been involved in the planning of the event or that will be present on the event day. This list should include all the event staff, contractors, performers, any site related contacts, Council contacts and emergency services contacts.

### Details of First Aid Provision

The provision of first aid is essential at all events. For low impact events, at least one qualified first aider is required on your event site at all times. They must also be equipped with an adequately stocked first aid kit. All first aiders and volunteers are to be fully briefed on emergency management procedures including emergency vehicle access points, should a medical emergency occur. A private treatment area may also be required. Directional signage should be located around the site to direct patrons to first aid points. Include details of the first aid provision in your submission to Council.

### Toilet Facilities

It is your responsibility as an event organiser, to ensure that there are adequate toilet facilities available for the number of people attending your event. If the site that you have selected does not have sufficient facilities, portable facilities will need to be hired. Include details of the toilet facilities in your submission to Council.

### Waste Management

Many of the open spaces within Whitehorse have permanent bins, managed by Council. These facilities are for use by normal park patrons. For events it is your responsibility as an event organiser, to ensure that there are bins available for the number of people attending your event. In addition to this, disposal of event waste is to be managed by the event organiser. Include details of bin provision and waste disposal in your submission to Council.



# LOW IMPACT EVENTS

## Food Vendor List

All food vendors and caterers at an event are responsible for lodging a Statement of Trade (SOT) on Streatrader prior to the event taking place. In order to ensure that all SOTs are lodged, event organisers with catering or food sales at their events must prepare a spreadsheet that gives the following details of each of the caterers or food vendors:

- Trading name
- Streatrader trading number
- Name and contact number
- Type of food to be served or sold
- Site plan detailing where all of the food vendors are located
- Contact details of the event organiser who is responsible for organising the food vendors
- SOT sample

## Site Plan / Map

A site plan is a detailed, to scale drawing of an event site, with the exact locations of all facilities marked. This may include:

- Accessible paths, car parks and toilets
- Amusement rides and inflatables
- Drinking water locations
- Emergency vehicle entry points and access routes
- Entrances and exits
- Event operations centre
- Fire extinguishers
- First aid posts
- Food/vendors/stalls
- Generators or power boxes
- Information point
- Lost children point
- Lost property collection
- Marquees

- Parking
- Site office and/or operations centre
- Stages
- Toilets

## Risk Assessment Form

Council has created a risk assessment form, which provides details of the minimum standards required for some activities and equipment at your event. It also provides guidelines on other OH&S requirements that should be considered such as:

- Alcohol management
- BBQS - Gas bottles / Gas safety
- Crowd control/security
- Electrical safety
- Events at night
- Fire
- First aid
- Food safety
- Jumping castles/inflatables and amusement rides
- Marquee and umbrellas collapse/ Launch due to poor installation
- Noise
- Petting zoos and animals
- Slips, trips and falls
- Smoking - new regulations
- Temporary infrastructure – Stages, screens
- Toilets
- Total blackout (power failure)
- Traffic management
- Waste management
- Weather - heat / TFB planning / high winds / rain
- Working with children - new regulations



# LOW IMPACT EVENTS

## **Event organisers complete the form by:**

- Reading and ticking the check-box to confirm that they will meet the minimum risk management standards set by Council;
- Adding in details of any other control methods they will use to address listed risks; and
- Identify other possible risks at the event; possible consequences; completing the risk rating; allocating responsibility and the actions they are taking to cover the risk.
- Only complete the sections applicable to your event.

## **Public Liability Insurance Certificate of Currency**

Event organisers must hold a current Public Liability Insurance Policy for a minimum of \$20 million. This policy must be valid for the activities included as part of the event and cover the period of the bump-in, event and the bump-out. A copy of this certificate is to be submitted to Council along with the other supporting documentation.

Event organisers are also responsible for ensuring that all suppliers, performers and contractors have their own current Public Liability Insurance Policy for a minimum of \$20 million. Copies of the suppliers, performers and contractors documents should be collected in advance of your event and stored in a safe location at the event.



# MEDIUM AND HIGH IMPACT EVENTS

## SUPPORTING DOCUMENTATION

For medium and high impact events the listed items must be prepared and submitted to Council before an Event Permit will be issued:

- Event plan including:
  - Emergency management procedures
  - Accessibility summary
  - Environmental sustainability summary
- Risk management plan
- Site plan
- Food vendor list and a copy of Statements of Trade
- Traffic management plan (if applicable)
- Public Liability Insurance Certificate of Currency for \$20 million

If you require additional information on the preparation of these documents please refer to the Event Fact Sheets page on the website.

## Additional Permits and Notifications

Depending on the type of event that you are organising you may need to apply for a number of additional permits. Below you will find details of all the council permits you may need to consider, as well as the external statutory permits, licenses and notifications relevant to public events.

## Consultation and Development Meetings

As part of the event permit process, event organisers may be required to attend consultation and development meetings with relevant Council departments and public authorities. High impact events may also be required to make a presentation of the final event planning documents to a panel of Council officers, Victoria Police and emergency services officers, parks advisory groups and other relevant stakeholders. Any required meetings, consultations or presentations sessions will be arranged by the Events Officer.

## PERMITS: Whitehorse City Council

Permit	Department / Unit	Processing time
Places of Public Entertainment (POPE) Permit	Building Unit	15 days
Siting Permit - Temporary Structures	Building Unit	15 days
Temporary or full road closure permit	Engineering & Environmental Services	5 days
Suspended Parking Permit	Community Laws Department	21 days
Permit to Release fireworks / firecrackers	Community Laws Department	21 days
Permit to Access Box Hill Mall	Community Laws Department	21 days
Notification of sale of Alcohol	Community Laws Department	21 days



# MEDIUM AND HIGH IMPACT EVENTS

## PERMITS, LICENCES AND NOTIFICATIONS: Other Organisations

Permit, licence or notification	Organisation	Website
Liquor Licence	Victorian Commission for Gambling and Liquor Regulation	<a href="http://www.vcglr.vic.gov.au">www.vcglr.vic.gov.au</a>
VicRoads memorandum of authorisation	VicRoads	<a href="http://www.vicroads.vic.gov.au">www.vicroads.vic.gov.au</a>
Notification of events affecting public transport	Public Transport Victoria	<a href="http://ptv.vic.gov.au">http://ptv.vic.gov.au</a>
Event notification	Victoria Police	<a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>
Event notification	Metropolitan Fire Brigade	<a href="http://www.mfb.vic.gov.au">www.mfb.vic.gov.au</a>
Event notification	Ambulance Victoria	<a href="http://www.ambulance.vic.gov.au">www.ambulance.vic.gov.au</a>
Event notification	State Emergency Services (SES)	<a href="http://www.ses.vic.gov.au">www.ses.vic.gov.au</a>
Inspections/Approvals	WorkSafe Victoria	<a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a>
APRA/AMCOS music licence	APRA/AMCOS	<a href="http://www.apra-amcos.com.au">www.apra-amcos.com.au</a>

### Crowd Safety and Emergency Planning

Crowd safety and emergency planning is paramount for the success of public events. Depending on the risks associated with the event and the experience and qualifications of the event organiser, Council may request that an independent qualified public safety officer, safety management team, event security team or professional event production company is engaged to oversee operational planning or assist with event delivery. Victoria Police and Council may also identify additional measures that you as the event organiser need to put in place to ensure crowd safety at your event.

All Medium and High Impact events will be required to prepare a detailed risk management plan and emergency management plan as part of the application process.

The Australian Government has recently released a national strategy for protecting crowded places from terrorism. This has implications for both event organisers and Council as the landowner.

For major events there will be additional planning required to meet the requirements of the national strategy. Full details on the strategy can be found here: [nationalecurity.gov.au](http://nationalecurity.gov.au)





# MEDIUM AND HIGH IMPACT EVENTS

## Hire Fees, Bond and Site Handover Process

A site hire fee may be applied for the use of public space. Fees are based on the facilities available to event organisers within the specific site, the quality of these facilities, the scale/size of the event being held, whether an entry fee is being charged and whether the event is open to the public. When applicable, fees will be applied to any setup days, pack-up days and the event day.

Event organisers may be required to pay a bond. This bond will be held by Council in case any damage to the site occurs as a result of the event. The cost of any works required for repairing lawns, garden beds, building damage or other fixtures and for cleaning paths, roads and drains will be deducted from the site hire bond. If the repair costs amount to more than the bond amount, the event organiser will be required to pay the difference. If a bond was not charged, the event organiser will be required to pay the full cost of repairs.

If a bond is required, this must be paid 14 days in advance of the event day.

- For medium impact events the bond range is \$500 - \$1000
- For high impact events the bond is \$1000 - \$2000

Council affiliated advisory groups and committees are exempt from these charges.

Please note that the event fees do not include any of the following costs:

- Hire of any goods or services associated with the production of the event e.g. security, marquee hire, stage hire, amusements hire, portable toilet hire and letterbox drops.
- Additional permits issued by Council or other agencies required for the event e.g. liquor licence and building permits.
- Cost of any onsite power (if permission is granted for its use).

To ensure that this process is transparent and fair, a formal site handover will occur prior to

the setup of the event and on completion of the event following the pack-up and clean-up. Full details of the process will be provided as part of the site information pack. In summary the site handover process will involve:

- Pre-event site check, completion of site condition report and formal handover
- Post event site check, completion of site condition report and formal handback

## Public Liability Insurance Certificate of Currency – Medium and High Impact events

Event organisers of all medium and high impact events must hold a current Public Liability Insurance Policy for a minimum \$20 million. This policy must be valid over the setup, event and the pack-up. A copy of this certificate is to be submitted to Council along with the other supporting documentation.

Event organisers are also responsible for ensuring that all suppliers, performers and contractors have their own current Public Liability Insurance Policy for a minimum of \$10 million. Copies of the suppliers, performers and contractors documents should be collected in advance of your event and stored in a safe location at the event.



# QUESTIONS, TIPS AND IMPORTANT INFORMATION

## QUESTIONS, TIPS AND IMPORTANT INFORMATION

### Location and site planning

A list of the most popular parks and reserves in Whitehorse can be found at the following link: [www.whitehorse.vic.gov.au/Parks.html](http://www.whitehorse.vic.gov.au/Parks.html). All parks and open spaces have their own set of limitations and benefits; this page gives a good overview of the types of activities that are suitable within the spaces. Suitable parks for events can be found on the last page of this Event Permit Guide.

Check-in with Council to see if your desired location is suitable for your event.

Any event operating within a park or open space in the City of Whitehorse must ensure temporary structures must not be placed within three metres of tree trunks or 1.5 metres of garden beds.

Council does not allow pegging/staking of temporary structures, rides or inflatables in parks and open spaces. In spaces where pegging/staking is banned, all structures must be weighted using metal or concrete weights.

Petting zoos/animal farms/rides and inflatables are not permitted in Bushland Reserves (i.e. Blackburn Lake Sanctuary, Yarran Dheran).

Event organisers must make contact with any key stakeholders of the site – for example park advisory committees.

### Site Handovers

For some events a formal site handover will be scheduled prior to the setup of the event and on completion of the event following the pack-up and clean-up. If a handover is required full details of the process will be provided.

Once the site has been handed back to Council, assuming that all event related waste has been cleared and no damage has occurred; Council will refund the site hire bond (if applicable). For instances where no damage has occurred the bond will be refunded in full and for cases where

damage has occurred the amount refunded will equate to the difference in the bond amount and the cost of the reinstatement works.

### Total Fire Ban Days and Adverse Weather

- Any events scheduled to occur in a Bushland Reserve (i.e. Blackburn Lake Sanctuary, Yarran Dheran) on a day of Total Fire Ban (TFB) will need to be cancelled, postponed or moved to a different location.
- Events that fall on TFB days require advance approval from the Metropolitan Fire Brigade. See [mfb.vic.gov.au](http://mfb.vic.gov.au) for more information.
- Events that fall on TFB days or days of extreme heat create increased risks for staff, volunteers and guests. For events scheduled in summer, this should be examined in your risk assessment so that you can plan accordingly. Additional water, shade, firefighting equipment, sunscreen and first aid staff and supplies may be all required. You may also wish to recruit additional staff and volunteers, or carefully roster shifts and breaks to ensure the welfare of your event team.
- If there is forecasted adverse and extreme weather Council have the authority to cancel the event, but ultimately it is your responsibility as the event organiser to make this call.

### Social Gatherings

Social gatherings and celebrations including BBQs and picnics with no contractors and no temporary infrastructure do not require an event permit. If you are planning on having something extra - such as a single marquee, jumping castle, petting zoo or food truck – Council must be notified of your plans in writing two weeks prior to the event date. There are some additional steps that must be taken before approval will be granted. Please refer to the Social Gathering with Extras page on the website for full details.



# QUESTIONS, TIPS AND IMPORTANT INFORMATION

## **Events on Private Property**

If your event is on private property, at a school or on state or federal owned land you do not require a Council issued Event Permit. Other Council permits including Place of Public Entertainment (POPE) Permits may need to be sought and Council's Environmental Health Unit will need to be notified about events with catering or food vendors.

## **Other Activity Permission**

School sports day organisers and casual sports field hirers wishing to use a sports field or reserve; production companies, students or agencies wishing to film within the City of Whitehorse; Personal Trainers wishing to run outdoor training all require permission from Council.

## **CONTACT**

If you require more information, please contact Council using the details below:

Administration and Events Officer  
Phone: 9262 6352  
Email: [arts@whitehorse.vic.gov.au](mailto:arts@whitehorse.vic.gov.au)





# WHITEHORSE PARKS AND RESERVES

## PARK FACILITIES AND USAGE

Parks	Marquees Weighted	Rides – Jumping Castles	Petting Zoos	BBQ Facilities	Toilet Facilities	Outdoor Cinema	Walking Trails	Dog off Lead Areas	Size of Event
Antonio Park	✓	✓		✓	✓		✓		Low
Box Hill Gardens	✓	✓	✓	✓	✓	✓	✓		Low - High
Halliday Park	✓	✓	✓	✓	✓	✓	✓		Low - High
Surrey Dive			✓	✓	✓				Low

Bushland Reserves	Marquees - Weighted	Rides – Jumping Castles	Petting Zoos	BBQ Facilities	Toilet Facilities	Outdoor Cinema	Walking Trails	Dog off Lead Areas	Size of Event
Bellbird Dell	✓						✓		Low
Blackburn Lake Sanctuary	✓	✓			✓	✓	✓		Low - Med
Buckanbe Park	✓	✓				✓	✓		Low
Cootamundra Walk	✓	✓					✓		Low
Gardiners Creek Reserve	✓						✓	✓	Low
Simpson Park	✓	✓	✓	✓	✓	✓	✓	✓	Low
Schwerkolt Cottage & Museum Complex	✓		✓	✓	✓	✓	✓		Low - Med