

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.
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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 0333.

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 (Home / Our Community/Event Planning and Promotion)

Event Application Form

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

Your event details will be 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
- **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 Council land and servicing of public toilets
- **Planning** – planning permits that may be required for the event.

Within 10 working days of Council receiving the Event Application Form, a list of requirements and/or permits will be emailed to the Event organiser.

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

To discuss your event further, please contact the Tourism & Events Team on 5772 0333 or by email tourism&events@murrindindi.vic.gov.au