

Developing an Event Plan

Event Planning Guide: Part Two

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HOBSONS
BAY CITY
COUNCIL



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INTRODUCTION

Hobsons Bay City Council (Council) has a key role in ensuring events are conducted safely, in accordance with good practice and that the community is aware of events and their potential impacts.

The **Event Planning Guides** are designed to assist event organisers who wish to conduct events within the municipality.

These Guides outline the requirements of Council, regulatory authorities and emergency services and provides useful information to assist you in planning and delivering a safe event. The Event Planning Guides are in three parts:-

Part One: A Guide to Holding an Event in the City of Hobsons Bay

Part Two: Developing an Event Plan

Part Three: Risk, Safety and Emergency Management.

Part One: **A Guide to Holding an Event in the City of Hobsons Bay** provides information on the event application process and the steps involved in getting your event permit from Council. It provides information on categories of events as well as on other Permits, Permissions and Notifications you might need.

Part Two: **Developing an Event Plan** lets you know how to provide the information needed in an Event Plan, which may be needed for your event to gain approval.

Part Three: **Risk, Safety and Emergency Management** helps you to identify, manage and record the risks associated with your event and includes sample templates.

All Guides are available on Council's website, or by contacting the Events Unit on 1300 179 944, or via email – events@hobsonsbay.vic.gov.au.

DEVELOPING YOUR EVENT PLAN

Once your event has received in-principle approval to proceed, you may be asked to submit an **Event Plan**.

An Event Plan provides detailed information on your event, including how you will manage the event, the site and its contractors and how you will manage risk to ensure that the event runs in a safe manner. The following sections provide guidance on how to provide this essential information.

The following information may be requested as part of your Event Plan:

- Event details/description
- Key contacts list (including suppliers and emergency services contact details)
- Draft Running sheet
- Public and products liability insurance
- Stakeholder and Resident Consultation and notification details
- Site plan
- Venue / asset protection
- Services plan (toilets, water)
- Security/Crowd control
- Temporary structure details
- Food and beverage
- Liquor licensing
- Communication – prior to, during and after the event
- Contractor Management
- Noise management
- Waste management
- Fireworks and special effects
- Traffic and pedestrian access and flow
- Parking
- Public transport
- Signage plan
- Lighting plan
- Risk, safety and emergency plan
- First aid/medical plan
- Security/crowd management

EVENT DETAILS/DESCRIPTION

This section of your Event Plan should provide a broad summary of your event including the following information: -

- the name of your event
- organiser details including event owner (organisation) and legal status (e.g. Incorporated Association, community group)
- the Event Manager / team contact details (phone, email, address)
- a description of the main purpose of your event
- overview of your event's entertainment and activities
- where the event will be held
- event dates and times (including set up and removal)
- expected attendance or participation numbers and target audiences.

KEY CONTACT LIST

Your contact list should include the names, roles and contact details (email and mobile) for the key personnel and organisations/suppliers involved with your event.

EVENT RUNNING SHEET

The Event Running Sheet is a timeline of what you plan to do and when you plan to do it, on the event day. It lets you and other key stakeholders know what you are doing, where you are doing it and when.

Council requires an event running sheet to identify any impacts the event may have on existing services. In your Event Plan to be submitted to Council, include the set up time and pack up time and key activities timings.

You may require multiple running sheets (e.g. a stage run sheet).

INSURANCE

Your Event Plan should include details of your public and products liability insurance cover.

You should obtain the necessary insurance advice and insurance must be with an approved Australian Prudential Regulation Authority (APRA) insurer. Check for any exclusions in your policy which may apply to your event.

In planning your event, you should obtain evidence of current public and products liability insurance from all suppliers, contractors and others providing services.

For your Event Plan, you should attach a copy of your certificate of currency.

CONSULTATION AND NOTIFICATION

EMERGENCY SERVICES

Victoria Police, Fire Rescue Victoria and Ambulance Victoria must be consulted and advised of Level 1 and 2 events and your Event Plan should contain evidence that you have communicated with them (including details of your communications / emails with the relevant authority).

In communicating with emergency services, you should provide the following information: -

- the name, date and location of your event (including set up and pack up)
- the purpose of the event
- the expected number of participants
- the activities being conducted as part of the event
- details of any street or road closures
- likely impacts to residents, businesses and organisations with respect to noise, transport, road closures and other disruptions
- contact details for key event organiser (email and phone) and contact details (mobile) for the day of the event
- contact number and email address of Council's Events Unit.

Contact details for emergency services are contained in Event Planning Guide – **Part One: A Guide to Holding an Event in the City of Hobsons Bay.**

STAKEHOLDER CONSULTATION AND NOTIFICATION

You may need to consult with and provide details of your event to other stakeholders (such as local businesses and residents). Your in-principle event approval will let you know who you will need to contact and when.

When notifying impacted parties of your event, your communications should include:

- the name, date, location and times of your event (including set up and pack up times)
- the purpose of the event
- the expected number of participants
- the activities being conducted as part of the event
- what the likely impacts be with respect to noise, transport, road closures, disruptions etc
- a contact number for further information or queries
- the contact number and email address of Council's Events Unit (please advise the Events Unit in advance and obtain their approval prior to distribution).

Depending on the nature of the event, stakeholder sign off may also be required. If this is needed you will be advised as part of your in-principle event approval.

If your event has in-principle approval for road or traffic impacts or fireworks, you will need to send out a further notification letters one week to ten days prior to the event start date. Please see traffic management section for further details.

ROAD AND STREET CLOSURES

If your event involves road or street closures you will be required to include in your Event Plan how you will consult and notify those impacted by the closures, particularly where residents, traders, businesses and other organisations are impacted. This consultation and notification may include:

- Letterbox drops to local residents, business and other organisations affected by the closure.
- Emergency service notifications including Victoria Police, Ambulance Victoria, Fire Rescue Victoria, SES and other authorities such as VicRoads.
- Public Transport Victoria if your event has any impact on public transport services (trains and/or buses) and taxi services. Refer to [PTV website](#) for details, and for buses see [Transit Systems Victoria](#) for routes or telephone: 9689 7999.
- Notifications in local newspapers, websites or other media.

SITE PLANS AND VENUE SUITABILITY

Venue suitability and the correct site selection is a critical success factor for an event. Discuss this with the venue manager to ensure the site is suitable for your event prior to undertaking detailed planning.

Issues to be considered include:

- Is the site suitable for the size of crowd expected, the type of activities and infrastructure needed for the event (including load capacity of heavy vehicles, amusement devices etc).
- Is there sufficient parking for event visitors, and event suppliers, and nearby public transport
- The event won't cause disruptions for concerns to neighbouring residents or tenants.
- The venue has adequate facilities such as toilets, water access, shade, weather protection, and is accessible to all visitors.
- Emergency services and access is available.

SITE PLAN

Key items to include on site plans are:

- | | | |
|---|---|---|
| <input type="checkbox"/> North orientation and boundary roads | <input type="checkbox"/> Key site features (buildings, trees, fences etc) | |
| <input type="checkbox"/> Road/street closures | <input type="checkbox"/> Security/crowd control | <input type="checkbox"/> Entertainment/activities |
| <input type="checkbox"/> Vehicle/pedestrian routes | <input type="checkbox"/> Food vendors/stalls | <input type="checkbox"/> Lost children/property |
| <input type="checkbox"/> Emergency routes, assembly areas | <input type="checkbox"/> Restricted/out of bounds/unsafe areas | <input type="checkbox"/> Shade |
| <input type="checkbox"/> Entrances and exits | <input type="checkbox"/> Picnic areas | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Delivery points | <input type="checkbox"/> Stage | <input type="checkbox"/> Decorations and props |
| <input type="checkbox"/> Pick up/set down areas | <input type="checkbox"/> Rubbish bins | <input type="checkbox"/> Accessibility |
| <input type="checkbox"/> First aid | <input type="checkbox"/> Firefighting equipment | <input type="checkbox"/> Alcohol/non-alcohol areas |
| <input type="checkbox"/> Drinking water | <input type="checkbox"/> Toilets | <input type="checkbox"/> Existing / Temporary power/water/gas |
| <input type="checkbox"/> Event control centre / first aid / information point | <input type="checkbox"/> Bodies of water | <input type="checkbox"/> Temporary structures |
| <input type="checkbox"/> Parking (including accessibility parking) | <input type="checkbox"/> Power outlets / generators | <input type="checkbox"/> |
| <input type="checkbox"/> Signage locations | <input type="checkbox"/> Fencing | <input type="checkbox"/> Seating |
| | <input type="checkbox"/> | |

Additional site plans may be required for some stakeholders, e.g., food vendors marquees, stallholders etc.

VENUE / ASSET PROTECTION

Hobson Bay has a number of public parks and reserves that are available for events. Event Plans are required to indicate how you will manage the impact of your event on public spaces and reduce risks to event patrons and other visitors.

In most cases, the venue or space must remain accessible to the public at all times. In developing your Event Plan, points to remember include:

Marquees, shelters and other temporary structures such as amusement rides:

- Can only be placed in locations approved by Council's Parks officer.
- Should be secured by weights or other mechanisms (pegging, staking, including flags and signage is not permitted, unless otherwise advised).
- Should not be set up under trees or under the tree canopy, should be outside the drip line of trees and canopies and at least 2 meters from shrubs and garden beds.

Protection of surfaces and venues

- Ground cover must be provided where damage may occur (e.g. cooking areas), and there must be a plan to dispose of oil, ice, coals or other substances that may damage surfaces.
- Vehicle access may not be permitted or may be limited to certain access points. The Events Unit or venue manager can advise suitable vehicle access points, where vehicles are allowed, and the type (and weight) of vehicles allowed on land. Vehicles over 11 tonnes are not

permitted and some areas will have a lower load limit. Measures may need to be implemented to avoid vehicle tyre damage.

- Signage or decorations are not permitted to be attached to trees.
- Where damage occurs, the event organiser will be responsible for restoration costs and repairs such as irrigation, services and site repair (e.g. topsoil, levelling and seeding).

Where an event is being conducted in environmentally sensitive areas (e.g., conservation sites, Williamstown Botanic Gardens) a site induction by Council officers is required, and in some cases, officers will remain on site (associated costs will be the responsibility of the event organiser).

The **Events Unit** can provide guidance on the requirements for the space you are using.

SERVICES PLAN

TOILET FACILITIES

If there are Council public toilets at the venue, they must be cleaned and restocked throughout the day of the event. This can be carried out by event organisers, or Council cleansing contractors and an additional fee may apply.

The number of toilets required at your event will depend on a number of factors including anticipated attendance, the gender of patrons, if alcohol will be available and the duration of the event.

If existing facilities are not adequate, portable units must be made available.

The following should be used as a guide only. Numbers may vary depending on event and advice should be obtained from Council's Environmental Health Officers or Municipal Building Surveyor. Different figures may apply to toilet provision for Place of Public Entertainment Occupancy Permits. Council's Municipal Building Surveyor can provide advice.

Phone: 1300 179 944 or Email: building@hobsonsabay.vic.gov.au

Toilet Facilities for events where alcohol is not available

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

Toilet Facilities for events where alcohol is available

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

The above figures may be reduced for short events as follows:

Duration of event	Quantity required
8 hours plus	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

In addition, events must provide accessible toilets. Separate toilet and hand washing facilities may also be required for food handlers.

EXISTING TOILETS AT THE EVENT VENUE

You need to consider how frequently your toilet facilities will need to be cleaned and re-stocked throughout the event. This can be carried out by event organisers or Council cleansing contractors (an additional fee may apply).

WATER PROVISION

Event organisers must provide details of free drinkable water provided at outdoor events in the Event Plan. To develop your plan:

- Determine the availability of water at the event site (with the venue manager) including the location and plumbing requirements.
- Obtain permission from the venue manager for the location of any water fountains, taps or other devices.
- Plan for water taps to be readily accessible, avoiding bottlenecks and damage to the ground surface.
- Include drinking water facilities on site plan.
- Where necessary, provide directional signage.
- Determine whether a plumber is required and include emergency contact details for supplier and repairs.

TEMPORARY STRUCTURES AND AMUSEMENT DEVICES

Your Event Plan must include details of any temporary structures such as marquees, amusement rides, inflatable structures, generators, food vans, stages, seating, cool rooms etc.

PRESCRIBED TEMPORARY STRUCTURES

The following *prescribed temporary structures* require siting approval from Council's Municipal Building Surveyor and an Occupancy Permit from the Victorian Building Authority:

- A stage or platforms exceeding 150m²
- A tent, marquee or booth with a floor area greater than 100m²
- A seating stand that accommodates more than 20 persons
- A prefabricated building with a floor area exceeding 100m²

To obtain a permit contact the Municipal Building Surveyor:

Phone: 1300 179 944 or email: building@hobsonsbay.vic.gov.au

TEMPORARY STRUCTURES CONSIDERATIONS

For large marquees, amusement rides, inflatable structures, stages or other structures, Council may require details such as engineering drawings and emergency procedures.

For more information regarding the use of temporary structures at events, see the Australian Building Codes Board [Temporary Structures Standard](#), 2015.

AMUSEMENT RIDES AND INFLATABLE STRUCTURES

Permission must be obtained from Council for the use of any amusement structures such as carnival rides and inflatable jumping castles on Council property.

A Siting Permit may be required from the Building Department of Council. Organisers will be advised when they submit their Expression of Interest Form if this is required.

Only commercial standard devices are permitted at public events on Council property.

For further information:

Safe Work Australia – [Amusement Devices Guidance Material](#)

Safe Work Australia – Information Sheet – [Amusement Devices – Inflatable Devices](#)

MECHANICAL RIDES AND AMUSEMENT RIDES

- Mechanical rides and amusements rides must operate in accordance with the OH&S Act, electrical safety regulations and the Australian Standard – [Amusement Rides and Devices AS 3533](#)
- A current certificate of design registration with WorkSafe (or interstate equivalent) and certificate of inspection (issued by a professional engineer and qualified electrician) must be provided by the supplier of amusement rides.
- A Safety Management Plan must be provided by the amusement ride operator.

If you have amusement rides or inflatable structures, you must consider the following in your risk assessment:

- The exact location of individual rides/structures (including identified on a site plan).
- The method used to secure structures and wind ratings of all devices.
- Risk, Safety and Emergency Management Plan specifically identifying and treating risks and including supervision and emergency management arrangements (refer information above).
- Where the design of structures is registered with WorkSafe, evidence of a certificate of inspection. For further details of requirements for registered devices, see Safe Work Australia – [Workplace amusement devices guidance material](#).
- Evidence of public liability insurance (minimum \$20 million).

FOOD AND BEVERAGE PLAN

Events that involve the making, selling and providing of food and beverages (including water) must comply with various food laws including the [Food Act 1984](#) - the [Food Standards Code](#), and ensure food/beverages are safe and suitable.

If you plan to sell food and beverages at your event from a food stall, truck, van or cart, it is a legal requirement that vendors and traders be registered on [FoodTrader](#).

Council requirements relating to food and beverage:

- Temporary and mobile food vendors must lodge a Statement of Trade (SOT) on [FoodTrader](#) to advise where and when they will be trading. The SOT must be lodged at least five working days prior to the event.
- **At least one week prior to the event**, provide the following details to Council's Environmental Health Officer:
 - A detailed site plan indicating the position of all food and beverage vendors.
 - At least 2 on site contacts (names and phone numbers) of the people responsible for food and beverage vendors.
- You should ensure all vendors have public liability insurance.

The Food Act is enforced by Council Environmental Health Officers (EHO) who approve applications for registration and have the power to enter food premises to ensure the Act is being complied with. Ensure all security and other staff/volunteers allow EHO's to access to the site.

Contact details for **Environmental Health Officers**:

Phone: 1300 179 944 **Email:** publichealth@hobsonsbay.vic.gov.au

For further information:

- Food Safety Program [templates](#)
- [Sausage sizzles](#)
- [Cake stalls](#)
- [Giving away food samples](#)
- [Running a Market Stall in Victoria](#)

ALCOHOL – LIQUOR LICENSING

There are various locations in Hobsons Bay where the consumption of alcohol is prohibited. For details see Council's webpage on [alcohol restricted areas](#).

If you intend selling, providing or serving alcohol at an event a **temporary liquor licence** or **major event licence** (for events over 5,000 people or having a significant impact) must be obtained from [Liquor Control Victoria](#) (LCV).

Applications should be lodged at least 35 days prior to the event, and you will be required to complete a Police Questionnaire as part of the application process. Victoria Police will consider the suitability of the applicant for a liquor licence.

LCV have special conditions and requirements for large scale dance or music events, underage events and dry areas. You will be required to serve a range of non-alcohol beverages, provide food, first aid and signage, inform the local neighbourhood, ensure smoke free indoor areas, have a designated smoking area (or make your event smoke free) for outdoor events, and ensure measures are in place for the responsible serving of alcohol. Public liability insurance is also required.

Contact: **Liquor Control Victoria**

Phone: 1300 182 457

Email: contact@liquor.vic.gov.au

Council will not issue an Event Permit for an event that includes alcohol until the liquor licence has been issued (and will not automatically issue the permit). If you have alcohol at your event, an **Alcohol Management Plan** will be required including:

- Mechanisms to prevent the sale or provision of liquor to minors, unduly intoxicated/disorderly persons and access by minors to licensed areas.
- Type of alcohol and non-alcohol drinks including free water to be served.
- Serving containers to be used (no glass permitted in parks).
- Food to be provided.
- Clearly marked licensed areas on a site plan and dedicated dry areas.
- Waste management plan (rubbish bins, collections etc) and signage.
- Number, qualifications and location of security personnel.
- Number and location of first aid personnel.
- Number and location of toilets.
- Number of bar staff and their training levels.
- Proposed trading hours of the alcohol serving areas.
- Plan for training of all personnel (on licence conditions, emergency response etc).
- Risk, safety and emergency plan including dealing with intoxicated persons.

NOISE MANAGEMENT PLAN

A Noise Management Plan will be required by Council if your event is likely to impact nearby residents or businesses. Depending on a range of factors, you may be required to obtain a Music Noise Event Permit from the EPA. You can see the [EPA website](#) for more details.

Events must be operated in accordance with Council's [Noise](#) Local Laws and the State Environment Protection Policy No. N2 ([Control of Music Noise from Public Premises](#)). These requirements state that noise that is likely to adversely impact nearby residents, businesses or organisations must be controlled. As a general rule, noise at an outdoor must not exceed 65 dB(A) when measured at the nearest affected receiver.

Factors to consider for minimising any disturbance to local stakeholders include:

- What level of noise will be generated from the event and how will it be controlled/managed?
- Set up and pack up, people and vehicles arriving and departing.
- Event crowd noise, activities such as music, entertainment (amusement rides etc), PA systems.
- Equipment such as generators, refrigerators.
- Will any noise exceed the permitted level of 65 dB(A) for outdoor venues?
- Is the timing of the event within the permitted hours?
- What is the best timing of noisy activities including music, speeches, testing equipment?
- What location and direction of sound equipment on site will reduce noise impacts?
- How will you monitor noise levels?
- What is your procedure and policy for dealing with complaints and reducing noise levels if required?
- Council Requirements – what to include in the Noise Management Plan
- Details of any noise your event will generate including the type of noise, the location, times, likely impact and levels.
- How noise issues will be managed and controlled.
- How noise levels will be monitored.
- Your procedure for dealing with complaints.

- EPA Victoria's [Noise Control Guidelines](#) provides information on noise from public address systems and some activities.

For further details contact Council's **Environmental Health Unit**.

Phone: 1300 179 944

Email: publichealth@hobsonsabay.vic.gov.au

WATER, ENERGY AND SUSTAINABLE TRANSPORT PLAN

You should consider developing a water, energy and sustainable transport plan to help minimise the event's impacts on the environment. Managing water use, energy use and providing for or promoting sustainable transport options is encouraged and aligns with Council's [Sustainable Initiatives and Actions](#).

Actions to reduce an event's environmental footprint will vary according to the size and type of event activities undertaken.

In developing your water, energy and sustainable transport plan, it is essential that you consider the following:

- Encourage and promote sustainable means of transport to get to the event (including walking and cycling for locals).
- Ensure adequate bicycle parking is provided.
- Identify and give preference to local providers of food, including those who source their food locally wherever possible
- Consider food providers who offer fresh, healthy, sustainably sourced and produced food.

Other considerations that would contribute to a successful event and the experience of patrons are to:

- Consider alternative, sustainable fuel sources when generators are used for example Biodiesel or an Ethanol based (e.g. E10) fuel.
- Consider purchasing carbon offsets to offset the greenhouse impact of the event. At paid events, this could include providing attendees with an option to purchase carbon offsets with their tickets.
- Capturing data pertaining to energy and water use by stallholders for measuring impacts.

Council's Sustainability Unit can assess your water, energy and transport plan and provide help and advice on minimising your event's impacts. Assistance in making your event more sustainable is available by contacting Council's Sustainability Unit.

Phone: 1300 179 944

WASTE MANAGEMENT PLAN

Managing waste and litter at events assists the safety and wellbeing of patrons and event organisers and protects the environment. Event organisers should aim to **reduce, reuse and recycle** waste. The event organiser is responsible for coordinating and managing the removal of all waste and litter from the event site and developing a waste management plan to achieve this. The event site must be returned to the condition as it was prior to the event.

The types and quantity of waste expected to be generated from the event will vary according to the type of activities undertaken. These will determine the number and size of bins and the frequency of their collection. A general guide for determining bin numbers is one waste station (comprising one recycling bin and one general rubbish bin) per 200 patrons, however this will vary according to the type of activities undertaken and amount of waste generated.

In developing your waste management plan, it is essential that you consider the following:

- Event venue, dates and times
- Expected attendance
- Type and quantities of waste and recycling expected to be generated, including but not limited to general rubbish, paper, cardboard, plastics and food. The number and size of bins on site and for each waste stream and the method and frequency of their collection
- A site map displaying bin locations, types and numbers may be requested
- Examples of bin signage proposed to be used
- How waste will be monitored during the event
- How waste and litter will be collected, removed, disposed, and recycled, including waste management service providers

COUNCIL WASTE SERVICES

Hobsons Bay City Council may be able to provide waste, recycling and litter management services to your event, including the provision of bins, bin caps and the collection and disposal or recycling of waste and recyclables. A draft Waste Management Plan, with the essential elements listed above addressed, is required to help us assess your needs and provide a quote for services. The Plan should be returned to the Events Unit – events@hobsonsabay.vic.gov.au.

CREATING A SUSTAINABLE EVENT

Other considerations that would contribute to a successful event, the experience of patrons are provided below. When incorporated these elements may reduce the number of bins and waste and litter services required, may reduce costs, be appealing to patrons and assist with planning for future events. These include but are not limited to the following:

- Reducing, recycling and where possible eliminating waste and litter. Including purchasing less products and products with excessive packaging and requiring stallholders to do the same. Examples include the following:
 - avoiding the use of polystyrene and single use plastic products such as plastic bags and food packaging by providing reusable bags, handheld food or natural packaging
 - providing recyclable, biodegradable or reusable products such as recyclable cardboard, corn starch serving ware or reusable coffee cups
 - minimising the sale of plastic bottled water or other drinks and using mobile or stationary water fountains or large refillable water containers
 - avoiding the use of balloons by considering alternatives such as bubbles, flags, banners or kites
 - providing reusable cutlery and crockery and providing an onsite washing service for stall holders
- Providing compost or organic waste management systems where practical and feasible. This may include compost bins, food waste collection services or composting toilets.

- Communicating the waste and litter management system at the event to stallholders and patrons. This may include within event promotional materials including online methods, event signage, public address systems and through staff or stall holders.
- Recording and reporting on the success of the waste and litter management system. This may include the following:
 - Visual bin inspections where a sample number of bin are inspected to determine the level of fullness and therefore use and the percentage of waste and recyclables in the sample to determine the success of the system
 - Observations of patrons and their use or misuse of the waste and litter management system to determine the success of the system
 - Surveys of patrons and their feedback on the waste and litter management system.

FIREWORKS

A permit is required from Council to conduct fireworks. The permit application must be made at least 8 weeks prior to the proposed fireworks date.

Only licenced pyrotechnicians are permitted and WorkSafe must be notified at least 7 days in advance.

The FRV, Victoria Police and Ambulance Victoria must be notified, and where local residents, businesses or organisations are impacted, and a notification plan is required.

TRAFFIC AND PEDESTRIAN MANAGEMENT PLANS

If your event involves any road or street closures, or has a major impact on local traffic, a Traffic Management and/or Pedestrian Management Plan will be required.

Events conducted on public roads and streets require a permit from the coordinating road authority. To determine the authority responsible for the road or street, see the VicRoads [Map of Declared Roads](#).

The lead time for approval to implement a road and street closures is up to 3 months. Permits may be required from:

- **Council** for events on local roads and streets.
- **VicRoads** for events on major roads and freeways (except tollways), where the event requires exemption for the road rules (e.g. travelling on back of ute, not wearing a seatbelt), for any type of race on a road, or where the traffic management plan includes major traffic control items. See: [Non-road activity permit and application for use of roads](#) (VicRoads website).
- **Victoria Police** for events on public roads such as foot or bicycle races that involve more than 30 competitors and one of the competitors will be declared a winner at the conclusion of the event. See [Permit to conduct an event on a public road](#) <https://www.police.vic.gov.au/highway-permit-applications> (2 months' notice required).

The traffic management plan should include:

- Event name, dates, times and location.
- Type of activity being conducted and expected attendance.

- Contact details for event organiser and traffic engineer developing the plan and traffic management company to be used to implement the plan.
- Times and dates of road/street closures (including set up and pack up).
- Exact locations of road/street closures and details of all impacted streets/roads.
- Detailed traffic control plans including type of closure, personnel and their roles, equipment used, any changes to traffic signals, clearway towing arrangements.
- Detailed site plans that include the location and type of equipment and signage used and location of all personnel.
- Parking arrangements for event visitors, contractors, stallholders, entertainers, volunteers and others.
- Draft notification plan and letters advising nearby residents/businesses/organisations.
- Risk management plan – including identification and treatment of risks.

The plan must be developed by a suitably qualified and experienced traffic engineer, and only experienced traffic control companies will be approved to conduct traffic activities. Traffic must only be controlled by the Victoria Police and/or a VicRoads accredited traffic controllers.

The application for Council managed roads and streets will be assessed by Traffic Engineers and where necessary, external authorities such as Victoria Police and VicRoads will be consulted. If approved in principle, a provisional approval will be provided outlining what is required prior to final permission being issued. An Event Application that requires approval for road closures from VicRoads or any other authority will not be approved until the required approvals have been obtained.

TRAFFIC MANAGEMENT: CONSULTATION AND NOTIFICATIONS

Event organisers will be required to consult and notify those impacted by road or street closures in advance, particularly where residents, traders, businesses and other organisations are impacted.

This consultation and notification may include:

- Letterbox drops to local residents, business and other organisations affected and impacted by the road closure.
- Emergency service notifications including Victoria Police, Ambulance Victoria, FRS, SES and other authorities such as Taxi services.
- Public Transport Victoria (PTV) if any impact public transport services (trains and/or buses). Refer to the [PTV Website](#) for details, and for buses see the [Transit Systems website](#) for routes or phone: 03 9689 7999.
- Notifications in local newspapers, websites, social media or other media.

PARKING PLANS

Event organisers should consider the parking requirement and may be required to develop a Parking Plan to minimise the impact on neighbouring businesses, organisations and residents.

Where possible event visitors should be informed that normal parking rules are likely to be enforced during events. Consider:

- Do you have sufficient parking for staff, volunteers, contractors, performers, emergency services and others involved with the event?
- What parking is required for event visitors? Do you require over-flow car parking?
- Are designated drop off/pick up points required?
- Do you have accessible parking available?

- How can you encourage event visitors to use public transport?

If Council parking bays or areas are required during the event, you should provide details on your Event Plan.

PEDESTRIAN MANAGEMENT PLANS

A pedestrian management plan may be required if large numbers of pedestrians are expected. A plan should be developed for pathways, ensuring accessibility, the control of crowds, equipment and signage and personnel required.

PUBLIC TRANSPORT PLAN

Event organisers should encourage the use of public transport to minimise parking and traffic congestion. Events which impact on public transport services (trams, trains and/or buses) must notify Public Transport Victoria (PTV) via the Special Events Management System (SEMS).

The impact on public transport includes disruption to services, or the need for additional transport services. Depending on the impact, PTV will advise if a Public Transport Plan is required.

For events with less than 10,000 people at least 120 days' notice is required and if more than 10,000 people, 150 days' notice is required. To register an event on the SEMS, go to www.ptv.vic.gov.au/specialevents/

If you rely on public transport to get attendees to your event, it is advisable to contact PTV in advance to check if there are any planned service disruptions. Operators of public transport services can be found on the PTV website: <https://www.ptv.vic.gov.au/customer-service/operator-contacts/>

Notifying the Taxi services and Uber is also recommended for major events.

Contact: Public Transport Victoria

Phone: 1800 800 077

Website: www.ptv.vic.gov.au/specialevents/

Email: event.notification@ptv.vic.gov.au

SIGNAGE PLAN

A Signage Plan may be required for larger events, events that require significant signage on site and those that require vehicle or pedestrian directions. The signage plan should contain the details of the signs, size, exact location, method of securing signs and type of signage. Signs are generally not permitted to be staked on Council reserves and parks.

A signage plan should consider promotional (pre-event) signage, directional, informational and emergency services (e.g. first aid) signage as well as signage relating to COVID Safe practices prior to entering the event site

LIGHTING PLAN

If your event occurs at night, or if set up or the pack up occurs in the dark, a lighting plan will be required to ensure a safe environment.

You need to consider:

- Lighting for pathways and areas people gather.
- Include security (and possibly emergency services such as police) in the risk assessment for the location of lighting.
- Power requirements and electrical/generator safety.
- Emergency entries and exits are clearly marked and lit.
- In venues darkened for the performance, lighting should be adequate to identify exits as well as corridors and aisles leading to them.

ANIMALS

If you are having animals at your event, your Event Plan must detail:

- The type of animals, the supplier and any licence details.
- A site plan detailing the exact location of the animals (approved by venue manager).
- A Risk, Safety and Emergency Management Plan specifically addressing the potential risks from animals.
- The type of housing for the animals, how you will manage the impact of the animals on the venue/site, parking of vehicles and whether vehicles are required to access the site.

When including animals in your event (e.g. petting farms, reptile displays etc) the safety and wellbeing of both event patrons and the animals should be considered, and the activity assessed within your risk management plan. Issues to consider include:

- Whether it is appropriate to have animals given the other activities, the audience etc.
- Age appropriate activities/animals for event patrons.
- Mobile displays must be suitable to contain the animals and should minimise the risk of animal escape.
- Enclosures should provide adequate shelter from sun, wind, rain and extremes of temperature and have an area for animals to retreat from the public or other animals.
- Animals showing signs of stress must be removed and allowed to recover.
- Close supervision by keepers is required at all times.
- Drinkable water, food and cover should be provided for the animals.
- Hygiene facilities should include hand washing facilities, regular waste removal and cleaning.
- Storage area for holding vehicles/trailers.
- Attendants should be trained and experienced animal keepers, including training in first aid for both animals and humans.
- There should be soft fall areas for pony rides (preferably a grassed area or equivalent).
- Consideration must be given to ensuring clear pathways when moving animals.
- Documented response if an injury, illness or emergency occurs.
- **Birds** should be housed in cages that conform to the [Code of Practice for the Housing of Caged Birds](#).

- Operators of **Reptile Exhibits and Wildlife Exhibits** must hold a valid [Commercial Wildlife Licence](#) from the Department of Environment, Land, Water and Planning.
- Operators of **Petting Zoos** must comply with the [Code of practice for the Public Display of Exhibition of Animals](#).

ACCESSIBLE AND INCLUSIVE EVENTS

Ensuring your event is accessible to all people should be incorporated into the planning stages of your event and prior to seeking event approval from Council. Where possible obtain information prior to the event on the type of support required (e.g. interpreters, hearing loops). Specific issues to consider include:

- People using wheelchairs or with mobility impairments have full access to the event (e.g. to pathways, ramps, stages, lifts, seating areas etc).
- Accessible toilets and hand basin facilities.
- Accessible parking areas (preferably close to the venue) and drop off points.
- Signage with appropriate symbols (e.g. accessible toilets, accessible parking, accessible entry, seating areas).
- Availability of hearing devices and/or sign language interpreters, and visual and audio information where appropriate.
- Emergency and risk management plan considers people with a disability.
- Disability awareness training is conducted for staff, suppliers/contractors and volunteers.
- If your event charges an entry fee, a [Companion Card](#) promotes the right of people with a disability, who require a companion, to fair ticketing at Victorian events and venues.

For a detailed list see the Australian Network on Disability's [Event Accessibility Checklist](#). A detailed guide to making your event accessible is available by contacting Council's Metro Access and Inclusion Officer. Phone: 1300 179 944