



EVENTS FRAMEWORK





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INFORMATION

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Events Framework – Quick Overview

1 WHAT TYPE OF ACTIVITY IS THIS?



PRIVATE GATHERING

Family picnic, birthday party, small get-together

No permit or notification required



PRIVATE GATHERING WITH EXTRAS

More than 100 people
OR marquees and up to 2 suppliers

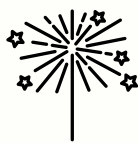
Notify Council before your event



EVENT IN A COUNCIL VENUE

Booking or hire of a venue only

Venue booking only



PUBLIC EVENT ON COUNCIL-MANAGED LAND

Festival, market, performance, sporting event, community celebration, fundraiser, etc

Event Permit Required



EVENT ON PRIVATE LAND OR STATE LAND

Obtain permission from the landowner

Notify Council if it will impact the local area

2 EVENT PERMIT CATEGORIES

Permit requirements are based on the potential impact of your event

LOW IMPACT

- Up to 500 people
- Limited infrastructure
- Limited traffic / noise impacts

**Apply
4 weeks out**

MEDIUM IMPACT

- 501 - 2,500 people
- Moderate infrastructure
- Moderate traffic / noise impacts

**Apply
6 weeks out**

HIGH IMPACT

- 2,500+ people
- Significant infrastructure
- Significant traffic / noise impacts

**Apply at
least 8 weeks out**



Apply early! Time is needed to assess your event and obtain any additional approvals.

3 TYPICAL REQUIREMENTS

Permit requirements are based on the potential impact of your event

Requirement	Low	Medium	High
Site Plan	✓	✓	✓
Public Liability Insurance (\$20M minimum)	✓	✓	✓
Vendor List (if applicable)	✓	✓	✓
Event Schedule	✓	✓	✓
Risk Assessment	✓	✓	✓
Event Plan		✓	✓
Traffic Management Plan		If required	✓
Other plans as required			✓

4 ADDITIONAL APPROVALS

Depending on your event, you may also need:



Road Closure Permit



POPE Permit



Temporary Structure Permit



Liquor License



Fireworks Approval



Food Vendor Approvals



Other regulatory approvals

Council will advise you if additional approvals are required. 

5 FEES AND BONDS

Event Type	Typical Fee / Bond
Community events open to the public	No site fee
Exclusive ticketed events	Site fee applies
Medium and higher impact events	Bond may apply
Power usage	Additional charges may apply

6 PLANNING AND SUPPORT

Visit the Event Planning Resource Hub on our website for:

- ✓ Event Planning Guide
- ✓ Templates and checklists
- ✓ Risk assessment tools
- ✓ Fact sheets
- ✓ Grant information
- ✓ Permit information



7 NEED HELP?

Contact us early - we're here to help your event be a success!

 03 9262 6352

 creative@whitehorse.vic.gov.au

 whitehorse.vic.gov.au/things-do/planning-your-event

Introduction

Whitehorse City Council supports a diverse range of events that bring people together, celebrate culture, activate public spaces and contribute to a vibrant and connected community.

This Framework provides a clear and consistent process for planning and delivering events in Whitehorse. It is designed to help event organisers understand permit requirements, access support and resources, and ensure events are delivered safely, responsibly and with consideration for the surrounding community.

Events play an important role in Whitehorse by:

- Bringing people together and strengthening community connection
- Enhancing the wellbeing of individuals and our community
- Celebrating the diversity, creativity and culture of our community.
- Activating parks, open spaces and community facilities.
- Supporting local artists, businesses, community groups and volunteers.
- Creating positive experiences for residents and visitors.
- Encouraging accessible, inclusive and sustainable event delivery.

Whether you are planning a small community event or a large-scale festival, this Framework will help you understand the approvals that may be required and how Council can support you through the process.



Before You Start

Planning an event can involve a range of considerations, from selecting a suitable location and understanding permit requirements to managing risks, suppliers and approvals. To help make the process as simple as possible, Whitehorse City Council provides a range of resources and support for event organisers.

Event Planning Resource Hub

Whether you're organising a small community event or a large-scale festival, the [Event Planning Resource Hub](https://www.whitehorse.vic.gov.au/event-planning-resource-hub) provides a range of tools and resources to support your event.

Visit the Event Planning Resource Hub on Council's website to access:

- **Event Planning Guide** – guidance on planning and delivering public events, including key considerations and event documentation.
- **Event Essentials Library** – fact sheets and resources covering topics such as amusements, working with children, fire safety and other event requirements.
- **Event Planning Templates and Resources** – practical templates and tools to assist with event planning and permit applications.
- **Risk Management Resources** – including a Risk Management Template for Low Impact Events to help identify and assess event risks.
- **Sustainability Resources** – information to support environmentally responsible event delivery.
- **Additional Permit Information** – guidance on permits, approvals and regulatory requirements that may apply to your event.

<https://www.whitehorse.vic.gov.au/event-planning-resource-hub>

Contact Us

If you are planning an event and are unsure about the requirements, we encourage you to contact Council early in the planning process. Our Festivals & Events team can provide guidance on event permits, documentation requirements, suitable locations and other approvals that may be required.

Festivals & Events Team

Phone: (03) 9262 6352

Email: creative@whitehorse.vic.gov.au

1. Planning an Event in Whitehorse



1.1 Types of Events

Whitehorse supports a wide range of activities on Council-managed land, from private gatherings through to large public events. The information below will help you identify which category best describes your activity and understand whether you need to notify Council, apply for an Event Permit or obtain approval through another process.

What are you planning?	Examples	What do you need to do?
Private Gathering (less than 100 guests)	Picnic, birthday party, family celebration or gathering of invited guests (no infrastructure – eg: amusements or marquees)	No permit or notification is generally required
Private Gathering with Extras	Private gathering with over 100 people and/or marquees, temporary structures or up to 2 suppliers	You need to notify Council
Event in a Council Venue	Event held in a Council venue or community hall	Book the venue through Council's venue booking process
Event on Private or State Land	Event held on private property, school grounds or State Government land	Contact the relevant landowner or authority for approval. Notify Council if the event will have impacts on the local area.
Public Event on Council-Managed Land	Festival, market, community celebration, sporting event, performance or fundraising activity open to the public	You must apply for an Event Permit

1.2 Private Gatherings

Private Gatherings are informal gatherings for family, friends or invited guests, such as birthday celebrations, family reunions, picnics or community get-togethers.

If your gathering is private, not advertised or open to the public, and does not involve significant infrastructure or activities that may impact the surrounding area, no permit or notification is generally required.

A gathering may be considered an Event and require an Event Permit if it is publicly promoted, ticketed, open to the public, or includes activities, infrastructure or risks that require Council assessment.

When Do I Need to Notify Council?

If your gathering remains private but includes one or more of the following, please notify Council before your activity:

- More than 100 attendees
- Up to two suppliers on site, such as a food vendor or entertainer
- Marquees, sunshades or similar temporary structures

Notification helps Council assess site suitability and identify any potential impacts on safety, access, parking or other users.

Where a gathering includes significant infrastructure, multiple vendors, public promotion, commercial activity, or higher-risk elements, it may be classified as an Event and require an Event Permit.

If in doubt contact us on creative@whitehorse.vic.gov.au or 9262 6352 to discuss your gathering.

1.3 Events in a Council Venue

Whitehorse offers a range of venues and spaces suitable for meetings, weddings, performances, celebrations, community events and festivals. Information about available venues can be found on the [Creative Whitehorse Venue Hire website](#).

If your event is being held within a Council venue, you do not need to apply for an Event Permit. Your event will be managed through the venue booking process and any venue-specific requirements will be discussed with the venue team. This also applies to outdoor areas associated with the venue where they are included as part of your venue hire agreement.

If your event extends beyond the hired venue space or includes additional infrastructure, amplified sound or traffic impacts outside the venue footprint, an Event Permit may be required.

1.4 Events on Private or State Land

Events held entirely on private property, school grounds, or State or Federal Government land do not require a Council Event Permit.

You should contact the relevant landowner or managing authority to understand any approvals or permissions that may be required.

Where any component of the event extends onto Council-managed land, including road closures, footpath occupation or use of a Council reserve, the relevant Council permit will be required.

If your event is expected to create impacts on the surrounding local area, such as increased traffic, parking demand, noise or large crowds, please notify Council.

If you're unsure who owns the land you want to use email creative@whitehorse.vic.gov.au for assistance.

1.5 Public Events on Council-Managed Land

Public Events on Council-Managed Land are activities that are open to the public and held in a Council park, reserve, road or open space.

Examples include festivals, markets, performances, sporting events, community celebrations and fundraising activities.

An Event Permit is required for these activities. This process is covered in more detail in section 4. Event Permit Process.

1.6 Activities That May Not Require an Event Permit

Some activities operating under an existing agreement with Council may not require a separate Event Permit.

Licensed Recurring Activities

Some recurring activities, such as markets and other ongoing programs, operate under a licence agreement with Council.

If your activity is being delivered in accordance with the approved terms of your licence agreement, you do not need to apply for a separate Event Permit.

If you are planning changes to the size, format or activities covered by your licence agreement, please contact Council to discuss whether additional approvals or an Event Permit may be required.

Seasonal Hirers and Sporting Clubs

Sporting clubs and other seasonal hirers operating under a seasonal allocation or facility licence do not require an Event Permit for their regular training sessions and competition matches.

An Event Permit may be required if you are planning an activity outside your normal seasonal use, such as:

- A significant increase in spectators
- Charging entry fees
- Restricting public access to the venue
- Live-streaming or broadcasting the activity
- Engaging external vendors or contractors
- Installing additional temporary infrastructure

If you are unsure whether your activity falls within your existing allocation or licence, please contact Council before making arrangements. Council will assess the activity and advise whether an Event Permit or additional approvals are required.

2. Event Permit Process

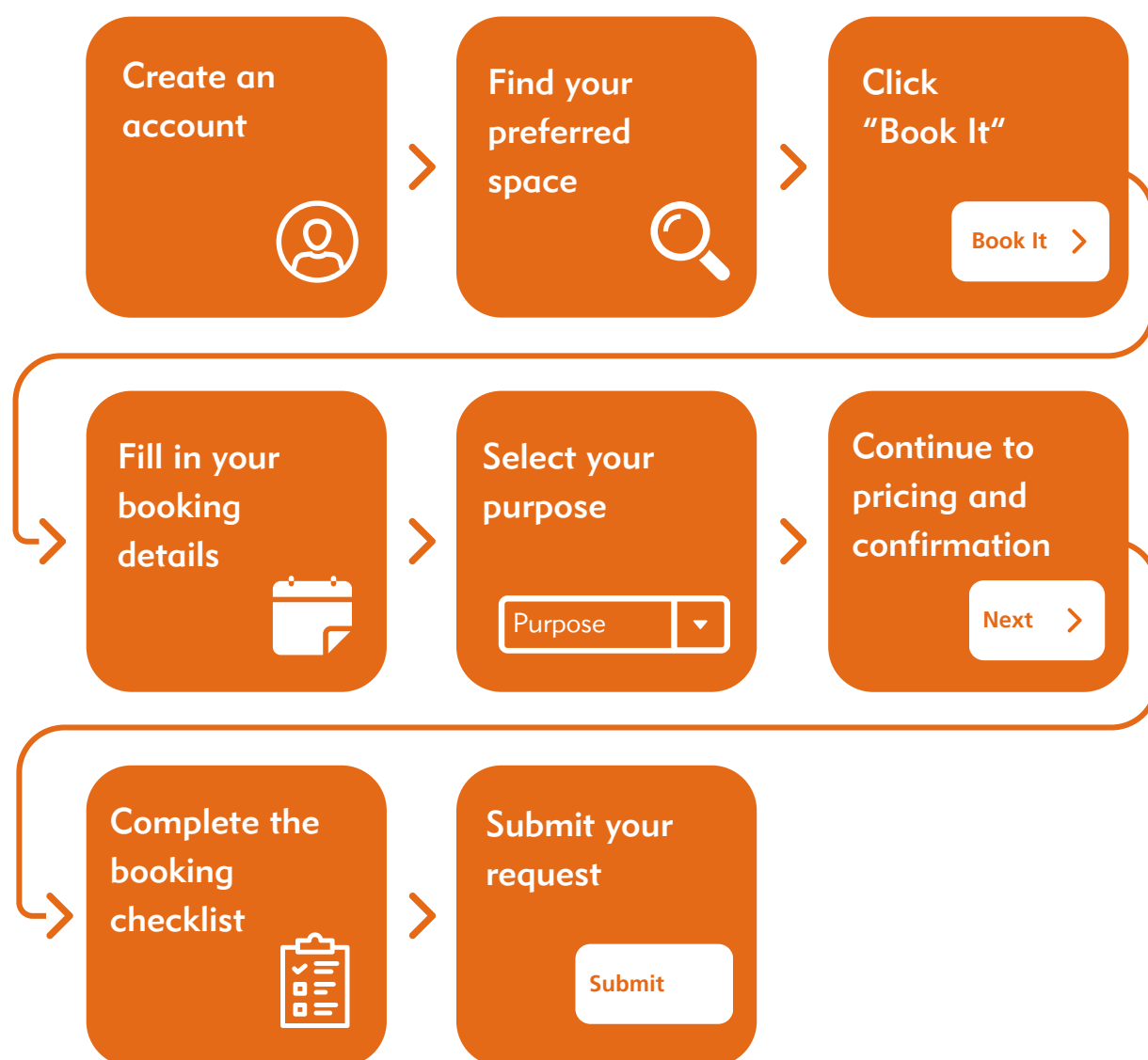


2.1 Applying

Event Permit applications can be submitted online through Council's booking platform, Bookable: <https://whitehorse.bookable.net.au/>

To apply:

- Create a Bookable account
- Search for your preferred park or open space ([Check out some of Whitehorse's most popular parks and reserves here](#))
- If your location is not listed, select "Other Park or Open Space (including roads)".
- Submit an Outdoor Event Permit request



To help us assess your application as quickly as possible, please provide as much information as you can and upload any available supporting documentation when you apply.

If you are unsure about the suitability of a location or the requirements for your event, we encourage you to contact Council's Festivals & Events team before submitting your application on creative@whitehorse.vic.gov.au or 03 9262 6352 for assistance.

2.2 Event Impact Categories

When you submit an Event Permit application, Council will assess your event and assign it an impact level: Low, Medium or High.

The impact level helps determine the documentation and approvals required to support your event and how much time is needed to complete the assessment process. Factors considered may include attendance numbers, infrastructure, location, public access, traffic impacts, noise and event risk.

To avoid delays, we encourage organisers to apply as early as possible. Applications submitted too close to the event date may not allow sufficient time for assessment and approvals to be completed.

Low Impact Events

Apply at least 4 weeks before your event.

Low Impact Events are generally smaller events with limited infrastructure and minimal impacts on the surrounding area.

Your event may be assessed as Low Impact if it includes:

- Up to 500 attendees, participants, staff and volunteers
- Up to 3 food vendors and 3 suppliers on-site
- Limited temporary infrastructure such as marquees, fencing or portable toilets
- Minimal traffic, parking and noise impacts

Medium Impact Events

Apply at least 6 weeks before your event.

Medium Impact Events generally involve larger attendance numbers, additional infrastructure or increased impacts on the surrounding area.

Your event may be assessed as Medium Impact if it includes one or more of the following:

- 501–2,500 attendees, participants, staff and volunteers
- Up to 6 food vendors and 6 suppliers
- Moderate temporary infrastructure
- Road closures, traffic management or increased parking demand
- Small amusement rides, inflatables or similar activities

High Impact Events

Apply at least 8 weeks before your event.

High Impact Events generally involve significant attendance, infrastructure or operational requirements and may require additional approvals.

Your event may be assessed as High Impact if it includes one or more of the following:

- More than 2,500 attendees, participants, staff and volunteers
- Multiple vendors and contractors
- Significant temporary infrastructure
- Major traffic management requirements or road closures
- Fireworks, pyrotechnics or higher-risk activities

2.3 Application Requirements

The information and documentation required will depend on the impact level of your event. Once your application has been assessed, Council will advise which documents are required to support your application.

Depending on your event, you may be asked to provide:

- A site plan
- Public Liability Insurance (minimum \$20 million cover)
- A risk management plan
- A traffic management plan
- An event plan
- Approvals for specific activities such as food vendors, fireworks or road closures

Not all events will require all these documents. We will only request information that is relevant to your event.

Documentation Types	Low Impact	Medium Impact	High Impact
Site Plan	✓	✓	✓
Public Liability Insurance – (\$20M minimum)	✓	✓	✓
Food Vendor List (if applicable)	✓	✓	✓
Event Schedule / Run Sheet	✓	✓	✓
Event Plan	✗	✓	✓
Risk Management Plan	✗	✓	✓
Low Impact Event Risk Assessment	✓	✗	✗
Traffic Management Plan	✗	✓	✓

Some activities may require separate approvals from Council or external agencies before an Event Permit can be issued. If additional approvals are required, Council will advise you during the assessment process.

Remember that templates, guides and supporting resources are available through the [Event Planning Resource Hub](#) to help you prepare your application.

Further information about specific permit requirements is also included in section 6. Event Permits – Further Details.

2.4 Fees and Bonds

Most events held in Whitehorse are approved without a site fee. However, fees and bonds may apply depending on the nature, scale and impact of your event.

Fees

- Free events that are open to the public and benefit the community are not charged a site fee.
- Ticketed events that require exclusive use of open space will incur site fees.
- Power charges may apply where Council power outlets are used.

Site fees apply per day, including bump-in and bump-out days.

Additional fees may apply for permits or licences issued by Council or external agencies, such as road closures, liquor licences, fireworks permits or Place of Public Entertainment (POPE) permits.

Bonds

Council may require a bond for some events, depending on the size, risk and potential impact of the activity. A bond helps protect Council assets and public spaces and may be used to cover the cost of repairing damage or undertaking additional cleaning required because of the event.

Where a bond is required, it must be paid at least 14 days before the event. Following the event, the bond will be refunded provided the site is returned to its original condition and no additional works are required.

If repair or cleaning costs exceed the bond amount, the event organiser will be responsible for the remaining costs.

Fee	Fee ex GST
Event Permit Application Fee	No Fee
Site Fee -- Low Impact Event (exclusive and ticketed)	\$500 per day
Site Fee -- Medium Impact Event (exclusive and ticketed)	\$1,000 per day
Site Fee -- High Impact Event (exclusive and ticketed)	\$1,500 per day
Bond for Low Impact Event	\$0 - \$1000
Bond for Medium Impact Event	\$1000 - \$2000
Bond for High Impact Event	\$2000 - \$4000
Event power fees	\$50 - \$150 per day

2.5 Approval and Permit Issue

Once all required information, documentation and approvals have been received, Council will finalise the assessment of your application.

If your event is approved, you will receive:

- Confirmation of your booking through Bookable
- An Event Permit, including applicable terms and conditions
- Details of any fees or bonds that apply to your event

If you require confirmation earlier in your planning process, you can request In-Principle Support from Council (see below).

2.6 In-Principle Support

If you need to promote your event, secure funding or confirm arrangements before your Event Permit is issued, you may be able to request In-Principle Support from Council.

In-Principle Support provides preliminary confirmation that Council supports the event proceeding, subject to the completion of the Event Permit process and any outstanding requirements.

To be considered for In-Principle Support, organisers must provide sufficient information about the event and any available supporting documentation.

Please note that In-Principle Support is not an Event Permit. All Event Permit requirements must still be met and a formal Event Permit must be issued before the event can proceed.



3. Additional Permits & Approvals



3.1 Additional Council Approvals and Notifications

Depending on the nature of your event, you may need additional permits or approvals from other areas of Council.

Additional approvals may be required for activities such as road closures, fireworks, temporary structures or events that meet the requirements of a Place of Public Entertainment (POPE).

If additional approvals are required, Council will advise you during the Event Permit assessment process and provide information on the relevant application requirements.

Permit	Department / Unit	Processing time (business days)
Places of Public Entertainment Permit – Contact Council	Municipal Building Surveyor	45 days
Siting Permit - Temporary Structures – Contact Council	Municipal Building Surveyor	45 days
Temporary or Full Road Closure Permit	Engineering and Environmental Services	5-10 days
Permit to Release Fireworks / Firecrackers	Community Safety	21 days
Statement of Trade Approval (lodged through FoodTrader)	Environmental Health	2 days

3.2 External Permits and Regulatory Approvals

Some events may require permits, licences or notifications from external agencies in addition to Council approval.

The approvals required will depend on the activities being undertaken and may relate to areas such as liquor licensing, traffic management or public safety.

If external approvals are required, Council will advise you during the Event Permit assessment process and provide information on the relevant requirements. Please note that all required approvals must be obtained before an Event Permit can be issued.

External Permits and Regulatory Approvals:

Permit, licence or notification	Organisation	Website
Temporary Liquor License	Victorian Commission for Gambling and Liquor Regulation	www.vic.gov.au/check-you-need-liquor-licence
Memorandum of Authorisation	Transport Victoria	www.transport.vic.gov.au
Notification of events affecting public transport	Public Transport Victoria	www.ptv.vic.gov.au
Event notification	Victoria Police	www.police.vic.gov.au/events
Event notification	Fire Rescue Victoria	www.frv.vic.gov.au
Fire Permit	Fire Permits Victoria	https://firepermits.vic.gov.au/apply
Event notification	Ambulance Victoria	www.ambulance.vic.gov.au/public-events
Inspections/ Approvals	WorkSafe Victoria	www.worksafe.vic.gov.au/major-events
Music licence	One Music	https://onemusic.com.au/news/what-is-public-performance-licence
Use of Drones	Civil Aviation Safety Authority	www.casa.gov.au/drones



4. Event Permits – Further Details



This section provides additional information about some of the requirements that may apply to your event.

4.1 Public Liability Insurance

Event organisers of all low, 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 time. When applying for an Event Permit, applicants will be required to upload a copy of the Certificate of Currency for their Public Liability Insurance.

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 contractor's documents should be collected in advance of the event and stored in a safe location at the event.

4.2 Resident & Business Event Notifications

Where an event is likely to impact nearby residents or businesses through noise, traffic, parking or road closures, Council may require event organisers to provide advance notification.

If notification is required, Council will advise you during the assessment process and provide guidance on the information to be shared.

4.3 Public Safety Officer (PSO)

To ensure safety during public events that are high impact or have high risk elements, Council may require organisers to have a Public Safety Officer on-site for the duration of the event. The need for a PSO to be present will be determined on a case-by-case basis.

A PSO is required for:

- High impact events
- Events that include high risk activities such as amusement rides, fireworks, selling of alcohol etc.
- Events with POPE conditions requiring provision of a PSO.

4.4 Exclusive Use of Open Spaces

Whitehorse permits event organisers to have exclusive use of public open spaces on a case-by-case basis.

To have exclusive use of open spaces, applicants must abide by the following conditions

- Events must be open to the public and offer tickets for sale to the public. (The only exception is for private weddings)
- Exclusive space is less than 80% of the total open space in the park
- Area of exclusivity must be agreed upon by both Council and event organiser
- Public amenities such as playgrounds, basketball courts and toilets may not be included in the exclusive area and must always remain accessible to the public
- Organisers must apply for necessary permits such as Place of Public Entertainment (POPE)

4.5 Site Inspections and Handovers

Site inspections and handovers are required for medium to high impact events and for events where a bond has been implemented. To ensure that the process is transparent and fair, a formal site handover will occur prior to the setup of the event and a formal site handback on completion of the event including pack-up and clean-up. The site handover process will involve:

- **Preliminary Site Walkthrough**

Event organisers must undertake a preliminary site walkthrough at least 10 business days prior to the event to assess the event site to identify any maintenance, access, or safety concerns. Event organisers are responsible for documenting any issues and sharing it with Council for action where applicable. For high impact events, a council representative and relevant contractors may attend the walkthrough.

- **Pre-Event Site Handover**

A formal site handover will be conducted two days prior to the event. A joint inspection will be carried out by a Council representative and the event organiser to complete a Site Condition Report, noting any pre-existing damage. Once signed off, responsibility for the event site is transferred from Council to the event organiser.

- **Post-Event Site Handback**

At the conclusion of bump-out, a final site inspection will be conducted by a Council representative and the event organiser to ensure the site is returned to its original condition. The site will

be assessed against the pre-event Site Condition Report and any damages identified. The event site is then formally handed back to Council.

4.6 Place of Public Entertainment (POPE) Permits

A POPE Permit may be required where an event is held in a building or location that is not normally used for public entertainment, and where one or more of the following applies:

- The event area exceeds 500 square meters.
- The place is enclosed or substantially enclosed
- Entry to the event is gained through payment or other consideration

Approval may also be required for the installation of temporary structures, such as seating stands, marquees, tents, booths or stages. These Siting approvals are managed separately and will form part of the broader event assessment process.

Additional information on POPE or Siting requirements can be requested from the Planning and Building Department on (03) 9262 6482 or email via: customer.service@whitehorse.vic.gov.au

4.7 Total Fire Ban Days and Adverse Weather

It is the event organisers responsibility to check for adverse weather warning and make a call to cancel the event if it is unsafe to proceed. Council has the authority to revoke the Event Permit and cancel the event if it is deemed unsafe to proceed or contravening Event Permit terms and conditions.

Activities that require the use of fire in the open air in a Fire Danger Period and on Total Fire Ban days are prohibited unless a Fire Permit has been obtained from Fire Rescue Victoria. This relates to caterers including food vendors and food stalls as well as fire for the purpose of entertainment including fireworks or pyrotechnics. More information and permit applications can be found at <https://firepermits.vic.gov.au/>

Any events scheduled to occur in a Bushland Reserve on a day of Total Fire Ban (TFB) will need to be cancelled, postponed, or moved to a different location. Bushland reserves include parks such as Blackburn Lake Sanctuary and Gardiners Creek Reserve.

4.8 Accessibility at Events

Accessibility is important at events to ensure that everyone, regardless of age, ability, or gender has access. Council encourages event organisers to consider and implement accessibility measures at events as appropriate to the event. Things to consider when organising an event that will improve accessibility and participation for all include:

- Site access – are ramps required; are pathways solid
- Signage and public announcements – are these accessible for vision and hearing impaired
- Viewing – having Auslan interpreters and ensuring they can be seen
- Emergency procedures and egress
- Breakout spaces – for those that experience sensory overload and require a quiet space
- Toilets – ensuring there are accessible toilets and even an adult change facility

- Car parking – having enough accessible car parks and a drop off zone. Temporary accessible parking may need to be created.

These are only some of the many considerations to factor into event planning. Additional information can be found at Council's [Event Planning Resource Hub](#) and the [Department of Families, Fairness and Housing](#).

4.9 Other Considerations for Events in Whitehorse

Other considerations when running an event in a park, bushland, or open spaces include:

- Temporary structures must not be placed within three meters of tree trunks or 1.5 meters of garden beds.
- Council does not allow pegging/staking of temporary structures, rides, or inflatables. All structures must be weighted using metal or concrete weights.
- Petting zoos/animal farms/rides and inflatables are not permitted in Bushland Reserves
- The adequate provision of first aid is essential at all events in Whitehorse.
- Event organisers are required to ensure that there are adequate toilet facilities – including accessible toilets - available for the number of people attending the event. If the site selected does not have sufficient facilities, portable facilities will need to be hired.
- The event site must be left clean, with no waste or litter remaining once the event concludes. Disposal of event waste is to be managed by the event organiser. Permanent bins, managed by Council, are amenities provided for use

by normal park patrons and not to be used for disposal of event waste.

- The event must comply with Environmental Protection Agency (EPA) noise regulations. This includes noise limit for music from an outdoor entertainment event during standard operating hours within a noise sensitive area. More information can be found via the [EPA website](#).

4.10 Grants

Whitehorse encourages event organisers to seek grant funding, sponsorship, and support from a wide range of groups including local council, state government, local businesses and more.

- Whitehorse's annual Community Grants Program provides funding to groups to deliver events in Whitehorse. More information about Whitehorse Community Grants can be found at: <https://www.whitehorse.vic.gov.au/about-council/grants-community>.
- The Whitehorse Grant Finder Program is a free service to help community organisations, business and individuals find grant opportunities. More information about the the Whitehorse Grant Finder Program can be found at: <https://www.whitehorse.vic.gov.au/about-council/what-we-do/awards-grants-and-funding/whitehorse-grant-finder>



Remember!

We're here to help

If you're unsure where to start, have questions about permit requirements or would like advice on planning your event, please contact Council's Festivals & Events team via phone or email – 03 9262 6352 or [**creative@whitehorse.vic.gov.au**](mailto:creative@whitehorse.vic.gov.au)

Document control
Whitehorse City Council Events Framework
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