# MELBOURNE EVENT PLANNING GUIDE

OCTOBER 2017

# MELBOURNE EVENT PLANNING GUIDE

## ACKNOWLEDGING MELBOURNE'S TRADITIONAL OWNERS

**Wominjeka! (Welcome to Melbourne!)**

The City of Melbourne respectfully acknowledges the Traditional Custodians of the Land. For the Woiwurrung (Wurundjeri), Boonwurrung, Taungurong, Dja Dja Wurrung and the Wathaurung groups who form the Kulin Nation, Melbourne has always been an important meeting place for events of social, educational, sporting and cultural significance.

Today we are proud to say that Melbourne is a significant gathering place for all Aboriginal and Torres Strait Islander people.

## CITY OF MELBOURNE'S ACKNOWLEDGEMENT, RECONCILIATION ACTION PLAN 2015-18

At City of Melbourne events and functions, the following statement is read to acknowledge Melbourne's traditional land owners, often also accompanied by a traditional Welcome to Country ceremony. We invite you also to read this statement at your event:

"I would like to acknowledge the people of the Kulin nation who are the Traditional Custodians of this Land on which we are gathered. I would also like to pay respect to their Elders both past and present, and extend that respect to other Indigenous Australians present."

### DID YOU KNOW

**Melbourne has many significant Indigenous locations you can visit?**

For information on Indigenous experiences in Melbourne and Victoria, visit the City of Melbourne's **What's On website**.

# MESSAGE FROM THE LORD MAYOR OF MELBOURNE

Welcome to the City of Melbourne's Melbourne Event Planning Guide. We've developed this guide to assist you with staging successful events and activities within our vibrant city.

Melbourne has earned its reputation of being the 'Events Capital' over the past decade by staging and supporting diverse and colourful events that not only showcase the city, but also celebrate the unique aspects of living here.

Our role is to engage event managers, organisers and promoters in a spirit of collaboration and partnership. Our team aim to provide positive advice, knowledge and expertise to ensure that events succeed, while maintaining the safety of our community.

Events, festivals and community activities directly contribute to the City of Melbourne's key strategic objectives to be 'a city for the people', to be 'a creative city' and 'a connected city'. Maximising the benefits of these activities and enjoyment of the city's many public spaces all contribute to Melbourne's rich cultural life.

This guide is a valuable resource to help you plan and stage safe and successful events in the City of Melbourne. It provides a step-by-step process with information on your responsibilities and requirements as an event organiser.

I encourage you to use this guide and use the support and services available through our Events Melbourne team. On behalf of the City of Melbourne, I wish you all the best for your event.

*Robert Doyle*

**Robert Doyle AO, Lord Mayor**

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# CITY OF MELBOURNE'S COMMITMENT

The City of Melbourne's vision is to create a thriving city that is internationally recognised for the opportunities it offers all visitors. It has the responsibility for marketing and supporting arts, recreation, cultural heritage, events, festivals and sporting activities for the greater benefit of the community.

The variety of events and festivals in Melbourne encourage visitation while celebrating the community's diversity, talents and increasing cultural understanding. Events and festivals help bring energy and vibrancy to the streets and public spaces, while making an important contribution to the city's economy.

In 2004, the Events Melbourne branch was created, reflecting the high importance the City of Melbourne places on events. Melbourne is a great city for events and the City of Melbourne's Events Melbourne branch is here to help make your event a success.

Our public spaces such as our parks, gardens and reserves are some of the best in the world and attract millions of visitors each year. Gardens are living assets that are used as event sites but are also places for passive recreation and quiet relaxation. We encourage event organisers to consider the many benefits of using open spaces and to plan their events using long-term sustainability practises.

## CITY OF MELBOURNE'S MARKETING, GRANT AND SPONSORSHIP OPPORTUNITIES

The City of Melbourne recognises that events play an important part in the city's wellbeing and cultural diversity by helping to activate precincts, raise the city's profile, increase visitation, assist in building relationships, deliver economic benefit and enliven the city. To help build Melbourne's reputation as an events capital and to stage a variety of events throughout the city each year, the City of Melbourne has various programs and options available to event organisers, from marketing and social media assistance, display opportunities, through to sponsorship and grant programs. These include:

- the event partnership program (EPP)
- the triennial sponsorship program (TSP)
- annual arts grants
- community services grants
- Active Melbourne and recreation grants

Find out more about the City of Melbourne's **grant and sponsorship programs**.

Find out about the City of Melbourne's **banner program**.

## IN-KIND SPONSORSHIP

If you are applying for in-kind sponsorship in the form of waived site hire fees through one of the available grant or sponsorship programs, it is imperative that you contact the Planning and Logistics team for a quotation to ensure the correct in-kind amount applicable is reflected in your application.

## DO I NEED AN EVENT PERMIT?

An event permit will be required if any of the following conditions apply to your planned event.

- I plan to erect infrastructure for my event
- There will be 50 attendees or more at my event
- My event will be catered by external source
- My event will require vehicle access to drop off equipment
- My event requires a reservation
- I will be charging a fee to participants

**Disclaimer:** The City of Melbourne's Melbourne Event Planning Guide is a guide only. The City of Melbourne does not warrant that the guide is accurate or correct and notes that the guide is subject to change. Further, it is incumbent on an event organiser to ensure that all laws are complied with including obtaining any necessary permits from the City of Melbourne. The City of Melbourne accepts no liability for any loss or damage incurred by an event organiser or third party from relying on the guide.

# INTRODUCTION

## 1.1. EVENTS MELBOURNE BRANCH AND THE PLANNING AND LOGISTICS TEAM

The Planning and Logistics team sits within City of Melbourne's Events Melbourne branch and is responsible for ensuring the interests of the City of Melbourne are being met by event organisers. This involves managing the relationships that exist between the City of Melbourne, the event organiser, stakeholders, public authorities and any third parties.

The Planning and Logistics team have the responsibility of permitting a range of events and activities within the municipality under a variety of criteria and are able to suggest ways to deliver a safe and successful event that maintains access for everyone, as well as providing advice on logistics and operations.

The list below outlines the various events and activities that the Planning and Logistics team issues permits for:

• Public events

• Private events

• Weddings

• Promotions

• Filming and photography

Please note events and activities are classified as low, medium or high risk.

There are different requirements and online application forms for each of the events and activities, which are detailed in **section 2.6, about activity permits**. There are also a range of other permits that the City of Melbourne requires that do not fall under the responsibility of the Planning and Logistics team. For more information on these other types of permits please refer to **section 2.9 about other permits, approvals and fees**.

You can contact the Planning and Logistics team via **email** or calling 03 9658 8008.

# 2. PLANNING YOUR EVENT IN MELBOURNE A STEP-BY-STEP GUIDE

To stage an event or activity in public space managed by the City of Melbourne, you must have an approved event plan and receive an event permit from the Planning and Logistics team. This guide has been designed to assist you in developing your event plan while informing you of your responsibilities and other statutory permits that may be required. This ensures public safety and amenity in Melbourne's public spaces and assists in the sustainable management of our parks and gardens.

This guide deals primarily with the requirements involved in the application and approval of low impact events and large scale events. For more information on how to apply for the activities listed in **section 1.1**, please refer to **section 2.7 event application process**, which goes into further detail. Alternatively, you can visit **City of Melbourne** and search for more information on the relevant activity or contact the Planning and Logistics team **via email** or calling 03 9658 8008.

Please refer to **page 5** of this guide to determine if you require an event permit.

## 2.1 WHY YOU NEED AN EVENT PERMIT

An event permit ensures your activity is conducted in accordance with the Melbourne City Council's Activities Local Law 2009 and the Crown Land (*Reserves*) Act 1978. It also ensures that any disruption to stakeholders is minimal and parties that may be impacted are notified.

## 2.2 WHAT LOCATIONS/SITES ARE AVAILABLE TO BOOK?

Within the City of Melbourne there are a number of bookable parks, gardens, promenades and reserves. Availability varies depending on the type of event or activity and the sustainability considerations of each location. Please check the **City of Melbourne's boundaries** to ensure that your desired location falls within our municipality.

To view bookable event spaces refer to the 'Bookable Outdoor Space' section of the **City of Melbourne interactive map**.

If you require more information please contact the Planning and Logistics team **via email** or calling 03 9658 8008.

An online application form must be submitted to book a site for your event.

### SUBURBS AND POSTCODES

LOCATION DIAGRAM

LEGEND
- MCC Municipal Boundary
- Suburb Boundaries
- PostCode

MAP SCALE 1:30 000 AT A3

0    0.5    1    2
Kilometres

FLEMINGTON 3031
3032
PARKVILLE 3052
CARLTON NORTH 3054
KENSINGTON 3031
NORTH MELBOURNE 3051
3050
3010
CARLTON 3053
WEST MELBOURNE 3003
EAST MELBOURNE 3002
JOLIMONT 3002
MELBOURNE 3000
DOCKLANDS 3008
3005 SOUTH WHARF
SOUTHBANK 3006
MELBOURNE 3004
FISHERMANS BEND 3207
SOUTH YARRA 3141
PORT MELBOURNE 3207

# 2. PLANNING YOUR EVENT IN MELBOURNE A STEP-BY-STEP GUIDE

## 2.3 WHEN TO APPLY FOR AN EVENT PERMIT

Depending on the size and requirements of your event, the City of Melbourne needs sufficient notice in order to process your application.

The City of Melbourne reserves the right to decline an application if submitted with insufficient notice. Allow a minimum of 10 working days for smaller events, 3-6 months for medium-sized events and 6-12 months for large events.

## 2.4 NO PERMIT REQUIRED

Where your event falls outside of requiring an event permit, there is no need to contact the Planning and Logistics team and there are no fees applicable. If you are unsure whether you will require an event permit to conduct your activity please refer to **section 4**. While you may find that your event does not require an event permit, you may still decide to apply for one. Two of the key benefits are that you will be able to book your preferred location and that the Planning and Logistics team will be able to advise if there are any conflicting event or activity bookings already scheduled.

## 2.5 EVENT PERMIT ASSESSMENT PROCESS

Should you require a permit to stage your event, your application will be assessed against set criteria and categorised by the Planning and Logistics team. The requirements to secure an event permit are dependent on this categorisation. The assessment process will take into account some of the following considerations:

- Projected attendance
- Event duration
- Infrastructure required
- Requested location type (park or hard surface)

Your permit requirements will depend on the needs of the site and the size and scale of your particular event. A Planning and Logistics Officer will be in contact to advise you of your requirements, and to assist you in meeting them. City of Melbourne may withdraw an application at any stage if the applicant is unable to satisfy requirements.

### DID YOU KNOW

**you could hold a Christmas party in one of Melbourne's parks or gardens?**

Bookings should be made well in advance if you wish to secure the booking of a particular park or garden. Please refer to **Christmas parties** for more information.

## 2.6 ACTIVITY PERMITS FOR WEDDINGS, PROMOTIONS, FILMING, PHOTOGRAPHY AND PERSONAL TRAINING

### Weddings

Bookings are required for wedding ceremonies in the City of Melbourne's parks and gardens under the following circumstances:

- the wedding has more than 50 people;
- the wedding has less than 50 people, but infrastructure and/or vehicle access is required; or
- the event has less than 50 people, but you would like to book a preferred location

Applicants are required to apply for a wedding permit online a minimum of 10 business days before the ceremony. Applications cannot be accepted more than 12 months from the wedding date. The wedding permit entitles the applicant use of a nominated section of the garden/park for a four hour period, with the exception of the Fitzroy Gardens Conservatory, which is not available for private use or wedding photography during opening hours (9am to 5.30pm). The Conservatory can be booked for private use outside of these times for one and a half hours to three hours maximum, including set-up and pack-down. Please ensure you have read the terms and conditions and viewed the fees before applying.

You can access the form by visiting **Wedding permit application**. You can also contact the Planning and Logistics team **via email** or calling 03 9658 8008.

# 2. PLANNING YOUR EVENT IN MELBOURNE A STEP-BY-STEP GUIDE

## Promotions

Promotional activity includes any concept that promotes a product or service but does not include the selling of the product, service or any associated merchandise. Giveaways of a product and/or merchandise are acceptable if they are sample size. A number of designated promotion sites exist around the city where promotional activities can be permitted, as well as out the front of the applicant's business. Applicants are required to apply for a promotional permit online at least 10 business days prior to the planned activity. Please ensure you have read the terms and conditions and viewed the fees before applying.

Access the City of Melbourne's list of promotional sites and the promotion permit application form at **Promotions and sampling**. You can also contact the Planning and Logistics team **via email** or calling 03 9658 8008.

## Filming and photography

If you wish to film or undertake a photo shoot within any of the City of Melbourne's public open spaces you may require a filming permit. Whilst also considering time sensitive and privately managed locations, you will need a filming permit from the City of Melbourne if you exceed the low impact filming criteria. Filming applicants are required to apply for a permit online. A minimum of five business days' notice is required, seven days' notice for applications requiring traffic management or major pedestrian management. Ensure that you have read the terms and conditions and viewed the fees before applying. Visit **Filming in Melbourne**. You can also contact the Planning and Logistics team **via email** or calling 03 9658 8008.

## Personal training

Personal trainers wishing to use Melbourne's parks must apply for an annual licence via the online personal training application form. The Victorian State Government (via the Department of Environment, Land, Water and Planning) has set standardised fees for all personal trainers using Crown Land. The City of Melbourne's Libraries and Recreation branch is responsible for issuing licences, collecting fees and managing personal training.

View current personal training sites and access the personal training application form at **Personal training**. You can also **email Libraries and Recreation** or call 03 9637 8348.

# 2. PLANNING YOUR EVENT IN MELBOURNE A STEP-BY-STEP GUIDE

## 2.7 EVENT APPLICATION PROCESS

### How to apply for an event permit

To apply for an event in the City of Melbourne, you must submit an online application. All applications are to be made via the **City of Melbourne** website. Make sure you read the terms and conditions before applying and note that the activities outlined in **section 2.6 on activity permits** (weddings, promotions, filming and personal training) have specific application forms.

Once your application has been lodged, you will receive an automated response and your event will be allocated to a Planning and Logistics Officer. Your Planning and Logistics Officer will be your point of contact throughout the application process and will answer questions pertaining to your event.

The time it takes to process and approve your event will depend on the complexity and your ability to submit plans that meet the event approval criteria. A complex major event may take many months to assess and permit, whereas a low-impact event may only take a couple of weeks. Your Planning and Logistics Officer will work closely with you throughout the planning process to ensure that the event approval process is as smooth as possible.

### Compulsory event permit application requirements

When lodging an application for a high risk event, it is essential you provide the following information as part of the event plan. For more information on each item below and how to put your event plan together, refer to **section 3 on preparing your event plan**.

- Event details/description
- Running sheet (including bump-in/bump-out and event timings)
- Contact list
- Public Liability Insurance
- Stakeholder notification plan
- Signage
- Site plan
- Infrastructure and facilities list
- List of vendors if you are selling as part of your event
- Pedestrian and traffic management plan (when applicable)
- Emergency and risk management matrix/plan
- Waste management plan.

Please note that there may be additional requirements depending on the size and type of the event you are holding. Your Planning and Logistics Officer will outline these requirements for you.

### Your event permit

Once you have met all relevant assessment criteria and the Planning and Logistics Officer has deemed your application successful, you will receive an event permit. The event permit will confirm the terms and conditions of your event. These terms and conditions will have been discussed with you during the application process and can be found at **Event permits**. The event permit is final confirmation that all steps required have been completed in preparation for your event. Once you have received your event permit you will need to have a copy of the permit on site with you at all times and available for presentation upon request.

## 2.8 FEES AND CHARGES

A range of fees and charges apply to activities and events conducted in the City of Melbourne. Find out more about fees and charges at **Event fees**.

### Reinstatement costs

Where damage has occurred as a result of the event or activity, the permit holder and/or event owner is responsible for the cost of reinstatement to City of Melbourne property. This also includes damage incurred by third parties, suppliers and any contracted services. Please be aware that costs can run into the thousands of dollars. Event organisers are encouraged to:

- Budget for possible reinstatement costs and use protection i.e. profloor or trackmat, marshals, etc. to avoid damage in parks and gardens.
- Include an irrigation plan for events conducted in parks i.e. events that occur for more than two days in parks need to factor irrigation time into the event schedule. This will assist in reducing the overall impact on the space.

# 2. PLANNING YOUR EVENT IN MELBOURNE A STEP-BY-STEP GUIDE

## 2.9 OTHER PERMITS, APPROVALS AND FEES

If your event requires additional permits from other departments within the City of Melbourne (see list below), your event permit will not be valid until these permits have been approved. Please note that your event fee does not include any additional permits or statutory permits that may need to be issued by other City of Melbourne departments.

Additional Permits and Statutory approvals that may be required include:

| PERMIT TYPE | DESCRIPTION | TIMEFRAMES |
|---|---|---|
| **City of Melbourne** | | |
| Building Control Group POPE/Siting Permits | **Permit for building structures** | Allow at least 15 working days prior to your event |
| Building Control Group Site Services | **Permit to enable use of crane, travel towers and other such machinery** | NA |
| Engineering Services Group Requirements | Traffic management plan assessment and advice | Allow at least 15 working days prior to your event |
| Health and Wellbeing | **Temporary and Mobile Food Premises Permit** | Allow 21 days for the registration to be processed and 5 working days for the statement of trade to be processed |
| Reserved Parking | **Reserved parking permits** | Allow at least 5 working days prior to your event |
| State Government approval and licence | Use of City of Melbourne managed parkland for purposes outside Crown Land Act. E.g. Fencing or ticketed events | Allow 12 months prior to your event |
| **Organisations outside City of Melbourne** | | |
| **Liquor licence** | Required for events where alcohol is to be served | 2 – 3 months prior to your event |
| **Metropolitan Fire Brigade (MFB)** | Total fire ban exemptions for the use of open fire or fireworks at events | NA |
| **Public Transport Victoria (PTV)** | For public transport plan and approval | At least 150 days prior to the date of the event for an expected attendance of 10,000+ or 120 days for an expected attendance of less than 10,000. |
| **Victoria Police** | Approvals, permits and potential fees associated with events | At least 2 calendar months prior to the date of the event |
| **WorkSafe Victoria** | Inspection and approval of fireworks and inflatables | NA |

# 3. PREPARING YOUR EVENT PLAN

An event organiser is responsible for compiling an event plan and submitting a draft at the beginning of the application process. The size, scope and complexity of an event will determine what elements to include in the event plan. This section outlines the compulsory requirements, as well as other areas you may need to address. Please note that this is not an exhaustive list and you may be required to provide additional information.

An event plan checklist is available to assist in determining which elements are relevant to your event. Completing the event plan is your responsibility however your Planning and Logistics Officer will assist as necessary.

## 3.1 EVENT DETAILS OVERVIEW

The event details overview section of your event plan should provide a high level summary to give your Planning and Logistics Team Officer a broader understanding of your event. Information should include:

- event name
- event locations
- a description of your event
- the main purpose of your event
- nature of attendance (public or private event)
- event times and dates (including bump-in and bump-out)
- an overview of your event's key entertainment and activities
- target audience
- how the event is being promoted, and
- estimated attendance.

## 3.2 EVENT RUNNING SHEET

A running sheet sets the timing and sequence of your event so that you, your Planning and Logistics Officer and other key stakeholders know what is happening and when. A good running sheet includes a timeline of the event production schedule including bump-in/bump-out, event timings, locations and program details.

## 3.3 CONTACT LIST

A contact list is necessary and should outline all of the key contacts for the event, including but not limited to staff, volunteers, contractors, stakeholders and public authorities (if applicable). It is also essential to add in any emergency contact details, including but not limited to 000.

## 3.4 PUBLIC LIABILITY INSURANCE

Event organisers must make sure they have a public liability insurance policy underwritten by an insurance broker/company authorised to conduct insurance business in Australia. A Certificate of Currency must be provided showing that the proposed event is fully covered for a minimum of $20 million. Event organisers are encouraged to obtain copies of current certificates of currency from sub-contractors providing event services (e.g. performers, marquee hire, fireworks).

# 3. PREPARING YOUR EVENT PLAN

## 3.5 STAKEHOLDER NOTIFICATION PLAN

To minimise any impact on surrounding stakeholders, communication is required and is vital to the success of your event.

A formal letter must be sent to all stakeholders within the event precinct. Your Planning and Logistics Officer can help you develop a list of who should be targeted directly and identify the areas and streets to be included in your distribution. It is the applicant's responsibility to make sure that adequate stakeholder notification is conducted.

Your letter must include the following details:

- the name, date and location of your event (including bump-in and bump-out times)
- the purpose of the event
- the expected number of participants
- activities being conducted as part of the event
- what the likely disruptions to residents and businesses will be with respect to noise, transport and road closures
- a contact number for further information or queries
- your Planning and Logistics Officer's details as a secondary contact.

Your first letter must be written as a 'proposal' (keeping in mind that your event has not been approved by the City of Melbourne) and a draft submitted to your Planning and Logistics Officer for approval before distribution. A follow up notification letter may also need to be sent one week prior to the event. Depending on the nature of the event or location, stakeholder sign off may also be required.

### Road closure newspaper advertising

If your event involves a major road closure/s or impacts the public transport network, you will be required to advertise in printed press. The advertisement must include:

- the name, date and location of the event
- road closure locations, opening and closing times

- impact on public transport routes such as trams, buses or taxis
- a contact number and website for further enquiries.

You must send a copy of the draft advertisement to your Planning and Logistics Officer at least 14 days prior to the date of publication for approval. Please note that minor road closures may still require advertising. Your Planning and Logistics Officer will discuss this with you.

## 3.6 SELLING AS PART OF YOUR EVENT

If your event includes any form of selling in public place a vendor list will need to be completed, outlining vendor contact details, a description of items for sale and a detailed site plan. Forms of selling include but are not limited to goods, services, food, beverage, carnival rides, entry tickets and merchandise.

## 3.7 SIGNAGE

The event organiser must provide a detailed signage proposal that outlines all the proposed directional, amenity, emergency evacuation and assembly points, vehicle access for entry and exit on and off site, pedestrian access, accessibility options, multi-lingual, event/program schedule and event branding signage and when relevant compulsory No Smoking signage as per Tobacco Act amendments banning smoking in outdoor eating areas. Please include details such as quantity, size, positioning and installation method. Signage includes variable message signs (VMS boards), billboards, banners, bunting, corflutes, maps and flags. Also include sponsorship/corporate logos attached/imprinted on marquees, temporary site sheds/buildings, inflatable gantries or fencing.

# 3. PREPARING YOUR EVENT PLAN

## 3.8 SITE PLAN

You must provide City of Melbourne and Public Authorities with your proposed site plan during pre-event planning. In the initial stages of planning, a draft site plan is acceptable. Your site plan should be clear, drawn to scale, with the scale and a legend noted on the plan. The site plan must identify the location of all aspects of the event including the event itself, equipment, activities, permanent and temporary infrastructure, crowd control infrastructure, generators, amenities, parking, pedestrian and vehicle access routes, water, seating, emergency access/egress, licensed areas, food outlets and merchandise stalls.

Correct site selection is a critical success factor for an event. The site you select should match your expectations of size, location and available facilities. Crowd and infrastructure capacities vary depending on the chosen site with only some being easily accessible and in close proximity to transport. The submitted site plan should consider turf protection measures and other nearby venues/events that may have an impact on your event.

### Site meeting

Please note that a site meeting with relevant City of Melbourne authorities may be requested by your Planning and Logistics Officer to make sure that the site is suitable and meets your event's needs and requirements. The more complex your event, the more likely it is that pre and post event site meetings will be required.

## 3.9 EVENT OPERATIONS CENTRE

Regardless of the size of your event, it is likely that you will need to have set aside an area where your staff and volunteers can meet for debriefs and/or meetings, as well as run the operations of your event. This needs to be detailed on your site map.

Major events held in the City of Melbourne may require a Melbourne Event Operations Centre (MEOC), which is an offsite operations centre where a member of the event organising team, public authorities, stakeholders, service providers and City of Melbourne staff gather to manage the event.

There are four requirements for the MEOC:

- a representative of the event organisation must be present in the MEOC and must be able to contact the event organiser at all times

- the representative must be authorised and prepared to act on behalf of the event organiser in all matters

- those present must be able to immediately address any problems arising during the event

- the event organiser must be responsible for the logging of incidents throughout the event

The City of Melbourne will determine the location of the MEOC after consulting with the relevant public authorities and the event organiser. Your organisation must absorb the cost of the centre, which will include room hire, catering and possibly equipment hire. Public authorities are responsible for their own laptops and communications. In most cases, the MEOC is located within a City of Melbourne facility.

# 3. PREPARING YOUR EVENT PLAN

## 3.10 CITY OF MELBOURNE'S PARKS, GARDENS AND WATERWAYS

Under the Crown Land (Reserves) Act 1978, the City of Melbourne manages a number of the parks and gardens located in the municipality. These public spaces are environmentally sensitive and as such need to be protected where possible.

The erection of structures including pop-ups and marquees is restricted and is not permitted in the following locations:

- Carlton Gardens
- Fitzroy Gardens
- Queen Victoria Gardens
- Kings Domain Gardens
- Speakers Corner at Birrarung Marr

Structures may be permitted in other parks with prior written approval, in accordance with City of Melbourne park guidelines. Protocols applicable are as follows:

- where permission is given, structures are to be placed not less than four and a half metres from any tree or shrub or near a tree canopy, or within two and a half metres of garden beds

- structures, where permitted, must be weighted and not pegged; in some locations it will be a requirement that the site is x-rayed to identify underground infrastructure and services including water and electricity

- when using water-weighted structures, water weights must be pre-filled and cannot be emptied onto the grass. Under no circumstances should items such as rope, string, signage or balloons be tied, stapled or attached to any tree limbs or park infrastructure

- damage to trees, shrubs, lawns, flower beds or park infrastructure arising from the event or activity remains the responsibility of the applicant and reinstatement and repair costs will be sought from the permit holder and/or event owner. The permit holder and/or event owner remain responsible for any damage incurred by third parties, suppliers, event patrons and any contracted service providers

- vehicles are not permitted to enter City of Melbourne parks and gardens without prior written approval

- vehicles granted approval to enter a park or garden must remain on hard spaces at all times

- parks, gardens and Council infrastructure must remain accessible to the public

- access to the event site must be maintained at all times for:

  1. emergency services vehicles

  2. owners or tenants of nearby or adjoining properties requiring access

  3. pedestrians; a minimum footpath width area of two and a half metres

  4. event areas cannot be roped or cordoned off unless it is to meet safety or liquor licence requirements

- depending on the specific site chosen and the prevailing weather conditions, Park Services may require that protective boards or flooring (such as Profloor) are laid to protect the lawns. The protective boards or flooring may be lifted to aerate the surface if the event runs over multiple days

- the location of all structures is to be considered in relation to protecting all the lawn surfaces. Where possible, structures should be located on hard spaces to limit the impact on the lawns

- most park pathways are not designed for heavy vehicle use. Lawn areas also become compacted and damaged because of ongoing use by vehicles. Event organisers should consider this in determining the site plan and request specific weight loadings for each site. Parks such as Birrarung Marr (Upper and Middle Terraces) are most relevant in this scenario

Further information is available via **Parks and open spaces**.

# 3. PREPARING YOUR EVENT PLAN

## Waterways

If your event includes activities on waterways, you will need to contact Parks Victoria. Parks Victoria issue permits for organised events on the Yarra and Maribyrnong rivers (including Victoria Harbour). To apply for a permit, contact Parks Victoria. City of Melbourne's **Docklands Waterways Strategic Plan** outlines City of Melbourne's involvement in the development of Docklands' waterways. City of Melbourne's Waterways team should also be notified of events in the area. They can be contacted on 9658 8738 or by **email**. Find out more by visiting **Parks Victoria**, by **email** or calling 13 19 63.

## Access and egress for emergency services

Public safety is the key priority of any event and it is vital that your site plan accounts for access and egress by emergency services. For example, this may mean the inclusion of a dedicated emergency lane within a road closure. You will be required to work with your Planning and Logistics Officer and the Public Authorities team to ensure a quick and effective response in the event of an emergency. Emergency and risk management planning is covered in **section 3.18**.

## Vehicles in parks

Generally, only authorised City of Melbourne vehicles or emergency services vehicles are permitted in City of Melbourne managed parks and gardens. Limited access is available for vehicles engaged in the bump-in and bump-out and operation of an event. No vehicles, caravans, cranes, accommodation vehicles or trailers are permitted in any City of Melbourne managed parks and gardens unless specific authorisation has been given. Authorisations will be detailed in your permit. Conditions include:

• all vehicles must be road registered

• all on site vehicles must be approved by the Planning and Logistics Officer

• where bollards are in place, a marshal must be positioned at the bollards while the bollards are removed

• anytime the marshal has to leave the entry, the bollard will be put back in position, e.g. at the conclusion of the bump-in

• vehicles are only allowed to enter when a marshal (wearing high visibility clothing) is available to escort them

• all vehicles must have hazard lights on and must travel at walking pace

# 3. PREPARING YOUR EVENT PLAN

- all vehicles must remain on pathways unless protective flooring has been laid to protect the surface

- all vehicles that remain on site are required to have drip trays placed underneath their engines

- members of the public will have right of way at all times

- the event organiser is also responsible for any reinstatement costs incurred from vehicle damage caused by event staff or contractors engaged to provide goods or services for the event.

## 3.11 ACCESSIBLE EVENTS

The **Melbourne for All People Strategy 2014-2017** states the City of Melbourne's commitment to ensuring our city is welcoming and inclusive of all people. Event organisers must consider accessibility as an important part of their planning and put measures in place so that the event site is accessible to everyone.

As part of Council's commitment to accessibility, publications and education programs have been developed to help businesses and event organisers allow equal access for people of all ages and abilities.

We've also developed a self-assessment checklist for festivals and events to provide a guide to how accessible your festival or event is. This can also be used as a guide when planning improvements or when selecting sites for festivals or events. You can find the checklist at **Good access is good business.**

## 3.12 INFRASTRUCTURE AND FACILITIES

Infrastructure and facilities brought onsite for your event, including marquees, banners, barricades, site sheds, amusement rides, toilets, water facilities and stalls must be listed on your infrastructure and facilities list as well as marked on your site plan. Placement of infrastructure needs to be considered to avoid crowd issues or damage to the site or Council assets. Please make sure that you include the dimensions and weight loadings where applicable.

### Toilet facilities

Your site plan must show the location and number of public toilets and disabled facilities being provided for your event. The number of toilets you will need to provide will depend on anticipated crowd numbers, patron gender (women require more facilities than men), whether there is service of alcohol and the event duration. Accessible facilities must be available. Toilet facilities must be well lit for security and safety reasons, provided with soap and hand drying equipment and must be cleaned and re-stocked regularly. Toilets must also be located away from food storage and food services areas, provided with sharps disposal facilities and be suitable for wet weather conditions.

# 3. PREPARING YOUR EVENT PLAN

## Toilet facilities – no alcohol provided

Use the following guides to determine the number of toilets required at your event.

| PATRONS | FEMALE | | MALE | | |
|---|---|---|---|---|---|
| | WCs | Hand basins | WCs | Urinals | Hand basins |
| **Less than 500** | 6 | 2 | 1 | 2 | 2 |
| **More than 1000** | 9 | 9 | 2 | 4 | 4 |
| **More than 2000** | 12 | 6 | 4 | 6 | 6 |
| **More than 3000** | 18 | 10 | 6 | 15 | 10 |
| **More than 5000** | 30 | 17 | 8 | 25 | 17 |

## Toilet facilities – alcohol provided

| PATRONS | FEMALE | | MALE | | |
|---|---|---|---|---|---|
| | WCs | Hand basins | WCs | Urinals | Hand basins |
| **Less than 500** | 13 | 2 | 3 | 8 | 2 |
| **More than 1000** | 16 | 4 | 5 | 10 | 4 |
| **More than 2000** | 18 | 7 | 9 | 15 | 7 |
| **More than 3000** | 22 | 14 | 10 | 20 | 14 |
| **More than 5000** | 40 | 20 | 12 | 30 | 20 |

### DID YOU KNOW

**that there's a National Public Toilet Map?**

The Australian Government has introduced a website which shows all the public toilets across Australia on a map. The website is not just useful for smaller events without provision of toilets, but also for everyday life. The map shows facilities, opening hours, accessibility and parking, and there's even a free smart phone app. Visit **Toilet Map**.

# 3. PREPARING YOUR EVENT PLAN

## Drinking water facilities and access

Events must cater for the health and comfort of patrons. Under the Building Code of Australia, event organisers must provide one drinking fountain or drinking tap for every 150 patrons or part thereof. Drinking water should be made freely available, or if not feasible, cost less than the lowest price of any other drink sold to patrons. The location of drinking water facilities must be clearly indicated via directional signage.

Please note water access may be required to service portable toilets or provide water for consumption at an event. Access to water supply will vary depending on the irrigation system within each park/garden location.

The City of Melbourne is committed to being sustainable. In support of the state government's restrictions and City of Melbourne's wider commitment to achieving long-term, sustainable practices, event organisers are not permitted to access water points within the City of Melbourne's parks and gardens for counter weighing structures. It is recommended that concrete weights are used to secure infrastructure. If event organisers bring in their own water to counter weight structures, the water must be taken off site and discarded.

Please discuss your water requirements with your Planning and Logistics Officer. A minimum of one weeks' notice is required when accessing City of Melbourne water.

## Power and lighting

Requirements for power and lighting must be clearly outlined in the event plan. The plan must include locations and source of power, specifications of power used (such as amperage and voltage), details of certified electricians or generator companies engaged for the event, a contingency plan in the event of a power blackout and details of how lighting will be provided to guarantee the safe access and egress into the event precinct.

In some city locations, it is possible to use City of Melbourne mains power. If you require the use of City of Melbourne power and it is available at your event location, your Planning and Logistics Officer will provide you with the details of the City of

Melbourne electrician to arrange access. You can then source your own reputable electrician to manage power requirements during your event. Please note fees apply and the event organiser is responsible for ensuring that any independent operators comply with the appropriate health and safety regulations.

## 3.13 OCCUPANCY PERMITS AND TEMPORARY STRUCTURES

The City of Melbourne's Building Control Group administers and enforces City of Melbourne's responsibilities under the State Acts, Regulations and Local Law, such as the Building Act 1993, Building Regulations 2006 and Building Code of Australia under the National Construction Code. The primary aim of the building legislation is to ensure that the minimum levels of safety, health and amenity are achieved and maintained. These broad requirements cover structural safety, accessibility for all, safety in case of fire or crowd disturbance and access for emergency personnel. Health and amenity requirements predominantly look at toilet facilities, water, first aid and disabled access facilities.

Documents required for Permits and Approvals need to be detailed to the extent of providing sufficient proof that the proposed event will comply with the Building Regulations and Building Act. Fees do apply for application for Occupancy Permits and Siting Approval.

# 3. PREPARING YOUR EVENT PLAN

## Temporary structures and siting approval

A prescribed temporary structure is either one or a combination of the following structures used as an assembly building/ place of public entertainment:

- a stage or platform exceeding 150 square metres
- a tent, marquee or booth with a floor area greater than 100 square metres
- 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.

You can find a Siting Permit Temporary Structures fact sheet, application form, schedule of fees and checklist at **Temporary siting approvals**. Permits are applied for through the Building Control Group within the City of Melbourne and must be made at least 15 working days prior to the event. Please note all prescribed temporary structures also require approvals from the Victorian Building Commission.

## Building Control Group

You can **email** the Building Control Group or call 03 9658 9658. Visit **Temporary siting approvals** to download an application form.

## Temporary Occupancy Permits for Places of Public Entertainment (POPE)

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 as to whether an Occupancy Permit is required.

A POPE fact sheet, application form, schedule of fees and checklist can be found at **Temporary siting approvals**.

Temporary Occupancy Permits are applied for through the Building Control Group within the City of Melbourne and, for simple events, the application form with all supporting documentation must be submitted at least 15 days prior to the event. Approvals for design are required where there are temporary structures and prescribed temporary structures. Additionally, inspections will need to occur before the event.

# 3. PREPARING YOUR EVENT PLAN

## Inflatable structures

If you're planning on having inflatable structures at your event, like jumping castles, you are required to supply a Certificate of Compliance: Design before the event. A Certificate of Compliance: Inspection must be obtained immediately prior to your event starting and provided to your Planning and Logistics Officer the next business day following your event. Templates for both these documents can be found at **Temporary siting approvals**.

## 3.14 PEDESTRIAN AND CROWD MANAGEMENT PLANS

### Pedestrian management plan

When planning an event that will be held in a public open space, event organisers must consider maintaining access for members of the general public. A pedestrian management plan must be developed for approval by the City of Melbourne. This plan should tie in with your crowd management plan and vice versa.

Your pedestrian management plan must outline your strategies for managing pedestrian access and egress at the event site, as well as taking into consideration non-attendee pedestrians who may be affected by it. The City of Melbourne can help you determine the numbers and types of infrastructure required to manage pedestrian movement.

Your pedestrian management plan must include:

- locations of barricades
- locations of diversion and closure signs
- time and date for installation of infrastructure
- locations of marshals
- timing of footway closures and openings
- public transport pick up and set down areas
- access for people with disabilities.

### Crowd management plan

Develop a crowd management plan outlining your crowd control strategy. In the situation where the crowd becomes unruly, it is the event organiser's responsibility to implement the crowd management plan, however if you cannot control the situation, emergency services will take over. Your crowd management plan must take into account all elements of your event. Some questions you should consider are:

- what type of event are you holding? For example, a concert, sporting event, parade and/or fundraising activity
- what location have you chosen for your event? For example, an open square, a street, a laneway or a park
- what will the capacity of the site be with your event infrastructure in place?
- what is the expected size, demographic and nature of the crowd who will be attending your event?
- are there suitable access and egress points into and out of the venue? Is there emergency vehicle access?
- what communication methods will be used for your event?
- what crowd control measures (such as barricades, signage, marshals) will you be putting in place? Will queues be forming and if so, where?
- will vehicles and crowds be separated or in the same area?
- who will take on what roles in regards to crowd management and what is the chain of command?

# 3. PREPARING YOUR EVENT PLAN

## 3.15 TRAFFIC MANAGEMENT PLAN

For all road closures or traffic stoppages (block and holds), the City of Melbourne will require the submission of an approved traffic management plan. Your Planning and Logistics Officer can assist you with circulating your traffic management plan to stakeholders for approval.

Your traffic management plan must include:

- locations of diversion and closure signs, road closures, barricades, traffic controllers, marshals and police
- positioning of variable message signs (VMS)
- time and date for installation and dismantle of infrastructure
- timing of road closures and re-openings
- implementation and management of closures and openings
- affected public transport operators (for example, Yarra Trams, Metro Trains, bus operators and taxi services)
- affected public transport routes (such as Dandenong line, tram route 86, bus service 201)
- details of the impact (where relevant), such as:
  - service diversions (where to, how long for)
  - changes to bus or tram stops
  - lists of extra services required (and additional staff required)
  - times for 'block and hold' if relevant
  - passenger notification
  - Public Transport Victoria notification
  - management of crowds accessing transport services via bus, train or tram stops.

## 3.16 EVENTS ON MELBOURNE'S ROADS AND LANEWAYS

The Planning and Logistics team receives many requests to conduct events on the City of Melbourne's roads, laneways and footpaths, and in public open spaces. Under the Activities Local Law 2009, (section 5.5), it states that; *unless in accordance with a permit, a person must not in or on a road or any other public place prescribed by council; conduct any special event*. Therefore, it is a requirement of the City of Melbourne to issue an event permit.

It is also important for event organisers to consider the following when holding an event in and around roads, laneways, footpaths and public open spaces.

### Traffic and public transport management

Traffic and public transport management planning includes determining how to ensure that all traffic, inclusive of public transport, is accounted for and impacts covered through your event traffic management plans.

Key stakeholders with regards to traffic management planning include:

- Public Transport Victoria
- VicRoads
- Victoria Police
- Victorian Taxi Association
- Victorian Taxi Directorate
- The City of Melbourne

# 3. PREPARING YOUR EVENT PLAN

Points to note in regards to traffic and public transport management include:

- Under Victorian legislation, organisers of events in Victoria are required to notify Public Transport Victoria if their event is likely to have an impact on public transport services.

- If your event affects any road, whether through a full road closure or a 'block and hold' arrangement, you will need to engage the services of a qualified traffic management company to produce a traffic management plan and submit this to your Planning and Logistics Officer. This plan will outline your objectives and strategies for managing proposed road closures and/or block and holds in accordance with the Australian Standards AS 1742.3 (2009).

- If your event impacts on any of VicRoads declared roads (which include freeways and arterial roads such as King Street, St Kilda Road and Spencer Street), approval will be required from VicRoads.

- If your event uses City of Melbourne's local (municipal) roads only and does not impact public transport or declared roads, your Planning and Logistics Officer will assess if VicRoads or the Department of Economic Development, Jobs, Transport and Resources need be involved.

- If your event is a race, Victoria Police approval is required and you may also need to work with VicRoads, Public Transport Victoria, City of Melbourne and any other local councils along the race route to obtain approval.

As much as possible, it is advisable that you try to avoid your event impacting freeways, arterial roads or public transport to reduce the impact on the transportation network.

## Notifying relevant authorities

It is the responsibility of the event organiser to make sure relevant public authorities are notified of the event. Key stakeholders with regards to traffic and public transport management can be found below.

## A-Team

As part of the approval process, depending on the size and complexity of your event, you may be required to make a presentation of your final event plan. The presentation will be to representatives of the City of Melbourne's Events and Engineering groups, Victoria Police, VicRoads, Metropolitan Fire Brigade, Ambulance Victoria and any other impacted authorities (known as the A-Team). The meeting will be coordinated by your Planning and Logistics Officer.

## Public Transport Victoria

If your event is likely to have an impact on public transport, an event notification form is required to be submitted to Public Transport Victoria under Part V1, Division 10 of the *Transport Act 1983*. Impact means any delay, replacement, deviation or cancellation of a public transport service. If you are unsure whether your event is likely to have an impact on public transport, a self-assessment checklist is available. PTV requires submissions to be made at least 120 days prior to an event with an expected attendance of less than 10,000, and at least 150 days prior to an event with an expected attendance of over 10,000. Visit **PTV**, **email** PTV or call 1800 800 007.

## VicRoads

VicRoads manages Victoria's main or arterial roads and freeways (excluding tollways). Local councils and other agencies (such as Parks Victoria) are responsible for managing local roads (municipal roads). To determine if your event is to be held on or will impact an arterial road, view your event area on the VicRoads website and search for the interactive 'declared roads map'. Even if your event is not being held on a declared road, the impacts may still be felt on these roads and it may still be necessary to involve VicRoads in your event. VicRoads requires that notification be submitted at least 60 days prior to the event. Visit **VicRoads**, **email** or phone 03 9854 2781.

# 3. PREPARING YOUR EVENT PLAN

## Victoria Police

Victoria Police may need to be involved in the planning and enactment of your event both from a traffic management and crowd control perspective. Visit **Victoria Police** or email **stateevents@police.vic.gov.au**

Please note that if your event involves a major road closure or significant impact to public transport you may be required to advertise your event in the newspaper. Please refer to **section 3.5 stakeholder notification plan**.

There are also a number of road rules that may impact your event plans, such as:

- All events held on Victoria's roads must comply with the Road Safety Act 1986, the Road Management Act 2004 and any Regulations or Codes of Practice associated with those Acts

- Generally all vehicles with a motor capable of generating power of over 200 watts must be registered or have an unregistered vehicle permit for the duration of the event in which it is to be used

- A **highway event permit** from Victoria Police may be required for any event involving public roads including foot and bicycle races. Email the **Victoria Police**.

- On-road cycling events require approval from VicRoads and Victoria Police.

- Cars are not permitted on footpaths without a permit and a letter of exception from VicRoads.

- Vehicles participating in parades are still subject to Victorian Road Rules.

- It is illegal to travel in the load area of a vehicle. VicRoads may issue a permit to allow people to travel on the back of a ute or truck for the duration of the parade.

- You need VicRoads' authorisation to erect, place, remove or alter any Traffic Control Device on a VicRoads declared road.

## 3.17 VEHICLES, PARKING AND ACCESS PERMITS

If your event requires vehicle access or reserved parking, arrangements can be made via City of Melbourne's On-street Compliance Services team; however, you should make sure that you communicate with your Planning and Logistics Officer so they are aware of your request for parking and access permits within the context of your event plan.

### Reserved parking permits

Once the number of parking spaces you would like to have near your event site is established, you will need to submit an application online, with fees applicable.

You can call the On-street Compliance Services team on 9658 9658, **email** them, or find out more about reserved parking permits by visiting **Parking for special events**.

You must apply for reserved parking spaces at least five working days before your event. If you are staging a major event, your application must be made at least 15 working days before the event.

# 3. PREPARING YOUR EVENT PLAN

## Vehicles

A vehicle list must be provided with your event plan. Only essential vehicles are allowed to remain on site and at some sites vehicles are not permitted, or not permitted during certain times.

Please refer to the list below for possible vehicle requirements.

- Vehicle Access Permits may be required for your vehicles depending on the site you have chosen
- Bollards may also have to be opened to enable you to gain access to a site
- Certain sites are subject to weight loading restrictions which may impact whether your vehicle is able to enter the site
- Rules and restrictions apply to all vehicles on site
- Under the Road Management Act, no vehicles are permitted to remain on a footpath, which includes being parked on a footpath as part of an event, without a letter of exemption from the Road Safety Group at VicRoads. To obtain an exemption from this road rule please contact VicRoads.

## Vehicle Access Permits

Vehicle Access Permits are required for all vehicles wishing to enter the following areas:

- Swanston Street, between Flinders Street and LaTrobe Streets
- Bourke Street (Mall), between Elizabeth and Swanston Streets
- Bourke Street (East), between Swanston and Russell Streets.

This permit controls vehicle access and parking in areas that are primarily for the use of pedestrians.

Applications for Vehicle Access Permits can be made in person at the Town Hall. Please note that you will need registration numbers of all vehicles requiring access and fees and conditions apply. Please visit **Vehicle Access Permits** for more information.

The number of spaces to be made available is assessed on a case-by-case basis depending on where and when the spaces are required, and whether there is any other activity planned for the area. Please note that parking restrictions still need to be observed (for example, No Parking during Clearway times and No Stopping areas).

## 3.18 EMERGENCY AND RISK MANAGEMENT PLAN

Any event, regardless of size, will have risks associated with it and it is important that the event organiser has given consideration to potential risks and has considered measures that will mitigate the risk. City of Melbourne needs all event organisers to undertake a risk analysis to make sure that you manage and control the risks posed by your event. The plan must include identification and measurement of the risks, together with the proposed management and mitigation strategies of those risks.

If your event is large or complex, a number of emergency services may need to be present. You may also need to develop an emergency response plan in consultation with the Victoria Police, Ambulance Victoria and Metropolitan Fire Brigade.

The Risk Management Standard ISO31000:2009 was introduced in December 2009 for assessing risks associated with events. This international standard replaced Australian/New Zealand Standard 4360:2004. Event organisers should make sure they are familiar with the ISO standard.

The following is a list of things you should take into consideration as part of your emergency and risk management plan.

# 3. PREPARING YOUR EVENT PLAN

## First aid

You must develop a first aid plan outlining how you will manage an incident if one was to occur. This may include; the involvement of Ambulance Victoria and/or St John Ambulance and/or other pre-hospital care providers (if you request their attendance). It is essential that you provide parking and access for emergency service vehicles and include this in your site plan.

More information on your first aid obligations under the Occupational Health and Safety act can be found in Worksafe Victoria's **First Aid in the Workplace - Compliance Code**. First aid facilities may also be required as a result of an occupancy permit for a POPE, please refer to the Building Control Group on 03 9658 9658.

First aiders need to be suitably equipped to do their job and have access to a facility in which they can work. Consider patient confidentiality and dignity. The best advice is to approach a recognised body that provides such services to determine the minimum level of first aid you will require at your event.

## Evacuation plan

Part of your emergency plan should include an evacuation plan. This plan is a map of the event area, clearly indicating all evacuation points, meeting points and emergency services' locations. It should also highlight how the crowd will be informed of any evacuation need and who will be the person that is charged with this responsibility (nominated wardens and safety officers with the appropriate skill sets). This evacuation plan should be prepared in conjunction with your crowd and pedestrian management plans.

## Weather contingency planning

The City of Melbourne's public places are outdoor sites meaning events will be subject to weather conditions. It is important to consider the impacts of the weather on your event and put into place plans to account for the various conditions that may occur. Planning for a public street parade will differ from a private corporate function within a park, however all events should consider contingency plans for weather and make

sure this is part of their risk management planning. Event organisers are advised to monitor long range forecasts on the **Bureau of Meteorology** website in the lead up to their event. There are no refunds or credits for event sites not used due to unfavourable weather conditions.

## Total Fire Ban

A Total Fire Ban sets legal restrictions to prevent activities that may start a fire. In the event of a total fire ban, restrictions may apply to the discharging of fireworks and open fires. Visit **MFB** or call 03 9665 4501 to find if restrictions apply to your event.

## Safety and security

Safety is of paramount importance to the City of Melbourne. The nature of your event and anticipated crowd numbers will determine the type of security you require. It is important to design a security plan with the security provider to clarify roles and responsibilities related to event security. The main responsibilities of security staff are likely to include crowd management, asset protection, managing lost children and handling confiscated items. Depending on the size and scope of your event, event marshals may be used in place of security. Please discuss this with your Planning and Logistics Officer.

## Security and terrorism

All event organisers who plan events involving large numbers of the general public or high profile attendees need to address security and counter-terrorism issues with your Planning and Logistics Officer, who will facilitate communication with the Victoria Police and relevant authorities through the **A-Team** process.

## Working with Victoria Police

Depending on the size and scope of your event, Victoria Police may be involved throughout the planning process and for the duration of your event. Police members may attend meetings with event organisers and the **A-Team** and additional police resources may be required during your event.

# 3. PREPARING YOUR EVENT PLAN

## Other useful references:

- Occupational Health and Safety (OH&S) requirements. To download the latest versions of the Compliance Codes and for more information about Occupational Health and Safety related to your event please contact WorkSafe Victoria. Visit **WorkSafe** or call 1800 136 089.

- Expert advice on emergency management. Melbourne Fire Brigade's Workplace Emergency Management and Training Department (WEM). Visit **Melbourne Fire Brigade** or call 1300 855 163.

- Fire Safety Guidelines. **Email** the City of Melbourne's Building Control Group or call 03 9658 9658.

- Gas Cylinders and Safety Regulations. Visit **Energy Safe Victoria** or call 03 9203 9700.

- Fireworks and Pyrotechnics under State legislation, fireworks may only be included at your event if they are provided and operated by a pyro-technician who is licensed by WorkSafe Victoria. Visit **WorkSafe** or call 1800 136 089.

- Metropolitan Fire Brigade. Visit **Metropolitan Fire Brigade**.

- Ambulance Victoria. Visit **Ambulance Victoria**.

- Victoria Police. Visit **Victoria Police**.

## Waste management plan

You will need to produce and implement a waste management plan for your event. This is required to minimise the impact of your event on the city. As events have the potential to draw increased crowds to streets, parks and other public spaces, this puts extra demand on the City of Melbourne's usual public litter and recycling bins and street cleaning services. It is your responsibility to assess your event and arrange for suitable street cleaning and waste collection.

You are also responsible for coordinating waste management resources and facilities to areas affected by the event, including those outside of the permitted area where City of Melbourne's normal services cannot access. This includes all areas affected by road closures, including major transport hubs, for example Flinders Street Station or tram super stops.

For most events, it is likely that additional rubbish and/or recycling bins will be required. It is important to consider the type and location of litter bins and use recycling options where appropriate.

At the conclusion of the event, all displays and promotional material, excess rubbish and other equipment associated with the staging of your event are to be removed and the area left in a clean and tidy condition. If the City of Melbourne is required to undertake any reinstatement, additional cleaning or removal of rubbish or other materials, you may incur a charge to restore the area to its pre-event condition.

You can reduce your waste and increase recycling through simple actions such as:

- ensuring that the packaging used for any products available at the event is recyclable

- making sure that recycling and rubbish bins are placed next to each other

- ensuring that recycling and rubbish bins are clearly signed to show where items should be disposed.

# 3. PREPARING YOUR EVENT PLAN

## 3.19 SUSTAINABLE EVENTS

### Sustainability principles for greener events

The City of Melbourne has a responsibility to consider the impact city events have on the environment. The City of Melbourne encourages event organisers to minimise their environmental impact by reducing the carbon and ecological footprint of their event.

By encouraging event organisers to minimise, measure and offset the impact of their event, the City of Melbourne is leading the way in determining the true impact events of different types can have on the environment.

The four main sustainability considerations for events are:

- use of water
- management of waste
- managing greenhouse emissions and the use of energy
- management of venue surfaces.

### Promotional giveaways and sustainability

If you wish to distribute promotional giveaways at your event, consider your options and the environmental impacts in detail and then discuss with your Planning and Logistics Officer. Please note it is not possible to distribute giveaways at all events or in all locations as giveaways can cause litter and waste problems. If your event includes giveaways the broader guidelines around promotions apply, refer to **section 2.6 activity permits** (weddings, promotions, filming and personal training), fees will not apply, and details can be included as part of your overall event plan.

### Sustainability of parks and gardens

Guidelines have been developed to ensure that events held in specific parks and gardens are appropriate to those locations, and that the frequency and size of events do not exceed the carrying capacity of specific parkland sites. To minimise the damage an event may cause to the park, event organisers must provide adequate supervision at the site during bump-in and

bump-out and use protective surfaces to reduce compaction and damage to the turf. The permit holder and/or event organiser remains responsible for any damage incurred by third parties, suppliers and any contracted services.

Events Melbourne, together with Parks Services, reserve the right to reduce the number of events in certain areas of a park or garden if those areas have become damaged and exhausted. You will be advised if this affects your booking.

## 3.20 ANIMALS AT EVENTS

The inclusion of animals at events is a common request, for example, petting zoos at Christmas parties, Seeing Eye dogs as part of Vision Australia promotions, native wildlife displays for Australia Day and horses in the Victorian Racing Carnival Parade.

There are various animal welfare acts, regulations and codes of practice that must be upheld, as detailed on the **Victorian State Government Agriculture** and **RSPCA Victoria** websites.

To ensure that animal welfare is considered and managed appropriately at events, organisers are required to ensure that the animals involved in their events are chosen for their suitability and not subjected to injury, suffering, distress or excessive disturbance. In demonstrating their approach to achieving this outcome event organisers must give due consideration to legislative requirements, best practice and the RSPCA's 'Five Freedoms for animals'. Applicants must complete an animal welfare checklist and provide full details on how this will be achieved.

### Animals in circuses

It is the policy of the City of Melbourne that the use of exotic animals in circuses is not supported. Exotic animals refers to any non-domesticated animals, such as elephants, large cats or non-human primates (monkeys).

# 4. PERMITS AND OTHER CONSIDERATIONS

## 4.1 HANDBILLS

Limited handbill distribution may be permitted as part of your event depending on your event location. If you wish to distribute handbills at your event, include details in your event plan and discuss your options with your Planning and Logistics Officer. Under no circumstances can handbills be distributed in parks. All handbills must contain the words 'Do not litter' in a readable font which is clearly distinguishable from material on the handbill being promoted. A copy of the proposed handbill must be submitted along with your event plan.

You can **email us** or call 03 9658 9658. For more information about handbill permits, visit **Handbills**.

## 4.2 FUNDRAISING

Any person or organisation wishing to conduct a fundraising appeal is required to register with Consumer Affairs Victoria before they commence fundraising, unless they are exempt from registration. Individuals wishing to fundraise on behalf of a charity must have written permission to fundraise from the nominated registered charity. There is no fee to register as a fundraiser. Find out more, including a list of registration exemptions, at **Consumer Affairs Victoria**.

You can also **email us** or call 03 9658 9658. Find out more at **Fundraising**.

## 4.3 FOOD AND BEVERAGES (HEALTH AND WELLBEING)

A key responsibility of the City of Melbourne's Health and Wellbeing branch is to monitor and inspect businesses to ensure compliance with the Food Act 1984 and the Public Health and Wellbeing Act 2008. As such, event organisers who have food vendors at their event are subject to these same conditions and are required to ensure that all vendors are registered with the City of Melbourne or another council within the state of Victoria. These requirements relate to all food operations where any food or beverage, including sampling of these, is intended to be sold or given away as part of a charity, service organisation, fundraising, sporting, promotional or commercial event.

As per the Tobacco Act 1987, smoking is banned in all outdoor eating areas and new controls apply to public events, which will vary based on the number of food vendors on-site. Find out more, including fact sheets and guidelines at Department of Health and Human Services.

# 4. PERMITS AND OTHER CONSIDERATIONS

The event organiser must liaise directly with the City of Melbourne's Health and Wellbeing branch prior to the event to make sure all temporary food stall vendors become registered and meet all requirements of the Food Act 1984. This is in addition to any other permits issued by other City of Melbourne departments. The role and responsibilities of an event organiser include:

- notifying the City of Melbourne Health and Wellbeing branch at least three months before the event (or before contact with potential food vendors). This will ensure you have the most current information regarding Council requirements for registration and operating at an event

- distributing the correct (and current) application information to food businesses operating at the event and ensuring they submit relevant applications to the City of Melbourne at least 21 days before the event

- confirming all food businesses operating at the event by providing a list of food business proprietors and a site map of the event at least 14 days before the event

- ensuring all food businesses are aware of the requirements to register and operate a food premises at an event

- providing or organising facilities for communal wash up, access to power, water and sewerage disposal if required

- attending meetings with City of Melbourne Health and Wellbeing Event Liaison Officers as required.

- terminating an agreement with a food business or removing a food business from an event if food safety standards or requirements are not met.

If the event involves farms, zoos and exhibits where patrons may interact with animals, please visit the **Department of Health and Human Services**.

The event organiser must be readily contactable throughout the event planning, staging and evaluation process.

## Temporary and mobile food premises

Prior to operating at an event, temporary and mobile food vendors must ensure they have a current Food Act Registration and lodge a Statement of Trade with City of Melbourne at least five working days before the event. Please note you risk a fine if you fail to lodge statements of trade within five days of operation.

Streatrader is an online system for traders to register and notify temporary and mobile food premises in Victoria. Statements of Trade are also lodged through **Streatrader**.

- Applications for registration of temporary food premises must be completed and submitted at least 21 days prior to the commencement of the proposed event, festival or market. Please note that registration fees are applicable.

- Applications for registration of a mobile food premises must be completed and submitted at least four weeks prior to the commencement of the proposed event, festival or market. Please note that the registration process includes a plan assessment and inspection and registration fees are applicable.

Timeframe: At least 21 days prior to the event (four weeks preferable).

You can **email us** or call 03 9658 8858. Find out more about temporary and mobile food premises at **Temporary food premises**.

# 4. PERMITS AND OTHER CONSIDERATIONS

## 4.4 ALCOHOL AND LIQUOR LICENSING

Under local laws, the City of Melbourne prohibits the consumption of alcohol in the central business district (CBD) 24 hours a day, 365 days a year. Consumption of alcohol is controlled under the City of Melbourne's **Activities Local Law 2009**.

There are some exceptions where, in accordance with a permit, alcohol consumption may be permitted within Melbourne's CBD. An example would be where a liquor licence has been obtained and event plans submitted have met City of Melbourne's approval.

A temporary Limited Liquor Licence or a Major Event Licence may be required when liquor is being supplied at an event and paid for (or is included in a ticket price). You must contact the Victoria Commission for Gambling and Liquor Regulation (VCGLR), to obtain a limited liquor licence. If your event is for over 5,000 patrons, a Major Event Licence might be required.

For more information, visit **Victorian Commission for Gambling and Liquor Regulation** or call 1300 182 457. Events Melbourne will need to see evidence of your liquor licence. Please note that approval of a liquor licence is not approval for your event, nor does an event permit guarantee you will receive a liquor licence.

If you intend to serve but not sell alcohol, you may not require a liquor licence; however it is always best to check with Responsible Alcohol Victoria for the latest information.

### Alcohol plan

Regardless of whether you are selling or just serving alcohol, you are required to write an alcohol plan.

Major concerns with providing alcohol at events are; preventing the sale or provision of liquor to minors, preventing unduly intoxicated/disorderly persons and preventing access by minors to licensed areas. Your licensed areas should be clearly marked on your site plan, as well as any dry areas, and food should always be made available to guests.

Your alcohol plan should detail:

- the type of alcohol that will be available

- the containers in which it will be served (plastic containers required in parks)

- provisions for container collection during and after the event

- designated dry areas

- food vending/provision areas and types of food available

- the number and location of security personnel who will manage the area (this may also be included in your security plan)

- the location of toilets and the ratio of toilets per attendees

- the number of bar staff and their training levels

- the proposed trading hours of the alcohol serving areas.

# 4. PERMITS AND OTHER CONSIDERATIONS

## 4.5. NOISE MANAGEMENT AND MUSIC

Managing noise levels is an important part of the City of Melbourne's commitment to providing a liveable, supportive environment for all.

Events using public open spaces must comply with the Activities Local Law 2009, which regulates all noise affecting public places, either by its nature or volume. Any noise emanating from an activity is not to exceed 72dB when measured three metres from the sound source, unless written approval has been obtained for an alternative sound level. There is to be no amplification equipment used in association with any activity unless written approval from the City of Melbourne has been obtained, and amplified sound must not start prior to 10am and must cease by 10pm Sunday to Friday and by 11pm on Saturdays.

Noise from events is also subject to the nuisance provisions of the Public Health and Wellbeing Act 2008. Residents may lodge a complaint that an event is adversely impacting on the amenity of the area and Council is obliged to investigate and take action where necessary.

Event organisers need to be considerate of the amenity of the surrounding area. Noise from vehicles, event activities, music and patrons can cause disturbance. Event plans should include strategies to address potential noise issues. Proactive measures such as crowd control, positioning of loudspeakers and timing of events can improve control of noise.

The City of Melbourne's Compliance Officers regularly monitor events and activities, such as spruiking and busking, to ensure compliance with local laws. A penalty applies to most noise offences under the Activities Local Law.

It's illegal to play protected sound recordings for commercial purposes without a licence. The Australian Mechanical Copyright Owners Society (AMCOS), known as APRA AMCOS, jointly protect the rights of their members' and their musical works. The Phonographic Performance Company of Australia Limited (PPCA) represents the interests of record labels (licensors) and Australian recording artists. Both APRA AMCOS and PPCA are not for profit bodies and exist to protect the rights of their members.

# 4. PERMITS AND OTHER CONSIDERATIONS

If you are playing music at your event, whether live or recorded, you will need an APRA AMCOS and possibly a PPCA licence. Contact **APRA AMCOS** and **PPCA** respectively for more information 03 9426 5200 or 02 8659 1100.

Advice about the types of licences available and the costs and requirements can be found online. Support the Australian music industry and find out more about how you can obtain your licence.

## 4.6. PLANNING PERMITS

The Melbourne Planning Scheme specifies whether a planning permit is required to use and develop land. This might include the temporary use of a building for a performance or exhibition space, a bar, or for placing a banner sign on a building.

The planning scheme requirements do not distinguish between the short term use and development of a building and an ongoing use or permanent structure. If your event requires any changes to the use of the building or land, the construction of any external building works or alterations, or the installation of signage, then a planning permit may be required. For more information about planning contact 03 9658 9658 or visit **Planning**.

# 5. GLOSSARY

## Contents

For the purpose of this guide the following definitions apply.

### Activity

An activity does not interrupt the day-to-day running of the city and will usually have minimal impact on public transport and public parking. Activities at the City of Melbourne include weddings, personal training, promotions, filming and photography. Other activities include casual sports, seasonal sports and conservatory functions. Casual and seasonal sports in the City of Melbourne are managed by the Active Melbourne team. For more information call 03 9658 9658 or visit the **City of Melbourne**.

### Activities Local Law

The Activities Local Law 2009 contributes to City of Melbourne's long term and responsible approach to the ongoing health, vitality, prosperity, security and welfare of the city's residents, businesses and environment. Essentially, the objectives of this local law are to place parameters around events and activities occurring within the municipality to help ensure the safe enjoyment of daily life in the city for visitors and residents alike. All events in the City of Melbourne are subject to the Activities Local Law 2009, which you can view online at **City of Melbourne**. Prescriptions (or additions) to the local law can also be found on the website.

### Bourke Street Mall

Bourke Street Mall is a pedestrian mall in the centre of Melbourne and is a highly trafficked area with trams, pedestrians and delivery vehicles using the street throughout the day and night. As such, Bourke Street Mall is not a designated event space and only businesses within the Mall are permitted to hold promotional activities outside their business.

### Bump-in

Bump-in refers to the process of setting up your event site prior to any activities starting. This may include setting up any infrastructure.

### Bump-out

Bump-out refers to the process of packing up all elements after your event has finished.

### Busker/Busking

A busker is considered to be an entertainer who is actively providing a performance in the public place in exchange for a donation. Busking is defined as sounding or playing a musical instrument, singing, giving a recitation or performing, conjuring, juggling, puppetry, miming, dancing, entertaining or doing any of these things concurrently. Busking also includes the activity of drawing any message, picture or representation on a pavement, paper or canvas surface. Busking permits are issued by Council's Engineering Services team.

For more information call 03 9658 9658 or visit **City of Melbourne**.

### Certificate of Currency

A certificate of currency is documentary evidence that an insurance contract is issued by an insurer, outlining the insurance policy details, dates of policy and the interested parties.

### Council

Council means the Melbourne City Council.

# 5. GLOSSARY

## Crown Land (Reserves) Act 1978

The Crown Land (Reserves) Act advises how Crown land (land owned by the State or Commonwealth) can be used by the public and managed by the Committee of Management. The City of Melbourne is the Committee of Management for a variety of Crown Land within the municipality. Under Section 13 of the Act, the Melbourne Parks and Gardens (Joint Trustee Reserves) Regulations 1994 were created. Any events held on any Crown land within the City of Melbourne must abide by these regulations and any directions given by a City of Melbourne appointed Planning and Logistics Officer. The regulations look at rules, behaviours, use of barbeques, advertising and selling, amplified equipment, functions and events, structures, alcohol sales or distribution, vehicle use, and where permits or written consent is required. The Crown Land (Reserves) Act 1978 can be viewed **Australasian Legal Information Institute**.

## Enterprise Melbourne

Enterprise Melbourne is the City of Melbourne website which provides a single point of entry for information relating to business and economic activity for Melbourne businesses.

## Event

An event in this guide refers to both a large or small gathering that occurs in a certain place, during a certain time, which has some level of impact on the immediate surroundings. Low risk events usually have minimal impact on the area and local stakeholders while medium and large risk events will usually require additional services such as road closures, permit approvals, barricading, health services and promotional assistance and often involve the public. Larger events may also require the assistance of public authorities including Victoria Police, public transport providers, Metropolitan Fire Brigade, Ambulance Services, Parks Victoria and external suppliers, such as street cleaning and power.

## Event organiser

An event organiser is responsible for the overall management of the event, and will be the key contact for Events Melbourne. The role and responsibilities of an event organiser include troubleshooting, logistical operations, delivery and liaison. The event organiser must be contactable throughout the event planning, evaluation and delivery process.

## Event permit

An event permit is the document an event organiser is issued upon successful submission of all event plan elements required for their particular event. Your event permit will be emailed to you by your Planning and Logistics Officer once all criteria have been successfully met. Unless in accordance with a permit, a person must not conduct any special event on a road or in any public place without prior permission.

## Event plan

An event plan is the document (or combination of documents) an event organiser submits to Events Melbourne detailing how they plan to run an event. Event plans may be short or long depending on the complexity of an event and will cover areas outlined in this guide. An event plan is not required for a wedding.

## Fundraising activity

A fundraising activity refers to any activity which aims to collect money for, or on behalf of a Registered Charity Organisation. Fundraising activity permits are issued by City of Melbourne's Engineering Services team.

For more information contact 03 9658 9658 or visit **Fundraising**.

## Filming

Filming in this guide refers to the recording of images, including but not limited to film, video, digital or electronically for the purposes of exhibition and/or broadcast (television, cinema, internet, etc) and includes photography and photo shoots.

# 5. GLOSSARY

## Contents

### Filming permit

A film permit is a document issued by a government authority (City of Melbourne). Unless in accordance with a permit, a person must not conduct any filming that exceeds the low impact criteria (as listed on the **filming permits** webpage). Most people conducting filming or a photo shoot within the City of Melbourne must apply for a filming permit for the use of a public space. This ensures that your activity is conducted in accordance with the safety and amenity regulations of the Council. Please contact the Planning and Logistics team via **email** or call 03 9658 8008 to discuss or visit **Filming in Melbourne**.

### Goods

Refers to any item(s) for sale and may include food.

### Handbill

A handbill is defined as a leaflet, brochure, place card, notice, book, pamphlet, newspaper or other printed material. Handbill permits are issued by City of Melbourne's Permits and Approvals team. For more information contact 03 9658 9658 or visit **Handbills**.

### High risk event

Large scale events require an event permit and are those events that fall outside of the low impact event guidelines. A large scale event will generally have one or more of the following triggers:

• over 1,000 people

• a significant impact on stakeholders

• significant levels of infrastructure or vehicle access required

• road closures

• an impact on public transport.

### Low risk event

Low impact events require a permit and are those events that generally have minimal impact on the surrounding stakeholders and general public. A low impact event will:

• have more than 50 people, but less than 1,000 people or

• have less than 50 people, but has catering and/or infrastructure and/or vehicle access required or

• have less than 50 people, but would like to book a preferred location.

### Medium risk events

Medium risk events need a permit and are those events that fit within the following guidelines;

An event that:

• has more than 1,000 people but less than 10,000 or

• has less than 1,000, but has catering and/or infrastructure and/or vehicle access required or

• significant impact on stakeholders and/or

• road/lane closures.

### Parks, gardens and reserves

The City of Melbourne manages its parks, gardens and reserves under the Crown Land (Reserves) Act 1978 and has approximately 480 hectares of parks, gardens and reserves. Throughout this document, you may see reference to a park or garden used interchangeably. City of Melbourne park rangers patrol the parks, gardens and reserves to protect the parks, assist park visitors and assess the safety of park activities. For more information, visit **Parks**.

### Permit

A permit means written permission or authorisation granted by City of Melbourne under the Activities Local Law 2009.

# 5. GLOSSARY

## Public place

Public place is defined as Crown Land that is used by the public as common ground. The public is entitled to have access to all common ground areas of the municipality. Public place also extends to the following:

- any place prescribed by the City of Melbourne as a public place, other than an interior part of a building which is not occupied by the City of Melbourne or a public body unless that part has been prescribed by the Council

- any place to which the public have or are permitted to have access upon payment for admittance, but not including a shopping centre

- any park, garden reserve or other place of public recreation or resort

- any vacant land or vacant space adjoining any road

- any wharf, pier or jetty

- a City of Melbourne building.

## Promotional activity

A promotional activity includes any concept that promotes a product or service, but does not include selling the product, service or any associated merchandise. Giveaways of sample sized products or merchandise are acceptable. The City of Melbourne offers businesses access to various promotional sites located throughout the central city. The sites have been allocated specifically for the promotion of new products to consumers as roaming is not permitted. Fees are charged when using Melbourne's public spaces for promotions.

## Registered Charity Organisation

A Registered Charity Organisation (RCO) is an organisation, or a third party organisation, that collects money or pledges on behalf of a RCO, which is registered with Consumer Affairs Victoria.

## Risk

Risk refers to the probability and consequences of occurrence of injury or illness. Risk depends on such factors as the nature of the hazard, the degree of exposure, the potential consequences and individual characteristics such as susceptibility to hazardous substances.

## Risk assessment

Risk assessment means the process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard and for the purposes of this document includes hazard identification and risk control initiative.

## Site plan

Is a detailed snapshot of the location identifying all aspects of the event including; infrastructure, facilities, pedestrian and traffic management, amenities, etc. The site plan should also reference streets, laneways and other distinguishable land marks.

## Stakeholders

Stakeholders refer to a person, resident, business or group with an interest in any happenings taking place in the vicinity of where their residence or business is situated.

# 5. GLOSSARY

### Planning and Logistics team/Officer

Planning and Logistics is the team within Events Melbourne who manage all external event, filming, wedding, personal training and promotion applications. The Planning and Logistics Officer will be referred to throughout this document and will be your contact if you wish to organise an event in any of the City of Melbourne's public spaces.

### Statutory permits

Statutory permits are those required by State legislation and can include an Occupancy Permit for Place of Public Entertainment (POPE), health permits for provision of food to the general public and street trading permits for sales of goods and services in a public place. Note: if permits are not obtained when required, some substantial fines could be issued.

### Selling

Selling is defined as bartering, offering or attempting to sell, receiving for sale, having in possession for sale, exposing for sale, forwarding or delivering for sale, or allowing to be selling or offering for sale, and selling for re-sale.

### Spruiking

Spruiking is defined as addressing members of the public (whether directly or by the use of pre-recorded speech or messages) to encourage members of the public to enter a premises, purchase goods or both. Touting is defined as soliciting business to premises whether by addressing members of the public directly or the emission of music or other noise calculated to attract business.

### Street activity

Street activity is defined as any activity in the public place that involves an event, festival, and promotion, active selling, offering for sale, soliciting, street performance (busking), spruiking, collecting money for fundraising purposes and handing out promotional material and leaflets.

### Wedding

Wedding is defined as a commitment ceremony, is an invitation only activity and does not include the wedding receptions, parties or wedding photography.

# USEFUL DOCUMENTS

The following documents are available on the City of Melbourne website:

• event plan checklist

• event details overview

• event running sheet

• contact list

• stakeholder letter example

• site plan example

• infrastructure and facilities list

• traffic management plan examples

• risk management, which allows you to identify, analyse, evaluate, treat and review

Use the forms and examples provided to develop your event plan.

# 6. APPENDICES

## 6.1 EVENT PLAN CHECKLIST

Use this checklist for your event plan submission. Not all elements will be applicable to all events. Please discuss with your Planning and Logistics Officer if you are unsure of which elements are required for your event.

### Event details overview
- Event date, location and time
- Event organiser details
- Event description – purpose/aim

### Event running sheet
- Bump-in/bump-out
- Event timings

### Contact list

### Public liability insurance

### Stakeholder notification plan
- Stakeholder checklist
- Stakeholder letter/s
- Community and public consultation
- Newspaper advertising (road closures)
- Other notification methods

### Signage
- Directional
- Commercial

### Site plan
- Location/dimensions of all aspects
- Access and egress points (pedestrians, accessibility and emergency services)
- Trees and weight loading considered
- Vehicle routes
- Key
- Event operations centre

### Accessibility
- Accessible toilets, disabled viewing areas, hearing and mobility services
- Good access = good business checklist

### Infrastructure and facilities
- Equipment and vehicle list
- Drinking water provision
- Toilet facilities

### Occupancy permits – building
- Temporary structures
- Place of Public Entertainment (POPE)

### Pedestrian management plan
- Crowd management

# 6. APPENDICES

## Contents

### Traffic management plan

- Road closure adverts
- Traffic management in parks
- Vehicle approval/authorisation
- Track matting if on grass
- Road race approvals

### Notifications to:

- Public Transport Victoria
- VicRoads
- Victoria Police
- Other authorities

### Vehicles, parking and access permission

- Vehicles permission/requirements
- Reserved parking permits
- Area Access Pass

### Emergency and risk management

- Risk management plan –checklist
- Occupational health and safety officers
- Emergency contact list
- Safety and security plan
- First aid
- High risk hazards (fireworks, amusement rides)
- Weather contingency

### Waste management plan

- Rubbish and recycling bins
- Street and parking cleaning plan

### Sustainable events

- Water management
- Waste management
- Greenhouse emissions / energy use
- Venue surface management

### Authority to sell

- Vendor lists and details

### Permits and approvals

- Handbills, fundraising

### Food & beverage

- Health permits, notifications and fees

### Alcohol plan

- Liquor licence
- Responsible service of alcohol

### Noise and music management strategies

- Sound technician
- APRA AMCOS licences

# 6. APPENDICES

## 6.2 EVENT DETAILS OVERVIEW

Please provide the following details of your event plan. These tables should act as a rough guide for what to include in your event plan.

| Event overview | |
|---|---|
| Name of event: | |
| Bump-in date and time: | |
| Event date/s and start time: | |
| Bump-out date and time: | |
| Location: | |
| **Event organiser's details (if different from your online permit application)** | |
| Event manager's name: | |
| Organisation name: | |
| Address: | |
| Phone (W): | |
| Mobile: | |
| Email: | |
| Website: | |
| **Event description** | |
| What is the main purpose of this event? | |
| What type of entertainment/activities will be held? | |
| Who is the target audience? | |
| What is the expected number of patrons? | |
| How is the event being promoted? | |

# 6. APPENDICES

## 6.3 EVENT RUNNING SHEET

A running sheet sets the timing and sequence of your event so that you, your staff and volunteers; Events Melbourne and others know what is happening and when. Running sheets should include a timeline of event installation and dismantling, location and program details.

**A running sheet must be submitted to Events Melbourne.**

Below is an example of a running sheet layout.

| Date | Time | Action | Responsibility | Contact phone |
|------|------|--------|----------------|---------------|
| 11/04/2015 | 06:00am | Bump in start | Jack, Marquee Company | 0499 123 567 |
| 11/04/2015 | 06:00am | Stage installed | Jack, Marquee Company | 0499 123 567 |
| 11/04/2012 | 08:00am | Audio visual installed | AV suppliers | 0499 987 654 |
| 11/04/2015 | 10:00am | Opening speech | John Smith, President | 0499 123 456 |

## 5.4 CONTACT LIST

List the key contacts for your event, their roles and phone numbers for easy reference in the lead up to and during your event.

Below is an example of a contact list.

| Name | Role | Company | Contact phone |
|------|------|---------|---------------|
| Mary Contrary | Event manager | Good Events | 0499 456 456 |
| Jack Spratt | Marquee provider | Jack, A Marquee Company | 0499 123 567 |
| Tom Thumb | Audio Vis Supply | An AV Company | 0499 987 654 |
| John Smith | President | ABC Charity | 0499 123 456 |

# 6. APPENDICES

## 6.5 STAKEHOLDER LETTER EXAMPLE

The following letter is an example only. The initial letter must include:

- The name, date and location of the event;

- The expected number of participants;

- Activities being conducted as part of the event;

- Likely disruptions to residents and business with respect to noise, transport and road closures;

- A contact number for further information or queries; and

- Your Planning and Logistics Officer's.

Your first notification letter must be written as a 'proposal' (keeping in mind that your event has not been approved by the City of Melbourne) and a draft submitted to your Planning and Logistics Officer for approval before distribution.

A follow up notification letter will also need to be sent one week prior to the event start date once an Event Permit has been issued.

Your Planning and Logistics Officer can assist you to identify the stakeholders to be included in your distribution.

# 6. APPENDICES

**Sample letter – initial notification:**

<u>NOTIFICATION OF PROPOSED EVENT</u>

Dear Resident/Tenant,

This letter is to notify you that **(INSERT COMPANY)** are proposing to hold an event at **(INSERT LOCATION/S)** on **(DATE)**.

EVENT DETAILS:

**DAY, DATE**

- **START TIME to FINISH TIME**
  (also include details of set up and pack down timing)

- **BRIEF DESCRIPTION OF EVENT ACTIVITIES**

- **EXPECTED ATTENDANCE NUMBERS**

- **LIST STREETS, PARK or LOCATIONS AFFECTED** and **HOW THEY WILL BE AFFECTED**

An application for an event permit has been submitted with the City of Melbourne and we will conduct our activities in accordance with the terms and conditions requested by the City of Melbourne.

We appreciate the support of the public in ensuring that our event is a success. We will make every effort to minimise impact on your neighbourhood. Noise will be kept to a minimum at all times.

We thank you in advance for your understanding and cooperation on this matter. More information will be communicated to you prior to the event, once the event has received formal approval from the City of Melbourne.

Should you have any queries or require more information please don't hesitate to contact our event manager, **(NAME)** on **(MOBILE NUMBER)** or the City of Melbourne Planning and Logistics Officer **(NAME)** on 03 9658 8008.

Kind Regards,

**(NAME)**

EVENT MANAGER

# 6. APPENDICES

## 6.6 SITE PLAN EXAMPLE



## 6.7 INFRASTRUCTURE AND FACILITIES LIST TEMPLATE

Infrastructure and facilities lists must detail all infrastructure and facilities on location, which will then be detailed in the event permit. Anything not listed is not approved and, if used, will mean a breach of permit conditions.

| INFRASTRUCTURE AND FACILITIES LIST | | | |
|---|---|---|---|
| **For example** | **Type** | **Number** | **Dimensions** |
| Marquees/Tents | | | |
| Water | | | |
| Stage | | | |
| Lighting & Sound | | | |
| Toilets | | | |
| Generators | | | |
| Food Vendor vehicles/trailers | | | |
| Other Vehicles | | | |
| Cool rooms | | | |
| Signage | | | |
| Safety / Barriers | | | |
| Inflatable eg. Gantry or jumping castle | | | |
| Other | | | |

# 6. APPENDICES

## Contents

## 6.8 TRAFFIC MANAGEMENT PLAN EXAMPLES

The following example traffic management plan (TMP) shows the visual only; operational instructions should accompany the maps. Your traffic management company will be aware of requirements to meet Australian Standards.



## 6.9 RISK MANAGEMENT TEMPLATES – PLAN, CHECKLIST AND MATRIX

The aim of risk identification is to develop a comprehensive list of risks that may affect your events objectives and operations. An accurate and regularly updated listing of risks will allow event organisers to better manage risks and capitalise on opportunities.

### Risk Management Checklist

A risk management checklist is used to identify and manage risks associated with your event or activity. Please use the following example as a guide only.

# 6. APPENDICES

## Sample Risk Management Checklist

| No | Description | OK | Not OK | N/A |
|----|-------------|----|--------|-----|
| 1 | Barriers in place – i.e. safety fences | ☐ | ☐ | ☐ |
| 2 | Catering checklists | ☐ | ☐ | ☐ |
| 3 | Confined spaces | ☐ | ☐ | ☐ |
| 4 | Disabled access and facilities | ☐ | ☐ | ☐ |
| 5 | Drinking water | ☐ | ☐ | ☐ |
| 6 | Electrics – i.e. lighting, stands | ☐ | ☐ | ☐ |
| 7 | Elevated work platforms – i.e. scissor lift, staging | ☐ | ☐ | ☐ |
| 8 | Emergency access | ☐ | ☐ | ☐ |
| 9 | Emergency exits unlocked/clear | ☐ | ☐ | ☐ |
| 10 | Emergency services briefed | ☐ | ☐ | ☐ |
| 11 | Exit signage | ☐ | ☐ | ☐ |
| 12 | Extension leads, cables, plugs | ☐ | ☐ | ☐ |
| 13 | Flammable storage | ☐ | ☐ | ☐ |
| 14 | Fire Brigade briefed | ☐ | ☐ | ☐ |
| 15 | Fire extinguishers in position | ☐ | ☐ | ☐ |
| 16 | Gas bottles secured | ☐ | ☐ | ☐ |
| 17 | Hot surfaces out of public reach | ☐ | ☐ | ☐ |
| 18 | Ladders | ☐ | ☐ | ☐ |
| 19 | Manual Handling | ☐ | ☐ | ☐ |
| 20 | Participants/marshals briefed | ☐ | ☐ | ☐ |
| 21 | Noise | ☐ | ☐ | ☐ |
| 22 | Pedestrian access | ☐ | ☐ | ☐ |
| 23 | Performers trained | ☐ | ☐ | ☐ |
| 24 | Powered and non-powered lifting devices – i.e. crane | ☐ | ☐ | ☐ |
| 25 | Police briefed | ☐ | ☐ | ☐ |

# 6. APPENDICES

**Sample Risk Management Checklist**

| No | Description | OK | Not OK | N/A |
|----|-------------|----|----|-----|
| 26 | Radio (2 way) function | ☐ | ☐ | ☐ |
| 27 | Roads and walkway condition | ☐ | ☐ | ☐ |
| 28 | Safety officers | ☐ | ☐ | ☐ |
| 29 | Scaffolding | ☐ | ☐ | ☐ |
| 30 | Sharp and protruding objects | ☐ | ☐ | ☐ |
| 31 | Steps and handrails condition | ☐ | ☐ | ☐ |
| 32 | Special effects – i.e. smoke machines, explosions | ☐ | ☐ | ☐ |
| 33 | Sufficient number of toilets | ☐ | ☐ | ☐ |
| 34 | Tents/marquees secured | ☐ | ☐ | ☐ |
| 35 | Toilets functioning | ☐ | ☐ | ☐ |
| 36 | Trees and branches | ☐ | ☐ | ☐ |
| 37 | Tripping hazards - i.e. electrical cords, cables, ropes, etc. | ☐ | ☐ | ☐ |
| 38 | Umbrellas secured | ☐ | ☐ | ☐ |
| 39 | Vehicles removed from site | ☐ | ☐ | ☐ |
| 40 | Wardens | ☐ | ☐ | ☐ |
| 41 | Warning signage | ☐ | ☐ | ☐ |
| 42 | Weather and wind conditions | ☐ | ☐ | ☐ |
| 43 | Work involving heights | ☐ | ☐ | ☐ |

Safety concerns transferred to sign off sheet and handed to site safety officer

Inspected by _____ Date _____

# 6. APPENDICES

## Risk Management Plan

A risk management plan is used to identify and manage risks associated with your event. From your risk management checklist you will be able to determine the level of risk and what measures have been put in place to mitigate that risk.

1. Identify all foreseeable risks (as per risk management checklist).

2. Describe the physical consequences of risks occurring (e.g. injury, financial loss, etc).

3. Review current strategies (controls) for eliminating this risk.

4. Your work strategies to mitigate certain risk.

5. Assess the risk (likelihood, consequences and rating).

6. Accept (A) if satisfied with the current control to mitigate risk. Reject (R) if you would like to implement further controls to better manage risk.

7. If rejected, assess further controls.

8. Re-assess the risk based on new control measures (likelihood, consequence and rating).

9. Assign strategies to relevant and appropriate persons.

Use the following risk matrix to identify and rate any foreseeable risks and then complete the risk management table on the next page.

| RISK MANAGEMENT PLAN | | |
|---|---|---|
| Event: | Date: | Time: |
| Location/s: | | |
| Event organiser responsible: | | |

# 6. APPENDICES

## Risk Matrix

Below is an example of how two risks identified in the risk management checklist have been rated and what controls are in place to stop any potential incident. This needs to be done for all identified risks.

| LIKELIHOOD | CONSEQUENCES | | | | |
|---|---|---|---|---|---|
| | Insignificant | Minor | Moderate | Major | Catastrophic |
| | 1 | 2 | 3 | 4 | 5 |
| A (almost certain) | H | H | E | E | E |
| B (likely) | M | H | H | E | E |
| C (moderate) | L | M | H | E | E |
| D (unlikely) | L | L | M | H | E |
| E (rare) | L | L | M | H | H |

| LEGEND | |
|---|---|
| E | EXTREME RISK: Immediate action required |
| H | HIGH RISK: Senior management attention needed |
| M | MODERATE RISK: Management responsibility must be specified |
| L | LOW RISK: Manage by routine procedures |

## Risk Management Table

| Risk No | Risk | Consequence | Current controls | Risk Rating | Accept Reject | Person Responsible |
|---|---|---|---|---|---|---|
| 21 | Noise | Unpleasant surroundings causing aggravation to cast and crew | Event organiser to prevent excessive and unpleasant noise levels | D2 LOW | A | Event organiser |
| 37 | Tripping hazards/ electrical cords, cables, ropes, etc. | Bodily injury to public or cast/crew | Cables covered or taped down. Barriers used to fence off area from public. | C2 MODERATE | A | Safety officer |

# 7. USEFUL CONTACTS

## Contents

### How to contact us

**Online:**
melbourne.vic.gov.au

**In person:**
Melbourne Town Hall - Administration Building
120 Swanston Street, Melbourne
7.30am to 5pm, Monday to Friday
(Public holidays excluded)

**Telephone:**
03 9658 9658
7.30am to 6pm, Monday to Friday
(Public holidays excluded)

**Fax:**
03 9654 4854

**In writing:**
City of Melbourne
GPO Box 1603
Melbourne VIC 3001
Australia

**Interpreter services**
We cater for people of all backgrounds
Please call 03 9280 0726

| | |
|---|---|
| 03 9280 0716 | አማርኛ |
| 03 9280 0717 | 廣東話 |
| 03 9280 0718 | Ελληνικά |
| 03 9280 0719 | Bahasa Indonesia |
| 03 9280 0720 | Italiano |
| 03 9280 0721 | 國語 |
| 03 9280 0722 | Soomaali |
| 03 9280 0723 | Español |
| 03 9280 0724 | Türkçe |
| 03 9280 0725 | Việt Ngữ |
| 03 9280 0726 | All other languages |

**National Relay Service:**
If you are deaf, hearing impaired or speech-impaired,
call us via the National Relay Service: Teletypewriter (TTY)
users phone 1300 555 727 then ask for 03 9658 9658
9am to 5pm, Monday to Friday (Public holidays excluded)

| Organisation | Contact number | Website |
|---|---|---|
| Ambulance Victoria | 1800 765 731 | ambulance.vic.gov.au |
| APRA AMCOS | 03 9426 5200 | apraamcos.com.au |
| Bus Association Victoria | 03 9645 3300 | busvic.asn.au/ |
| Citipower | 13 12 80 | powercor.com.au |
| City of Melbourne – Planning and Logistics team | 03 9658 8008 | melbourne.vic.gov.au |
| City of Melbourne – Switch | 03 9658 9658 | melbourne.vic.gov.au |
| Citylink | 1300 360 962 | citylink.com.au |
| Citywide | 03 9261 5000 | citywide.com.au |
| Dial Before You Dig | 1100 | 1100.com.au |
| Dysons Bus Lines | 1800 686 442 | dysongroup.com.au |
| Energy Safe Victoria (gas cylinders) | 1800 652 563 | esv.vic.gov.au/for-consumers/ |
| Food Safety Victoria | 1300 364 352 | health.vic.gov.au/foodsafety |
| Metro Trains | 03 9619 2727 | metrotrains.com.au |
| Metropolitan Fire Brigade | 03 9662 2311 | mfb.vic.gov.au |
| Parks Victoria | 13 1963 | parkweb.vic.gov.au |
| Public Transport Victoria | 1800 800 007 | ptv.vic.gov.au/specialevents |
| Serco Park Contractors | 03 9388 9722 | serco-ap.com.au |
| Spotless Services | 03 9269 7600 | spotless.com.au |
| St John Ambulance | 1300 360 455 | stjohnvic.com.au |
| Streatrader | | streatrader.health.vic.gov.au |
| VicRoads | 03 9854 1994 | vicroads.gov.au |
| Victoria Police – Road Permits | 03 9247 5714 | police.vic.gov.au |
| Victorian Taxi Association | 03 9676 2635 | victaxi.com.au |
| Worksafe - Pyrotechnics | 1800 136 089 | worksafe.vic.gov.au |