

Event Fact Sheet

Holding an event

Are you planning to hold an event in the Murrindindi Shire?

Council can assist with advice on any permits or requirements needed by Council to hold your event.

Events are vital to economic development, tourism and our community in Murrindindi Shire.

To start the process, an [Event Enquiry Checklist](#) is to be completed and submitted to events@murrindindi.vic.gov.au

These details are circulated to relevant Council Departments for comment and then an email listing any requirements and/or permits will be sent to the Event Organiser by the Tourism & Events Officer.

If further information is needed, you will be notified within 10 working days of Council receiving the Event Enquiry Checklist.

Council departments and considerations when organising events are listed below:

- **Planning** – Planning permit to hold a public event on private land
- **Local Laws** – Road closures, traffic management, permission for public land access and to hold events, alcohol consumption
- **Environmental Health** – Temporary & mobile food premise registration (via *Streatrader*), including alcohol tastings
- **Building** – Permits for temporary structures such as fencing, stages, marquees, etc
- **Infrastructure & Assets** – Waste management
- **Parks & Gardens** – Servicing of public toilets
- **OH & S** – Event Management Plan, Hazard/Risk Assessment and Site plan.
- **Insurance** – Public liability insurance
- **Governance** – Section 86 Committee approval.

It is recommended that you submit the Event Enquiry Checklist as early as possible to ensure that there is enough time to obtain any necessary information or permits before your event takes place.

The following timeframes are based on the size of the proposed event and should be used as a minimum:

Small (20–500 people) – 3 months in advance;

Medium (500–1,000 people) – 4 to 6 months in advance;

Large (1,000–5,000 people) – 7 to 10 months in advance;

Very Large (4,000 or more people) – 12 months in advance.

Please note that if a Planning permit is required, you will need to start the process at least 6 months in advance. You may require a planning permit if;

- your event is to be held on private land (that which is owned by an individual, company, or private entity).
- your event is to be held on public land (land that is owned or managed by a public authority, for example state and national parks, council reserves) and you're planning to charge for entry.

Please contact the Planning Department on 5772 0317 if you require further clarification.

An event that takes place on an arterial road will require a VicRoads Event Permit which can take between 6-8 weeks.

To find out if there are any other events being held on the same date as your planned event, you can check the online calendar of events on Council's website www.murrindindi.vic.gov.au (Home / Our Community/Calendar of Events) or refer to the Calendar of Events brochure printed twice per year.

If you would like to discuss your event or the requirements to hold an event in Murrindindi Shire, please contact Council's Tourism & Events Officer on 5772 0318 or email lw Wallace@murrindindi.vic.gov.au for more information.