



Merri-bek
City Council

Event Permit Guide

A guide to planning outdoor events in Merri-bek



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Merri-bek City Council has created this guide to assist event organisers who wish to host an event within one of Merri-bek's public spaces including parks, playgrounds, sportsgrounds, and roads.

This guide aims to provide guidance for complying with Merri-bek City Council regulations and other legislative requirements as required by the event permitting process.

To hold an event in one of Council's venues, please see the Halls and Venues for Hire page on our website.

Disclaimer

The information contained in this document is intended as a guide only. This document should not be substituted for professional advice. Information contained in this guide will be subject to change.

This document has been created by the Arts and Culture Unit at Merri-bek City Council.

Merri-bek City Council accepts no liability for any loss or damage incurred by an event organiser or third party through information obtained from this document.

Acknowledging Merri-bek's traditional owners

Arts Merri-bek acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners and Custodians of the lands and waterways in the area currently known as Merri-bek. We recognise their continuous connection to culture, community and Country and embrace their traditional and contemporary cultural and creative expression. We pay our respects to their Elders past, present, and emerging, and to all First Nations people who are part of the community today.

Event Overview

What is an Event?

Merri-bek City Council defines an event as anything that happens or is regarded as happening; that includes those criteria set out in the event permit requirements and that is outside the normal use of a public park or roadway, especially one of some importance.

A festival is a public festivity, with a series of musical, dramatic, or other performances, processions, exhibitions, etc.

Will my event need a permit?

An Event Permit ensures that all activities comply with the necessary requirements and legislation. A Permit also clarifies responsibility and liabilities, ensures the use of the facility or space and minimises disruption and impact on other users of public spaces and neighbouring residential and business premises.

Merri-bek City Council requires submission of an Event Application between 4-26 weeks (depending on the type of event) prior to the event date to be able to process a permit.

An Event Permit is required if your event meets any of the following criteria:

- Over 100 people are expected to attend the event and/or
- Use of inflatable structures or carnival rides and/or
- A wedding ceremony is being performed and/or
- A road closure is required and/or
- Vehicles will be driving on site and/or
- Use of power is required (on-site power or generators) and/or
- Access to water is required and/or
- Infrastructure is being brought onto Council land for the event (e.g. pop up marquees, staging, sound equipment, toilets etc)

Event permit types

To assess what type of Event Permit is required for your event, we have outlined the main characteristics of each permit in the table below to evaluate the risk of your event based on the information provided in the Event Application.

Event permits are categorised by risk rating (**Low, Medium, High**) or event type (**Inflatable, Wedding**) and each permit type has its own application requirements.

The main characteristics of each permit are outlined here (but not limited to):

Type	Low	Medium	High	Inflatables	Weddings
No. of Days	Single Day	1 – 5 days	> 1 days	Single Day	4 hours
Est. Attendance	101 – 500	501 – 2500	2501+	No limits	< 200
Marquees (total area)	< 45m ² Marquees	< 90m ² Marquees	> 90m ² Marquees	None	None

Vehicles on site	No	Permitted	Permitted	1 vehicle permitted	No
Staging	No staging	Small temporary stage	Multiple stages	No staging	No staging
Sound	Amplification	Amplification	Amplification	None	Single, portable PA system
Carnival rides	No	No	Yes	No	No
Fireworks	No	No	Yes	No	No
Road Closures Allowed	No	Minor road closure/s only	Complex road closure/s only	No	No
Application Timeframe	4 weeks	10-12 weeks	20-26 weeks	4 weeks	4 weeks

Events not required to apply for a permit

In some cases, events may not need a permit. These could include:

- Sporting events which are presented as part of a regular fixture and run by clubs within existing lease agreements.
- Group fitness activities
- Events being held indoors, including Council buildings, halls and community centres.
- BBQs, birthday parties and Christmas functions that do not involve things like temporary infrastructure, amplification, jumping castles and amusements unless over 100 people.

Fees

Event Fees

Fees are charged according to the size and complexity of the event.

Bond Fees

It is a requirement of Merri-bek City Council that all event organisers pay a bond prior to being granted an Event Permit. Bond costs are tied to the category of Event Permit and are paid into a holding bank account at Merri-bek City Council via invoice.

The bond is fully refundable, subject to satisfactory compliance with all conditions listed in the Event Permit and satisfactory post-event inspection of the site being carried out by Merri-bek City Council Officers within 48 hours of the event.

Event Fees and Bond Fee incl. GST

(per event day, bump in/out days charged at 25% of event day fee)

	Low Risk Event	Medium Risk Event	High Risk Event	Inflatable	Wedding
Event Permit	\$211	\$474	\$1,105	\$108	\$474
Bond	\$500	\$1,000	\$2,000	\$500	\$500

Ticketed events

Ticketed events are any event where a ticket is required to be purchased to enter a fenced event site.

1.5% of gross box office (ex GST) is payable to Merri-bek City Council in addition to the Event Permit Fee.

Additional fees

Additional fees may apply for supplementary permits such as a Temporary Road Occupancy (TRO) permit. You can find out more about this permit on our Building permits page.

Additional fees may also apply for supplementary permits such as a PoPE (Places of Public Entertainment permit).

Event Application Process

Step 1: [Submit an Event Application Form](#)

Step 2: [Event Application Assessment](#)

Step 3: [Submit supporting documentation](#)

Step 4: [Invoices and Permit Issued](#)

Step 5: [Deliver event](#)

Step 6: [Return of keys and bond fee](#)

Step 1: Submit an Event Application Form

The [Event Application Form](#) is an online form that provides Merri-bek City Council with an overview of your event, so we can assess whether an Event Permit may be required. It is recommended that as much information is supplied as possible.

Please note, the submission of the Event Application Form does not imply the event is approved – it is an application only.

Step 2: Event Application Assessment

A Merri-bk City Council Festivals Officer will be your main contact throughout the application process.

After submitting your Event Application Form, the Festivals Officer will confirm if your proposed event location is available and suitable for your event activity.

The Festivals Officer will use the information provided in your application form to determine if your event requires a permit. If a permit is required, your event will be categorised as low, medium or high risk or whether it requires a Wedding or Inflatable permit.

Within 7 days of submitting your application, the Festivals Officer will be in touch to let you know whether your event can move forward to the planning stage, and what permissions and approvals may be required to deliver your event.

Step 3: Submit supporting documentation

If your event is categorised as **Low, Medium or High Risk**, you will be required to submit:

- Risk Assessment
- Site Map
- Public Liability Insurance (minimum \$20 million)
- Evidence of notification to surrounding businesses/residents (if applicable)
- A list of food vendors trading at your event (if applicable)

Any other licences/permits/documentation as required such as an event plan, liquor licence, temporary road occupancy permit or Places of Public Entertainment Permit.

If you are applying for a **Wedding Permit**, you will be required to submit:

- Site map outlining where the wedding will be taking place on Merri-bek City Council land

If your event requires an **Inflatable Permit**, you will be required to submit:

- Public Liability Insurance (minimum \$20 million) certificate from inflatable provider
- Risk Management plan from inflatable provider
- JSA (Job Safety Analysis) from inflatable provider

More information about these documents is located under the **Mandatory Event Planning Requirements** section of this guide.

Step 4: Invoices and Permit issued

When your supporting documentation is approved, your **permit fee** and **bond** invoices will be issued. Once paid, your **permit** will be issued to the Event Organiser/Organisation. The permit may include a list of conditions the event organiser must comply with in order to safely deliver the event.

In some circumstances, you may be required to attend a site induction at the event location prior to the event.

Step 5: Deliver event

Your event is delivered safely in accordance with the issued permit conditions and your event plan, site map and risk assessment.

Step 6: Return of bond fee

Any keys and equipment that have been signed out will need to be returned.

The bond fee will be refunded post-event following a site inspection and in accordance with the terms and conditions outlined in your permit.

Mandatory Event Planning Requirements

When applying for an Event Permit it is essential that you provide the mandatory information including, at a minimum; Public Liability insurance, Site Plan and Risk Assessment.

Public Liability Insurance

All events except Weddings require Public Liability Insurance.

It is the responsibility of the event organisers to ensure the safety of event staff and the general public, as well as any equipment that is hired for the event. Public Liability Insurance ensures the organising committees and their members are financially protected against loss should an incident occur.

As a result, every event organiser (except Wedding Permit holders) must supply a Certificate of Currency for Public Liability Insurance of at least \$20 million with their permit application. In the case of Inflatables, the equipment provider must have a certificate that you can supply to Merri-bek City Council.

Your Event Permit will not be issued until Merri-bek City Council receives evidence of your cover, in the form of a Certificate of Currency, which must outline:

- the name of the Insurer
- Public Liability insurance to a minimum value of 20 million dollars (\$20,000,000) in the legal organisation name or governing body

The policy must note that Merri-bek City Council is an Interested Party (Principal Indemnity Endorsement), and that the Business Activity shown on the Certificate of Currency must be appropriate for the organiser's function.

If the event organisers have received permission from Merri-bek City Council to engage a ride and amusement contractor, the contractor must also provide a copy of their Certificate of Currency for Public Liability insurance of no less than \$20 million.

Site Plan

All events require a site plan.

A site plan is an essential tool for planning your event, and once complete it should be distributed to everyone involved in the event. Every permit requires that a site plan is submitted. To create a plan, you can download an aerial photo from the internet or alternatively the Festivals Officer can provide you an image of an event site from which you can draw your map. This should be a 'to-scale' map of the event site, clearly marked with all elements of the event, including:

- The whole site including permanent and temporary fencing lines
- Public entry and exit points
- Footpaths and roadways on site
- Public roadway closures if required
- Power access/ generator locations if required
- Dimensions and placement of permanent and temporary infrastructure
- Amenities (toilets, ATM, first aid, water, emergency centre)
- Event communication centre (if applicable)
- Parking locations
- Food stalls, stages, programming and anything else your event will include

- Emergency evacuation assembly points
- Any COVIDSafe requirements

Risk and Emergency Planning

All events except Weddings require a Risk Management plan to receive a permit.

A Risk Management Plan identifies all potential risks that may arise from holding an event and then lists the steps event organisers will take to reduce or mitigate the identified risks. In order to understand what risks need to be managed, a risk assessment needs to be undertaken.

The main risks to consider are anything that could:

- cause harm to another person
- cause damage to equipment, infrastructure or the event site, or
- harm the future of the event organising committee and event itself.

Understandably, many risks are out of the event organiser's control. In this case it is important that the Risk Management Plan detail who is responsible for coordinating the safety of every person on site should something occur.

A Risk Management Plan should include:

1. Risk Assessment
2. Emergency Management Plan
3. Traffic Management Plan – where applicable
4. Site Safety Induction Checklists – for staff working on the event or site

Emergency Management Plan

An Emergency Management Plan should be created to define key contacts and processes to be followed in the event of an emergency situation occurring at your event.

There is an Australian Standard for these plans which may be of assistance in developing your plan; AS/NZS 4360:1999 Risk management.

The procedures in your plan should be used as guidelines in the event of an emergency.

This plan may include:

- Key contacts (including nominated Emergency Wardens for larger events) and staffing structures/ lines of reporting
- Emergency Services information and contacts
- Emergency Management planning – responses and procedures to potential emergency situations
- Evacuation Plan and assembly points
- First aid information
- Incident reporting procedures, and
- Any additional event information and logistics that may be beneficial when considering an emergency.

Site Safety Induction Checklists

All staff, contractors and volunteers who are to work at the event site are to be inducted before commencing work.

Other permits

In addition to an event permit, you may require several other permits depending on the activities at your event.

Those listed here are the most frequently needed, the activities of your event may require you to obtain others not detailed here.

- Parking and traffic management
- Temporary food permits
- Community event signage
- Liquor Licensing
- Temporary Road Occupancy
- Fire or fireworks
- Broadcasting music
- Places of Public Entertainment Permit

Planning your event

Before you start planning your event and submitting an event application please consider the following questions:

- What is the purpose of your event?
- Who is your intended audience?
- When will the event happen?
- Where will the event take place?
- What will the event be called?
- What are the events key activities and entertainment?
- How much will it cost to run?
- How will you advertise your event?
- How many staff and/ or volunteers will you need?
- Will weather be an issue?

Choosing a location

Parks and outdoor areas in Merri-bek which can be used for festivals and large gatherings. Merri-bek has a range of outdoor spaces suitable for picnics, barbecues, festivals and events.

Visit [Outdoor Event Spaces](#) to view available open spaces to hire for your next event.

All outdoor spaces are shared by the community, so you must consider the impacts of your event on the space and other users.

Things to keep in mind when choosing a space for your event include:

- Is it appropriately sized to accommodate the number of people and equipment?
- Does it come with existing infrastructure, for example parking space, and toilets?
- Would your event be likely to damage the site?
- Will residents and businesses be adversely affected by noise and parking?
- Is the site accessible by public transport? For equipment delivery? For people with limited mobility? To emergency vehicles?

Handy Hints to Planning Your Event

Accessibility

Planning for disability access and inclusion means your event can be engaged with by a broad reach of people. 1 in 5 people have a disability in Australia and this number is higher again in Merri-bek. In planning activities, you need to think about how patrons will get to and enter your event, what level of accessibility will be possible for all activities on site and how people will know about access possibilities and limitations.

All Merri-bek festivals and events should be held in accessible venues/spaces and we strongly recommend considering accessibility through the following elements:

Event promotion	Ramps	Hearing Loop
Tickets	Service Counters	Toilets
Pre event information	Stalls	Venue Selection
Public Address Systems	Signage	Rest Areas
Entries and doorways	Seating	AUSLAN requirements
Lifts	Audio-Visual Presentations	

If your event targets children and people with Autism Spectrum Disorder (ASD), you will need to think about creating a Sensory Friendly space.

There are legal requirements which should be considered when organising an event such as the Federal Disability Discrimination Act (1992) which protects Australians against discrimination.

For more information on creating an accessible event, please refer to [Accessible Events Guidelines and Checklist \(State Government\)](#)

Acknowledging Merri-bek's traditional owners

At Merri-bek City Council events, the following statement is read to acknowledge the traditional landowners. Event organisers may also wish to engage the [Wurundjeri Land Council](#) to assist with a Welcome to Country for your event. In the absence of a traditional Welcome, we encourage the following statement be read:

'We proudly acknowledge the First Peoples of Victoria and their ongoing strength in practising the world's oldest living culture. We acknowledge the Traditional Owners of the lands and waters on which we live and work and pay our respects to their Elders past and present.'

This excerpt is taken from [First Peoples – State Relations](#)

Alcohol & Liquor Licensing

If you intend to sell alcohol at your event you must apply for a Temporary Liquor License from Liquor Licensing Victoria. Liquor Licence Victoria require one month notice for most events although larger events may take up to two months.

Approval through FoodTrader may also be required. The sale of alcohol will also require a Temporary Food Stall Permit from Merri-bek Council.

BYO alcohol is not permitted at Events, except in local parks and reserves on weekends and public holidays where the drinking of alcohol is permitted from 11am - 6pm standard time and from 11am - 10pm daylight savings time.

For more information about obtaining a Temporary Liquor License, please visit [The Victorian Commission for Gambling and Liquor Regulations \(VCGLR\) website](#).

Animals

Merri-bek City Council does not permit animals at any events, including petting zoos, animal rides etc.

Dogs must be on a leash during outdoor events.

[Park amenities and equipment \(merri-bek.vic.gov.au\)](http://merri-bek.vic.gov.au)

Child Friendly and Child Inclusive Events

Merri-bek City Council is a Child and Young People Friendly City, and we encourage all public offerings to consider the ways to be more child friendly.

- Consider a designated and comfortable breastfeeding area away from crowds
- Ensure there is pram access at the event
- If your event is outside, ensure there are enough shaded areas and toilets
- Do you require baby change rooms/ designated area available
- Consider the time of event
- Consider providing enclosed areas for children's play (7 years and under) away from busy roads
- Consider the promotion of the event – ways to advertise your event to teenagers/children/parents.

If working with children under 16 years of age, you or any other staff or contractors may require a [Working with Children check](#).

Emergency Service Organisations

Police

Police may need to be involved in your event planning process in regards to public safety, road closures, liquor licensing and law enforcement issues, or events that would otherwise attract large numbers of people.

Police may request a copy of the Risk Assessment and Traffic Management Plan (if required).

The police contact details will depend on where the nearest station is – event organisers will need to make contact with the Officer in Charge at the police station nearest to the event location.

Brunswick Police Station

brunswick.uni@police.vic.gov.au

(03) 8378 6000

Fawkner Police Station

fawkner.uni@police.vic.gov.au

(03) 9355 6000

Ambulance

A notification email should be sent to Ambulance Victoria regarding your event. Ambulance Victoria will conduct simple risk assessments on all events to determine whether extra services are required. If there is a need to have additional support, the event organiser may have to pay for services at the event.

Email: events@ambulance.vic.gov.au

Fire Brigade

The Metropolitan Fire Brigade (MFB) can provide information to the event organisers in relation to fire safety matters, and response requirements and information regarding total fire ban days. This may extend in some circumstances to the issuing of a total fire ban exemption permit for the event to enable cooking to take place.

Email: semr@mfb.vic.gov.au

State Emergency Service

The State Emergency Service (SES) may have a role to play in emergency management or emergency recovery. Contact should be made at least two months in advance of event date.

Email: central@ses.vic.gov.au

Fire

If your event includes lighting a fire pit or smoking ceremony, you will be required to submit an Open Fire/Burning Off application. There is no fee for this permit.

Contact the Festivals Officer to receive an application.

Fireworks and Firecrackers

If you intend to engage a Pyrotechnician to launch fireworks as part of your event, a fireworks discharge notification form must be filled out and submitted to WorkSafe before discharging fireworks or Chinese firecrackers.

To apply, visit WorkSafe: <https://www.worksafe.vic.gov.au/fireworks-discharge-notification>

Pyrotechnicians must have current public liability insurance for a minimum of \$20 million and have Merri-bek City Council listed as an interested party.

You will also require an event permit. As part of your application you will need to:

- Provide a copy of the Pyrotechnician Certificate.
- Provide a site plan of display location.
- Provide a copy of the WorkSafe Notification.
- Provide copy of notification/letter to local residents.
- Provide copy of map showing letter drop area.

First Aid

First aid resources are essential to your event production. First aid personnel and facilities must be easily identified by patrons and adequately equipped. The number of first aid posts/stations required depends on the size of the event. Merri-bek City Council requires at least one person working at the event be trained to a Level 2 competency as a minimum. It is also recommended that portable first aid kits be available for use by trained personnel.

Food Safety

Anyone who will be selling any type of food or drink must submit a Temporary or Mobile Food Premise Registration at least 3 weeks before the event. This is delivered through a state-wide program called FoodTrader. For more information, please visit the [Merri-bek City Council website](#).

Gas Safety at events

Gas safety can be achieved by ensuring all gas installations are safe and certified as complying with current Regulations and Safety Standards.

Event organisers should read the Code of Practice for The Safe Use of LP Gas at Public Events In Victoria, which applies to the use of Liquefied Petroleum Gas (LPG) at public events, such as major sporting and entertainment events, festivals, school and church fetes, local markets and other non-profit group functions.

Read through the Code of Practice here: [Events | Energy Safe Victoria \(esv.vic.gov.au\)](#)

Fundraising & Raffles

If fundraising or raffles are occurring at your event, and the prize value is over \$5,000 you are required to declare the activity with the Victorian Commission for Gambling and Liquor Regulation (VCGLR) <https://www.vcglr.vic.gov.au/gambling/raffle/licensee-resources/faqs>

Infrastructure

Infrastructure can include temporary marquees, tents, booths, dance floors or stages.

A number of temporary structures require a building permit from Merri-bek City Council. These include:

- Tents, marquees or booths with a floor area greater than 100m²
- Seating stands for more than 20 persons
- Stages or platforms (including stage wings) exceeding 150m² in floor area
- Prefabricated buildings exceeding 100m² other than ones placed directly on the ground surface
- Events charging an admission fee and those that are substantially enclosed
- Exceeds 5,000 people in a place larger than 500m²

The above marquees, stages and platforms must be registered with the Victorian Building Authority (VBA) by the supplier and erected by a registered contractor (registered building practitioner or registered as an Erector or Supervisor of Temporary Structures).

If your temporary structure/s does not require a building permit, safety and regulations still apply. Consider the below when organising temporary infrastructure at your event:

Marquees

Marquees or other infrastructure must be weighted using appropriate weights. Pegging or the use of ground stakes to secure marquees are not permitted in any of Merri-bek's parks or roadways.

Inflatables & Amusements

Inflatables (bouncing castles) can be a fun way to provide entertainment for children at your event, however they do come with significant risk. To ensure your attendees are safe, you will need to work with the provider of on-site amusements to ensure compliance.

Any company wishing to supply amusements should be able to provide all the documents you need relating to:

- Manufacturing standards compliance
- Operating procedures and compliance
- Work Cover registration
- Public Liability Insurance of at least \$20 million

Some regulations may also require the operators to have documents on display during the event.

Marketing your event

Submit an event listing on the Merri-bek events calendar. Your event will need to be run by Merri-bek City Council or taking place in Merri-bek, and needs to align with Merri-bek City Council's values and policies to be accepted.

[Submit an event listing \(merri-bek.vic.gov.au\)](https://merri-bek.vic.gov.au)

Music

If you will be broadcasting live or pre-recorded music at your event you will need to obtain a music licence. More information can be found at [One Music Australia](#).

Noise

Events often create noise levels in parks and reserves much higher than normal due to music amplifiers, generators and crowds. It is important to minimise disruption to local and surrounding residents and businesses by monitoring the level of noise created by the event.

In line with Environmental Protection Authority legislation, events can only be held between 12 pm and 11 pm, except where the event duration is longer than 5 hours (consecutive). In these cases, the event can only be held between 12 pm and 10 pm. Sound levels must not exceed 65dB(A). Your sound technician should be advised of this and regularly monitor sounds levels.

Where you think noise may exceed these levels, your event permit may specify that noise levels are detailed in advance and that an independent Acoustic Engineer will be permitted to monitor levels on the day of the event.

Visit [Environmental Protection Authority](#) for further information.

Place of Public Entertainment (POPE)

If you are organising a public entertainment event, you may need to obtain an occupancy permit for a place of public entertainment.

The Building Act 1993 requires that a person must not organise, carry out or cause public entertainment to be carried out in a place of public entertainment unless an Occupancy Permit for Places of Public Entertainment (POPE) has been obtained.

Similarly, an owner or occupier of a place of public entertainment must not allow the place to be used for public entertainment for a fee, or reward, unless an Occupancy Permit for Places of Public Entertainment has been obtained.

Power

If you require power at your event site, it's important to determine how much power will be required to operate your event, where the existing power is located, how much power is available, who needs power and how much power they need.

Onsite power at Merri-bek City Council parks and reserves is generally not available, however advice should be sought from Council's Festivals Officer.

Where portable generators are being used, it is advisable to use silent generators to minimise noise. All electrical equipment should be appropriately tested and tagged by a qualified Victorian electrician. Electrical cabling should not be placed across walkways and should be kept clear of patrons without the appropriate protection. Overhead wiring should not be placed in trees.

Further information regarding electrical safety can be obtained from [Energy Safe Victoria](#).

Security

Security staff can be engaged to carry out a range of duties at an event.

Not all events will require security staff, however, you may wish to hire staff as part of your event production, or Merri-bek City Council may specify that it is a requirement of your Event Permit.

Security at events may be engaged to carry out:

- monitoring and communicating on crowd and individual behaviour
- dealing with potentially aggressive, abusive or violent behaviour
- administering and coordinating 'first response' first aid or critical care
- coordinating emergency evacuation of a venue or event
- liaising with emergency services.

Sustainability & Plastic Wise Policy

Sustainable event practice in very simple terms requires event organisers to minimise or eliminate any adverse or harmful effects on people or the environment, which may result due to the actions and activities planned for the event.

In April 2019 Merri-bek City Council endorsed the [Plastic Wise Policy](#). This policy supports Council's commitment to reduce the environmental impact of single use plastic across Council events and events on Merri-bek City Council land, as well as in Merri-bek City Council facilities and services, through promoting sustainable alternatives and practices.

For events held in Merri-bek, the following requirements must be met:

- Single-use plastic bags are not to be used, sold or distributed for transportation or promotional purposes
- Bottled water is not to be provided, sold or distributed. Alternative, free access to water must be provided
- Single-use plastic cups, plates, bowls, cups, straws, cutlery and take away food containers are not to be used, sold or distributed
- Single-use disposable cups and lids are not to be used, sold or distributed
- All avoidable plastic packaging, including cling wrap, plastic bags or similar must not be used in the purchase, sale, distribution and transport of food or goods
- Balloons are not to be used, sold or distributed
- Event materials are to be reused where possible (including event signage and promotional banners and flags), and
- The event site must be left litter free and returned to pre-event conditions.

Toilets

Many of Merri-bek City Council's open spaces have public toilets which will be available for you to use during your event. As the event organiser you are responsible for ensuring that toilets remain clean and maintained during events.

In addition to Merri-bek City Council's toilets or if there are no existing toilets at your event site, you may be required to provide additional portable toilets, including accessible toilets for the event.

The number of toilets to be provided will depend on things like:

- anticipated crowd numbers
- the gender of the patrons (women require more facilities than men)
- the duration of the event, and
- availability and consumption of alcohol.

Resident & Trader Notification

It is a requirement of the Event Permit process that you advise the residents in the surrounding area that an event will be taking place. It is particularly important to do this if the event is likely to have an impact on the normal activities of local residents. This letter is also a great opportunity to invite residents to attend or participate in your event.

We recommend that the letter be distributed to all homes within 500 metres of the site, depending on the location of the event, at least two weeks *in advance* of the event taking place.

Signage & Real Estate Boards

Your event may require signage to assist with directions and information. Ensure the signage is readable from a distance and designed to withstand outdoor conditions. If your event takes place at night, ensure the signage is well-lit.

If you plan to use Real Estate Boards to promote your event, please note you will require an additional permit. Merri-bek City Council has a list of approved sites available for real estate board installation. Please contact the Festivals Officer for more information.

Traffic management & road closures

It is important to consider how your event may impact the flow of local traffic, particularly when organising events in spaces in heavy residential areas. A Traffic Management Plan deals with any impacts on the roads, nature strips, footpaths or laneways around the event.

The Festival Officer will advise if your event requires a Traffic Management Plan.

Temporary Road Occupation (TRO)

You need a Temporary Road Occupation Permit to close any part of a road, laneway or footpath for a special event, including fun runs, bike rides, street parties, festivals, parades, sporting events and church processions. Merri-bek City Council and/or VicRoads and Victoria Police must grant approval for a road closure.

To apply for a permit, please visit the [Temporary Road Occupation](#) website.

Public Transport

Event organisers should encourage event attendees to use public transport to get to and from the event where possible. If your event is likely to have an impact on Victoria's regular train or bus services, then you need to submit an Event Notification to the Department of Transport at least 120 days prior to the event.

Visit [PTV](#) to register your event.

Vehicle Access

Vehicles on Merri-bek City Council reserves and parks should be limited to avoid disturbance to lawns and landscaping. Merri-bek City Council is required to grant permission for vehicles to enter Council parks and reserves. Contact Merri-bek City Council's Festivals Officer to discuss your needs.

Waste management & cleaning

Managing waste at events helps ensure both the safety and well-being of patrons and to protect the environment where the event takes place. It is also essential to ensure the future viability of the event. Waste reduction at events takes a further step towards reducing the overall environmental impact of the event, by considering what materials are brought in, sold or given away.

Event organisers are responsible for ensuring that the following waste reduction practices are undertaken at the event:

- both rubbish and recycling bins are provided to patrons and vendors, and
- all waste is to be contained inside bins or skips.

Note that failure to effectively manage waste at events could result in the forfeiture of bond or discontinuance of future events.

Water

Event organisers should ensure there is a supply of drinkable water available to event attendees. This may include the provision of drinking taps. Food stalls should have access to a suitable supply of potable water for hand washing and sanitary requirements.

Weather

Weather can impact the success of an event and plans should be in place to combat all different weather conditions i.e. high winds, extreme heat, rain and thunderstorms.

All events should consider contingency plans for weather and ensure that this is part of your risk management planning.

We recommend that you monitor long-range forecasts on the [Bureau of Meteorology](#) website in the lead up to your event.

On days of total fire ban, permits for all activities involving an open flame, including cooking, must be obtained from the Fire Brigade.

Contact list

Merri-bek City Council Key Event Contact

Festivals Officer

9240 1111

communityevents@Merri-bek.vic.gov.au

Helpful Community Contacts

Service	Phone No.	Website
Ambulance Victoria	9840 3500	https://www.ambulance.vic.gov.au/
Aboriginal Victoria	03 8392 5399	First Peoples - State Relations First Peoples - State Relations (firstpeoplesrelations.vic.gov.au)
Auslan Interpreter Services	1300 287 526	https://www.auslanservices.com
Australian National Security	1800 1234 00	https://www.nationalsecurity.gov.au
Australian Red Cross	9345 1800	http://www.redcross.org.au
CFA Fire Ban Restrictions	1800 226 226	Welcome to CFA CFA (Country Fire Authority)
Civil Aviation Safety Authority – Drones	131 757	Civil Aviation Safety Authority (casa.gov.au)
Consumer Affairs Victoria	1300 55 81 81	http://www.consumer.vic.gov.au
Dial Before You Dig	(03) 9259 0100	https://www.1100.com.au/
Energy Safe Victoria	1800 800 158	https://www.esv.vic.gov.au/merchandise/gas-safety-at-publicevents/
Energy Safe Victoria - Gas emergencies	132 771	Events Energy Safe Victoria (esv.vic.gov.au)
Environment Protection Authority	1300 372 842	https://www.epa.vic.gov.au/
Food Safety – Vic Health	1300 364 352	https://www2.health.vic.gov.au/public-health/food-safety
Infrastructure Victoria	9936 1737	http://www.infrastructurevictoria.com.au/
Metropolitan Fire Brigade	9662 2311	http://www.mfb.vic.gov.au/
Parks Victoria	13 1963	http://www.parkweb.vic.gov.au

Public Transport Victoria	1800 800 007	https://www.ptv.vic.gov.au/
St John Ambulance	9588 8360	https://www.stjohnvic.com.au/index.asp
State Emergency Service	132 500	https://www.ses.vic.gov.au/
FoodTrader	1300 085 767	Homepage - FoodTrader
Vic Roads	13 11 70	https://www.vicroads.vic.gov.au/
Victorian Commission for Gambling and Liquor Regulation	1300 182 457	https://www.vcqlr.vic.gov.au/
Victoria Police – Brunswick Station	(03) 8378 6000	Email: brunswick.uni@police.vic.gov.au
Victoria Police – Fawkner Station	(03) 9355 6000	Email: fawkner.uni@police.vic.gov.au
Volunteering Victoria	(03) 8327 8500	https://www.volunteeringvictoria.org.au
Weather warnings summary		Australia's official weather forecasts & weather radar - Bureau of Meteorology (bom.gov.au)
Working with Children	1300 652 879	http://www.workingwithchildren.vic.gov.au/
Worksafe VIC	1800 136 089	https://www.worksafe.vic.gov.au/
Wurundjeri Council	(03) 9416 2905	https://www.wurundjeri.com.au/

Additional Resources

[Accessible Events Guidelines and Checklist \(State Government\)](#)

[Advice for managing major events safely](#)

[Arts Access Victoria](#)

[Code of practice for running safer music festivals and events](#)

[Human Rights and Equal Opportunity Commission](#)

[Submit an event listing on Merri-bek City Council site](#)

[Plastic Wise Policy](#)