

Event Fact Sheet

Holding an Event

Murrindindi Shire Council can assist with advice on any permits or requirements needed by Council to hold your event in the Murrindindi shire.

To ensure there is enough time to obtain necessary information or permits, the following timeframes should be used as a minimum before your event takes place:

- small (20–500 people) – 3 months in advance
- medium (500–1,000 people) – 4 to 6 months in advance
- large (1,000–4,000 people) – 7 to 10 months in advance
- very large (4,000 or more people) – 12 months in advance.

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 which is owned by an individual, company, or private entity
- your event is to be held on public land and you are planning to charge for entry. Public land is owned or managed by a public authority, for example state parks, national parks and Council reserves.

If you require further planning permit clarification, please contact Development Services on 5772 0317.

If your event takes place on an arterial road, a VicRoads Event Permit can take between 6-8 weeks.

To check if other events are going to be held on the same date as your planned event, visit our website www.murrindindi.vic.gov.au 'Events'.

Event Enquiry Checklist

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

Your event details are circulated to relevant Council departments for comment:

- **Building** – permits for temporary structures such as fencing, stages, marquees, etc and temporary occupancy permits
- **Environmental Health** – temporary and mobile food premise registration including alcohol tastings via Streatrader
- **Environmental Programs** – site plan including natural features (incorporated with OHS)
- **Governance** – section 86 committee approval, Council land management and Department of Environment, Land, Water and Planning (DELWP)
- **Insurance** – certificate of currency listing Murrindindi Shire Council as an 'interested party'
- **Local Laws** – road closures, traffic management, permission for public land access to hold events, raffles and alcohol consumption
- **Occupations Health and Safety (OHS)** – Event Management Plan (incorporating hazard/risk assessment) and site plan.
- **Operations** – waste management
- **Parks & Gardens** – road signage, structures on gardens and servicing of public toilets
- **Planning** – planning permits that may be required for the event

Within 10 working days of Council receiving the Event Enquiry Checklist, your event organiser will be emailed a list of requirements and/or permits.

Events are vital to economic development, tourism and our community in Murrindindi shire. We look forward to assisting with your event.