



Festivals and Events Information Kit

A Guide to Organising Events in Manningham



Interpreter service

9840 9355

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1. Introduction

Events and festivals are an important part of life in Manningham. They unite the community and bring vibrancy to our parks and public spaces.

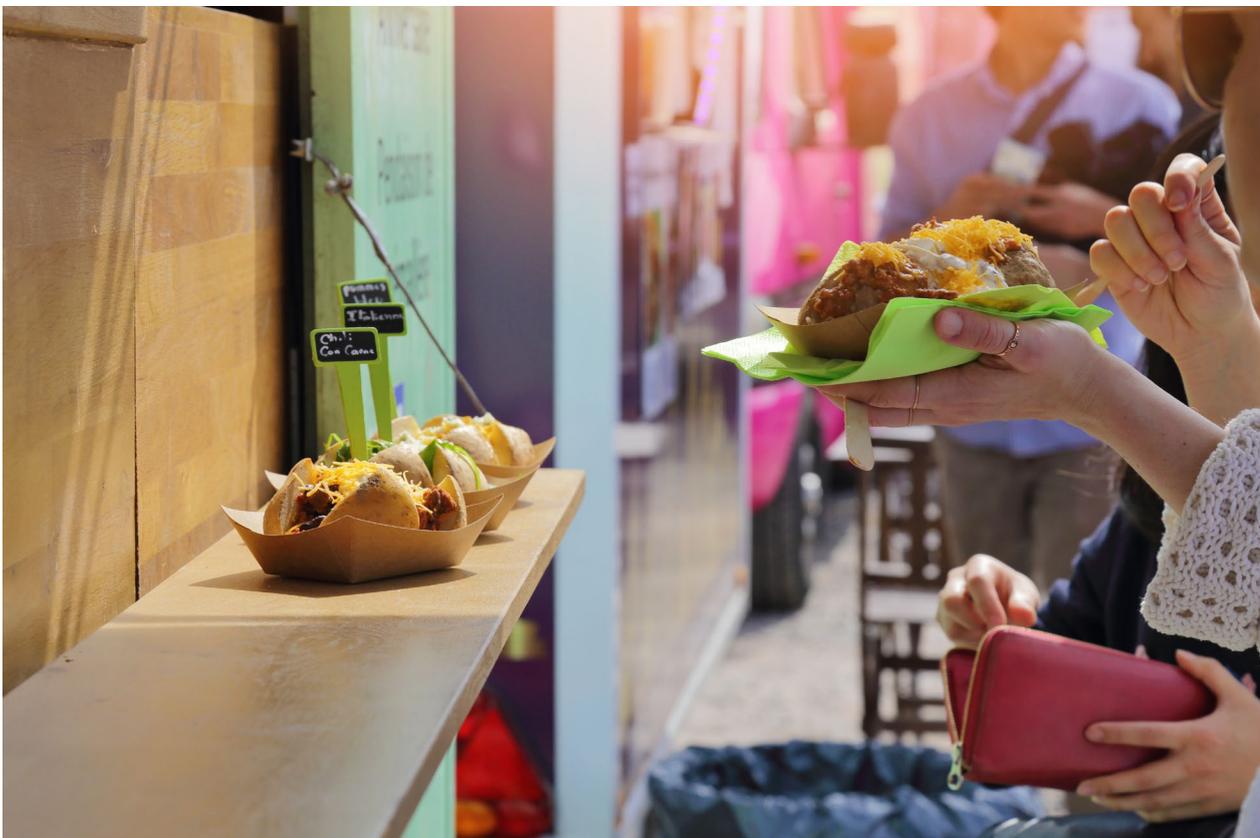
We support events that enhance the wellbeing of our residents, increase our local business economy and attract visitors to our region.

Successful events require careful and considerate planning.

To balance the needs of our community, we work with event organisers to ensure events are run safely and that elements such as noise, waste, parking and traffic cause minimal disruption to our local residents, stakeholders and businesses.

This guide is aimed at helping you as an event organiser understand the event permit approval process, so it is clear what documentation and permissions are required and provides guidance for complying with state regulatory bodies.

We hope you find it useful and welcome any feedback.



2. Does my event need Council approval?

If you are organising a public or private event in an outdoor public space such as a park, garden, reserve or street in Manningham, you may require approval to do so. To help determine whether your event needs Council approval or not, please read below.

Popular locations in Manningham are:

- Ruffey Lake Park (Victoria Street Hill and The Boulevard)
- Finns Reserve
- Warrandyte River Reserve
- MC2 Civic Plaza

3. Department of Health and Human Services Requirements

You will also need to submit a COVID Safe Plan for your event in accordance with Department of Health and Human Services guidelines relating to the COVID19 Events Framework. Please refer to the link provided for more information <https://www.coronavirus.vic.gov.au/public-events>

4. Events that **do not** require a permit

If your event falls into the below category you will not require approval:

- One to 80 attendees
- BYO catering that does not require vehicle access into the park
- No infrastructure (e.g. marquees, stages, jumping castles, food trucks etc.)
- Low noise impact
- No change to normal traffic and parking conditions

5. Events that require our approval

If your event fits into any of the below categories you will be required to submit a request to hold event on Council land form and seek our approval for your event.

5.1. Low impact events (81 to 500 attendees)

If your event has one or more of the following:

- 81 to 500 attendees
- One to five caterers or food vendors
- Limited temporary infrastructure (e.g. less than five marquees, additional tables and chairs)
- Low noise impact
- Low change to traffic and parking conditions
- Minimum notice required for our approval is six (6) weeks

5.2. Medium impact events (501 to 2500 attendees)

If your event has one or more of the following:

- 501 to 2500 attendees
- Five (5) to ten (10) caterers or food vendors
- Moderate temporary infrastructure (e.g. stage, PA, less than 15 marquees, toilets)
- Moderate noise impact
- Moderate change to traffic conditions, road closures and parking
- Minimum notice required for our approval is twelve (12) weeks / 3 months

5.3. High impact events (2501 or more attendees)

If your event has one or more of the following:

- 2501 or more attendees
- Fifteen (15) or more caterers or food vendors
- Substantial temporary infrastructure (e.g. multiple stages, PA, 15 or more marquees, toilets)
- High noise impact
- Substantial additional traffic, multiple road closures and changes to traffic and parking conditions
- Minimum notice required for our approval is six (6) months

6. High Risk Activities

If your event includes the sale or provision of alcohol, amusement rides (e.g. jumping castles or inflatables), road closures or any type of pyrotechnics (e.g. fireworks or firecrackers) you must seek our approval.

7. Weddings

Small wedding ceremonies are permitted in Council parks, but remind organisers that use of public areas are in no way exclusive and sectioning or roping off designated areas is not permitted. For large events please follow the low and medium impact guidelines.

Wedding receptions are not permitted on Council land.

There is a grassed area at the end of the Webb Street carpark in Warrandyte which is a popular spot for weddings and is permitted by Council. There is also vehicle access to this site which can be used for dropping off equipment (ie signing table, chairs, arch, pop up marquee etc)

A permit is required for the use of this space - [permit](#)

Confetti, rice, balloons and doves are prohibited in Manningham reserves. Carpets and marquees are also not permitted in parks (excluding the above)

8. Film Permits

8.1. Filming

Commercial filming and photography shoots that take place in our parks, gardens and streets require approval. Please submit a request to film in Manningham. [permit](#)

8.2. Using a Drone for Filming Activities

Using a drone during filming activities requires a secondary level of approvals. The requirements are as follows:

- The event organiser must supply evidence of pilot accreditation from the Civil Aviation Safety Authority <https://www.casa.gov.au/about-us>
- The event organiser must also provide a full description of the activity/area impacted by the drone activity i.e. where, time of day, area to be covered etc... so that a determination can be made as to the suitability of the proposed drone activity and the potential affected areas.

This is in addition to the provision of a current public liability insurance certificate quoting a minimum insurance of \$20 million dollars in the joint names of Manningham Council and the event organiser.

9. 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. However, if your event is going to have any impact on the surrounding area in relation to traffic, noise or waste it is best to speak with us on how best to manage these impacts.

10. The Event Permit Approval Process

If you are applying for an event on our land, you will need to follow the below steps.

- Complete a request to hold an event on council land form online: manningham.vic.gov.au/organising-an-event.

Please ensure that you follow our guidelines relating to minimum notice to Council for event approval process (Low impact – 6 weeks notice, Medium impact – 3 months notice, High impact – 6 months notice)

- We will confirm receipt of your application and if your requested date and location is available, will send you a list of requirements that you must submit as part of the approval process
- You may be required to pay a bond (see below)
- Once you have submitted all documentation relating to your event, these will be reviewed and approved.
- An event permit will be issued outlining the conditions with which your event must comply. Any conditions that are not met will deem your permit invalid.

- A post event site inspection may be required at the event location to ensure that the site has been reinstated to its original state
- Upon the site inspection the bond will either be fully refunded or retained

10.1. Bonds

All events on our land will be required to pay a bond – the amount ranges from \$50 to \$500 depending on the size and nature of your event. The bond is fully refundable, subject to a post site inspection determining no reinstatement is required.

Bonds cover costs for damage to infrastructure including trees, bollards and pathways as well as costs to replace gate keys or any additional charges to clean up leftover waste.

10.2. Supporting Documentation required for Event Permit Approvals

We will require detailed information to support your application, often referred to as your event plan. The information required in your event plan will vary depending on the size and nature of your event. Low impact events may only require basic information, whereas medium to high impact events will require more evidence and planning.

We will let you know early on what is required to gain event permit approval so you have time to prepare any necessary documentation.

10.3. Creating an Event Plan

An event plan provides an overview of your event and breaks down all the elements into sections which is provided to us for assessment in both its draft and final stages of planning. We can provide you with an event plan template to assist if required.

Below are some examples of what an event plan may include:

- Accessibility
- Contacts list
- Crowd and pedestrian management
- COVID19 Safe Plan (to be submitted to DHHS for review and approval)
- Event overview
- Event running sheet
- Infrastructure and temporary structures
- Noise management
- Public liability insurance
- Risk and safety management, including first aid and emergency management
- Site plan
- Sustainable events
- Waste management

Sample Event Plan is [Appendix A](#)

10.4. Additional Elements to consider:

- Alcohol management
- Amusement rides, inflatables and jumping castles
- Animals and petting zoos

- Food vendor list and food safety
- Marketing plan
- Other permits and licenses
- Power and lighting plan
- Resident notification
- Signage plan
- Traffic and vehicle management

Community groups could consider creating an Event Task List which assists with assigning tasks to volunteers and others to assist in the planning and running of their event.

Sample Task List – [Appendix B](#)

10.5. Accessibility

There are some simple, practical actions to consider to ensure your event is accessible to those with mobility or sight impairments is welcoming and inclusive for all people. At a minimum, consider what the access is like to toilets, parking and the event itself. Look at ways to ensure the event information provided is accessible to all and whether you have sufficiently trained staff available. Ensure that your walkways have sufficient space for mobility chairs and your site layout is suitable for all.

10.6. Contacts List

A contacts list should outline everyone involved in the planning and staging of your event. The list should include all staff, volunteers, contractors/suppliers, stakeholders, performers, emergency services and public authorities (if applicable). See below example:

BUSINESS	CONTACT	MOBILE	EMAIL
XYZ Community Group	Jane White	1111 111 111	jane@xyz.com.au
OPQ Marquees	John Smith	2222 222 222	johnsmith@opqmarquees.com

10.7. Crowd and Pedestrian Management

Depending on the nature, size and location of your event, you will need to think about how to manage crowds and non-event attendees who may be affected by the event.

Are there suitable access and egress points in and out of your event site?

Will there be queues?

Will vehicles and crowds be separated?

Crowd control measures such as barricades, directional signage, crowd marshals, traffic marshals and security can assist with crowd and pedestrian management.

10.8. Event Overview

An event overview is a snapshot of the main details of your event to give us a broader understanding of your event. It should include:

- Event name
- Event location
- Event time
- Bump in and bump out dates and times
- The main purpose and a brief description of the event including activities and entertainment
- Estimated attendance numbers
- Event website or social media links (if applicable)

10.9. Event Running Sheet

A running sheet outlines what is happening at your event, at what time, and who is responsible. It allows those involved in managing the event to track progress to ensure the event runs to schedule.

An example is below:

TIME	TASK OR ACTIVITY	WHO IS RESPONSIBLE
07.00am	Marquees delivered and set up	John Smith - OPQ Marquees
08.00am	Set up information tent, tables and chairs	Event organiser
08.30am	BBQ arrives for set up	Jane White - XYZ Community Group

10.10. Infrastructure and Temporary Structures

We need to know what infrastructure and facilities you will be bringing on site for your event. You will need to provide a list (including quantity and dimensions) of all marquees, stages, amusement rides, inflatables, fencing, portable toilets and stalls. Unless prior approval is given, infrastructure must be weighted and not pegged, as pegs can damage underground irrigation lines in our parks and gardens.

An example list is below:

INFRASTRUCTURE	SIZE	QUANTITY
Main stage	6 x 6 metres	1
Marquees	3 x 3 metres	10
Jumping castle	6 metre length x 5 metres width x 4 metres height	1

10.11. Further Approvals or Permits

10.11.1. **Siting Approval for Temporary Structures**

A prescribed temporary structure is either one or a combination of the following structures used as an assembly building/place of public entertainment. You will need our approval if you have:

- A stage or platform exceeding 150 square metres
- A tent, marquee or booth with a floor area greater than 100 square metres (e.g. marquees bigger than 10x10 metres in size)
- A seating stand that accommodates more than 20 persons
- A prefabricated building with a floor area exceeding 100 square metres; and/or some marquees, scaffolding may also require siting approval.

10.11.2. **Occupancy Permit for Places of Public Entertainment**

Under the Building Act 1993 it is required that Places of Public Entertainment (POPE) being enclosed or substantially enclosed and over 500 square metres need to obtain an Occupancy Permit for a Place of Public Entertainment from the Municipal Building Surveyor. Similarly, if an event organiser is to use an existing building, criteria will need to be applied to determine if an Occupancy Permit is required.

Events requiring siting approval for temporary structures or temporary occupancy permits for places of public entertainment must contact us on 9840 9333.

Applications must be submitted at least 15 to 30 working days prior to your event and fees may apply.

10.11.3. **Toilets**

The number of toilets to be provided will depend on a number of factors including:

- Anticipated crowd numbers
- The sex of patrons
- The duration of the event or festival
- If alcohol will be available

It is good practise to locate toilets on flat ground and away from food outlets, storage and preparation areas. Consider facilities required by children, the elderly and people with a disability.

Guideline for toilet facilities at events where alcohol is not available

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

Guideline for toilet facilities at events where alcohol is available

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

10.11.4. Noise Management

Events and festivals often create noise levels much higher than normal due to music amplifiers, generators and crowds amongst other contributing factors. It is important to minimise disruption to local and surrounding residents and businesses by monitoring the level of noise produced by the event or festival.

Please contact us on 9840 9333 or visit the Environmental Protection Authority (EPA) for guidelines that apply to environmental noise levels and times for outdoor venues.

Visit [Environmental Protection Authority](#) or call 1300 372 842.

10.11.5. Public Liability Insurance

Every event must have appropriate public liability insurance to ensure that individuals are financially protected and there is protection against loss should an incident occur. Public liability insurance is a critical part of responsible management of an event and is an important part of managing risk.

A copy of the organisers' certificate of currency must be forwarded to us along with your event application. Approval for your event or festival or event will not commence until evidence of your cover is received.

The certificate of currency must outline:

- The name of the insurer
- The limit of the indemnity (not less than \$20 million)
- The policy must be current, and be current at the time of the event or festival or event
- The policy must indicate that Manningham Council is noted as an interested party (principal's indemnity endorsement)
- The business activity shown on the certificate of currency must be appropriate for the organiser's function e.g. organising and running a community event or festival.

Depending on the number of volunteers involved with the event or festival, it may be desirable to purchase a personal accident and insurance policy that covers all recorded volunteers for the period of the event.

Important: Unless you provide a current Public Liability Insurance certificate, you are unable to run your public event.

10.11.6. Risk and Emergency Management

All events, no matter how big or small, will have some element of risk associated with it.

You will need to submit a risk management plan to us that identifies and measures all risks, and outlines the actions to control or mitigate these. We apply the risk standard Australia/New Zealand ISO 31000:2009 for assessing risks associated with events. Depending on the size and nature of your event you may also need to develop an emergency response plan in consultation with Victoria Police and other emergency service authorities.

The below is an example of things you will need to consider as part of your risk and emergency management plan:

- First aid
- Evacuation plan
- Weather contingency planning
- Total Fire Ban and code red days
- Safety and security
- Occupational health and safety (OH&S) obligations

We can provide you with a risk management template to assist with your event planning.

10.11.7. First Aid

The provision of first aid facilities is essential and critical to any event or festival, and must be appropriately equipped and easy to find by patrons.

The number of first aid posts required depends on the size and nature of the event.

New First Aid Regulation in Victoria

In late 2021, the *Non-Emergency Patient Transport and First Aid Services Act 2016* (the Act) and the *Non-Emergency Patient Transport and First Aid Services (First Aid Services) Regulations 2021* took effect.

This has created a licencing scheme for providers of commercial First Aid Services (FAS) in Victoria and establishes minimum standards for the provision of first aid (event medical care) across public events.

This means that anyone providing commercial first aid services in Victoria, must be licensed under the Act. If you are involved in any part of event development and staging, it is important you are aware of the regulatory changes and how these may impact the selection of a first aid provider for your next event.

A list of licensed first aid providers can be accessed on the Department of Health website at [First Aid Services \(health.vic.gov.au\)](http://health.vic.gov.au/FirstAidServices)

For queries relating to engaging a first aid provider, please read the FAQ sheet provided by the Dept of Health or direct your queries to NEPTFirstAidRegulation@health.vic.gov.au.

The figures below are suggested by St Johns Ambulance Australia and can be used as a general guide:

Patrons	First aiders	First aid posts
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	12	2
20,000	22+	4

10.11.8. Emergency Management Plan

You will need to outline the procedures you will implement in the event of an emergency situation so they are dealt with in a controlled manner. It should include:

- Chain of command – determining the roles and responsibilities of the event crew
- Emergency evacuation and assembly points
- Emergency vehicle access routes
- Emergency contacts (Police/ Ambulance/Fire/SES)

It should also outline the steps the event crew or wardens should take if an emergency situation arises as a result of:

- Adverse or extreme weather
- Armed or dangerous offenders
- Bomb threat
- Evacuation procedure
- Fire, explosion and smoke
- Gas leak or hazardous material
- Medical emergency

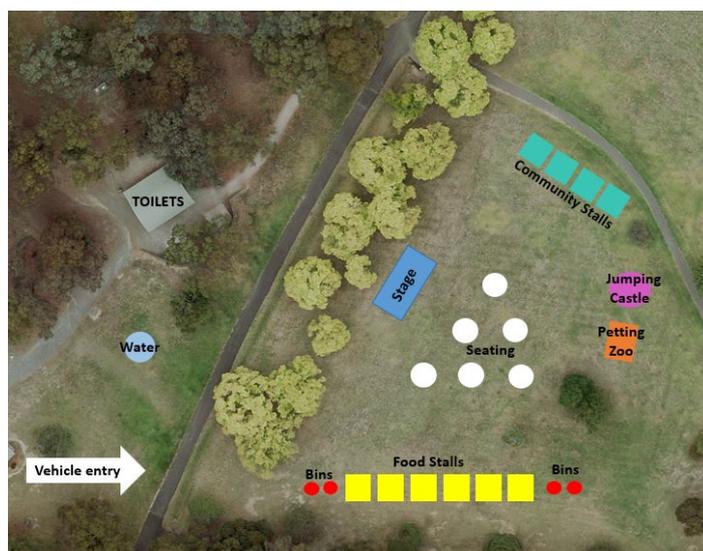
10.11.9. Site Plan

A site plan is a drawing of your event space showing where your infrastructure and facilities are located. You will be required to submit a site plan with your application. An aerial view of your site can be obtained from us or from Google maps [google.com.au/maps](https://www.google.com.au/maps)

Items to mark out on your site plan may include:

- Emergency access points
- Entry and access points
- First aid posts
- Food vendors
- Information tent
- Infrastructure and equipment – all stages, marquees, seating, portable toilets
- Parking
- Road closures or changes in traffic conditions
- Waste and recycling bins
- Water

An example site plan is below:



10.11.10. Sustainable Event Practices

We have a responsibility to consider the impact events have on the environment. We encourage event organisers to look at ways they can reduce their carbon and ecological footprint, by minimising, measuring and offsetting the impact of their events. Areas to consider are:

- Use of water
- Management of waste (reduce, re-use, recycle)
- Reducing energy use and managing greenhouse emissions
- Management and sustainability of our event sites, in particular damage to our parks and gardens

Examples of greener event practices include:

- Encouraging patrons to walk, cycle or catch public transport to the event
- Encouraging food vendors to eliminate single use plastic and serve only biodegradable

plates, cups, straws and napkins

- Applying a “no balloon” policy – as helium balloons given away at events often end up in our creeks and rivers
- Implementing additional waste streams such as recycling and green waste
- Buying or hiring local products and services, or use fair trade
- Hiring water trailers or hydration stations at your event or encourage patrons to bring reusable water bottles to fill up instead of buying bottled water.

10.11.11. **Waste Management**

All events will need to outline how they will manage waste produced at their event. In your planning stages we recommend putting in strategies to limit the amount of waste created.

For low impact events we can assist with providing a small number of waste bins at your event site. You will still be responsible for ensuring the event site is cleaned post event and all waste is put in the bins provided. This includes all rubbish, recyclables, packaging, cable ties, signage and promotional materials. For medium and high impact events it is the event organiser's responsibility to arrange their own waste bins, suitable cleaning and waste collection.

You must also consider the disposal of waste for food vendors and stalls. They may require back of house facilities for the disposal of oil, waste water, organic food waste, recycling and landfill.

If we are required to undertake any additional cleaning post event, you may incur an additional charge.

10.11.12. **Amusement Rides, Inflatables and Jumping Castles**

If you are planning on having any amusement rides, inflatable structures or jumping castles at your event you must ensure you use an accredited supplier to install and supervise. All inflatables and structures must comply with Australian Standard AS 353. Ensure the supplier provides you with a copy of their public liability insurance certificate of currency, certificate of compliance inspection as well as Working with Children checks. Inflatables pose a risk of becoming airborne in high winds if not secured properly, and injuries may occur if there is not adequate supervision. If you have either of these items at your event please ensure you notify Council in your event plan as well as your risk management plan.

10.11.13. **Animals and Petting Zoos**

Animal rides, petting zoos, animal displays and demonstrations are common inclusions at events. Event organisers need to ensure that animal welfare is considered and managed appropriately so the animals are not subjected to any injury, suffering or distress. For codes of practice, current legislation and regulations please visit:

[Victorian State Government Agriculture](#)

[RSPCA Victoria](#)

10.12. Other Permits and Licences

10.12.1. **Alcohol and Liquor Licensing**

Please advise us if you are intending to sell or serve alcohol. There are locations within Manningham where the consumption of liquor or possession of liquor in an unsealed container is prohibited. You will be advised by us if this affects your event.

Events intending to sell alcohol will need to apply for a Temporary Liquor Licence or a Major Event License. Licenses can take up to three (3) months to be approved.

Contact [Victorian Commission for Gambling and Liquor Regulation](#) (VCGLR) or call 1300 182 457

You will need to put together an Alcohol Plan to address concerns with providing liquor at your event, this plan should cover:

- Preventing the sale of liquor to minors
- Preventing the sale of liquor to intoxicated/disorderly persons

It may also detail:

- The type of alcohol available
- What the alcohol will be served in (no glass to be used for outdoor events)
- The proposed timings of alcohol services and sales
- Food provision areas and the type and number of food vendors available
- The number of security guards required at your event
- The number of toilets required
- Bar staff numbers and their RSA qualification levels

10.12.2. **Fireworks, Pyrotechnics and Firecrackers**

You must outline in your event plan if you intend to have any fireworks, pyrotechnic displays or firecrackers at your event. All contractors must hold a current WorkCover permit and liability insurance cover. The contractor you engage is responsible for obtaining the relevant permits to discharge fireworks, and a site plan must be produced indicating the fireworks exclusion zone. As the event organiser you will be required to notify any local businesses or residents via a letter box drop. This is particularly important as fireworks can cause significant distress to residential pets.

Contact us on 9840 9333 for further details

10.12.3. **Food Vendors**

All temporary food traders or mobile food premises (e.g. coffee cart, ice cream truck, food van, food stall, sausage sizzle or water trailer) operating at your event must lodge a Statement of Trade (SOT) via Streatrader at least five days prior to your event, outlining where and when they intend to operate.

streatrader.health.vic.gov.au/

In Victoria, all food premises (including the above temporary and mobile operators) are required to have a Food Act registration from their principal council before selling food.

The event organiser must email a list of all food vendors two weeks prior to your event to foodsafety@manningham.vic.gov.au to notify us which food vendors are attending as we may do a routine health inspection at your event. State government legislation prohibits smoking at outdoor events within 10 metres of a food stall or food vendor at an organised outdoor event.

<https://www2.health.vic.gov.au/public-health/tobacco-reform/smoke-free-areas/outdoor-dining>

For all questions regarding food registration or food safety please contact us on 9840 9333.

10.12.4. **Fundraising and Raffles**

Events wishing to conduct any fundraising may be required to register with Consumer Affairs Victoria. Individuals fundraising on behalf of a charity must have written permission to fundraise from the nominated registered charity.

Visit Consumer Affairs Victoria or call 1300 55 81 81

Events wishing to have raffles will be required to contact the Victorian Commission for Gambling Regulation, Minor Gaming Unit (VCGLR)

Visit [Victorian Commission for Gambling Regulation](#) or call 1300 182 457

10.12.5. Music Licensing

It is illegal to play protected sound recordings for commercial purposes at your event without a license, unless it is an original composition. The Australasian Performing Rights Association (APRA AMCOS) protect the rights of their members' and their musical works. To check what licences are required contact:

- [Australasian Performing Rights Association](#) or call 9426 5200
- [One Music](#) (as of 1st July 2019 APRA AMCOS will be joining with PPCA under the one umbrella)

10.12.6. Community Event Signs (real estate boards)

Community organisations wanting to erect a community event sign (real estate board) on Council owned or managed land are required to complete an application form and pay an application fee.

For a list of permitted sign locations, fees and further details please contact us on 9840 9333.

10.12.7. Power and Lighting

Your event may require the use of power or lighting to run activities such as stage entertainment and food stalls to name a few. Some of our parks and gardens have power boxes that you may be able to use for low impact events, however in the instance power is not available you may need to use generators.

Medium and high impact events will require a registered and licensed electrician to manage power installations, and all electrical equipment used at an event needs to be tagged and tested.

Your risk management plan should ensure that any electrical leads or cables are covered with matting or cable trays, and that all generators are fenced off from public access.

10.12.8. Resident Notification

Depending on the location, size and nature of your event you may be required to notify local residents in the surrounding area that your event will be taking place, especially if it will impact them in any way (e.g. noise, increased traffic or fireworks). A draft letter should be sent to us for approval and a letter box drop completed two (2) weeks prior to the event.

An example letter is below:

<<Insert date here>>

Event Notification

ABC Community Festival – <<insert date here>>

Ruffey Lake Park, Doncaster

Dear resident/business,

We wish to notify you that the ABC Community Festival will be held at Ruffey Lake Park, Doncaster on <<insert date here>>. The event will run from 12.00pm to 5.00pm and we expect around 1,000 people to attend over the day.

The event will be a celebration of our community with family fun activities such as food stalls, jumping castles, community stalls and entertainment. We hope you will join us.

An event permit application has been submitted to Manningham Council and we will make every effort to minimise the impact on local residents and businesses.

Please be advised there may be an increase in traffic in your area on this day.

If you have any further questions regarding the event please contact our event manager Jane White on <<insert number here>> or Council on 9840 9333.

Kind regards

Name

Event Manager/Community Group Name

10.12.9. Signage Plan

Signage has many purposes at an event, from promotional purposes to directional and operational. Think about what signage your event may require and where you would put the signs.

Some examples include:

- Real estate board signs to promote your event in the lead up
- Directional signage located around the event site to assist visitors finding amenities like toilets, information tent, first aid, water station, drop off areas etc.
- Operational signage may include signs that indicate back of house no access areas where you do not wish the public to access
- Other signage could promote what is happening at the event such as the stage entertainment program or kids activities

10.12.10. Traffic and Vehicle Management

Talk to us if your event is likely to impact surrounding roads, whether that be an increase in or any changes to parking and traffic or proposed road closures. You may be required to submit a Traffic Management Plan (TMP) to us for approval. A TMP under Section 99A(3) of the road Safety Act 1986 needs to be prepared and implemented by suitably experienced personnel who are accredited in traffic management. This includes putting out any road signs or infrastructure, variable message signs (VMS), or controllers directing traffic. The TMP will include:

- Location of road closure and diversion signage, barricades, traffic controllers and marshals
- Time and date of install and pick up of infrastructure
- Times of road closures and openings
- Any public transport operators and routes affected

If you need to use traffic control devices (such as temporary signage, bollards or VMS) you will need to apply for approval. For devices on local roads, Council is the relevant road authority. You can apply for approval using the application form on our website at manningham.vic.gov.au/roads-and-footpaths. An application fee applies for the review and approval of Traffic Management Plans.

For any traffic control devices on major roads (arterial roads and freeways) you will need to apply for approval from the Department of Transport (DoT, also known as VicRoads). Currently DoT requires a minimum sixty (60) days' notice prior to your event. Visit the VicRoads website at <https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads/getting-permission-for-your-event> or call 9854 1994 for more information.

If your event impacts or is likely to generate a higher-than-usual demand for public transport around your event, you will need to contact Public Transport Victoria (PTV) a minimum of four (4) months prior to your event. Visit PTV's website at <https://www.ptv.vic.gov.au/footer/about-ptv/event-information/tell-ptv-about-your-event/> or call 1800 800 007.

If you require further information on Traffic and Vehicle Management please contact us on 9840 9333.

11. Useful Contacts

ORGANISATION	CONTACT NUMBER	WEBSITE
Ambulance Victoria	1800 765 731	www.ambulance.vic.gov.au
Australian Performers Recording Artists (APRA AMCOS) One Music	9426 5200	www.apraamcos.com.au www.onemusic.com.au
Bus Association Victoria	9645 3300	www.busvic.asn.au
Country Fire Association (CFA)	1800 226 226	www.cfa.vic.gov.au
Energy Safe Victoria (gas cylinders)	1800 652 563	www.esv.vic.gov.au/for-consumers/
Environmental Protection Authority (EPA)	1300 372 842	www.epa.vic.gov.au
Food Safety Victoria	1300 364 352	www.health.vic.gov.au/foodsafety
Manningham Council	9840 9333	www.manningham.vic.gov.au
Metropolitan Fire Brigade	9662 2311	www.mfb.vic.gov.au
Parks Victoria	13 1963	www.parkweb.vic.gov.au
Public Transport Victoria	1800 800 007	www.ptv.vic.gov.au/specialevents
St John Ambulance	1300 360 455	www.stjohnvic.com.au
Streatrader		www.streatrader.health.vic.gov.au
VicRoads	9854 1994	www.vicroads.gov.au
Victoria Police Doncaster Police Station Warrandyte Police Station	Emergency 000 8841 3999 9844 3231	www.police.vic.gov.au
Victorian Taxi Association	9676 2635	www.victaxi.com.au
Worksafe – Pyrotechnics	1800 136 089	www.worksafe.vic.gov.au

12. Grants and funding opportunities for community events

Our Community Grants Program supports not for profit organisations and community groups to provide activities, events and projects that benefit and respond to the needs and interests of our community.

There are four categories:

GRANT CATEGORY	FUNDING ALLOCATION	TIMING
Community Development Grants	Between \$3,001 and \$20,000	Annually in February
Arts Grants	Between \$3,001 and \$20,000	Annually in February
Small Grants	Up to \$3,000 Equipment purchase up to \$1500	Open all year and assessed three (3) times per year
Community Partnership	Up to \$50,000 per year to a total of \$200,000 over four (4) years	Available every four (4) years

For more information visit the [Community Grant Program](#) page on our website.

13. APPENDIX A - EVENT PLAN

Please note: This template is to be used as a guide only. You may add/delete information in accordance with your specific event requirements

Event Overview	
Name of event:	
Date of event:	
Event Location:	
Event set up date/time:	
Event start and finish time:	
Event bump out date/time:	
Event Details <i>(List details and/or attach supporting documentation)</i>	
Event Description & Purpose	<i>Eg. Annual Family fun day aimed at bringing the community together and raising funds for local community centre. The event will feature activities for kids, a jumping castle, music performances, BBQ and food stalls.</i>
Event organiser details Name: Phone: Email	<i>Include details here</i>
Public Liability Insurance	<i>To be attached, minimum \$20 million cover required for all public events (may require PLI in joint names of organisers)</i>
Food & Beverage Vendors	<i>Please submit a list of all food vendors trading at your event to foodsafety@manningham.vic.gov.au a minimum 2 weeks prior to your event. Vendors will need to submit a Statement of Trade online via Streatrader minimum 5 days prior to your event. https://streatrader.health.vic.gov.au/</i>
Site Plan	<i>Please attach a plan of the event site detailing where your infrastructure will be located</i>
Infrastructure List	<i>List the size and quantity of any marquees, stages, jumping castles etc. Please ensure all marquees etc. are weighted and not pegged as pegs in our parks cause damage to irrigation</i>
Waste Management	<i>Detail how you will clean up during and after your event Please note Council can provide additional waste bins for low to medium sized events.</i>
Risk & Emergency Management	<i>To be attached – see template</i>
Traffic/Parking Management	<i>Are you having any road closures or using traffic marshals to manage event parking? If yes, please go to https://www.manningham.vic.gov.au/roads-and-footpaths</i>
Running Sheet	<i>To be attached – see template</i>
Stakeholder notification	<i>Council will advise if you are required to do a letterbox drop to notify surrounding residents of your event.</i>
Other	<i>Please include any other information that is relevant to your event and has not been covered in this plan document.</i>

14. APPENDIX B - EVENT TASK LIST

EVENT NAME:				
TASK	DUE DATE	WHO IS RESPONSIBLE	STATUS	NOTES
			a	



Contact Us

Please call 9840 9333 or via email on events@manningham.vic.gov.au
manningham.vic.gov.au