

Bass Coast Events Policy

The events policy states that an event is defined as:

An organised gathering of people on public or private land which impacts upon Bass Coast Shire Council infrastructure, assets or the general public.

This includes community and commercial events, as well as corporate events run by Bass Coast Shire Council.

Council is committed to ensuring that events are run safely and all compliance requirements are met, whilst minimising negative impacts upon the community.

Events Policy objectives

The objectives of the Events Policy are to:

1. Promote and encourage events in Bass Coast which enhance resident, visitor and participant experience
2. Set principles for determining Council support
3. Minimise risks and ensure regulatory compliance
4. Provide a framework for approval, evaluation and communication

Council supports a diverse and sustainable program of events spread through out the year and across the Shire. This maximises the economic benefits to Bass Coast business operators and community groups.

A quality events program brings additional visitation to the Shire as well as improving the quality of life for local residents and visitors already in the region.

Council event permit guidelines: *All event enquiries should be directed to the events team.*

- For new events that fall under the medium to high risk category (see table below), the organisers will be required to present their event plan to the Event Advisory Committee at least 6 months prior to the event.
- For a road closure that impacts on businesses or households, the event organiser must seek to obtain 75% of written approval from those impacted as determined by Council events staff. (Council has a template for the use of this purpose).
- If a planning permit is required for a new event a pre-application meeting needs to occur between 6 - 12 months out.
- For permit requirement from Council Departments and other agencies refer to the stakeholder requirements for events spreadsheet. (These are guidelines only every event will be assessed on its merits).

Please discuss your event timelines with the Events team on 03 5671 2211. Bass Coast Shire Council reserves the right to decline an application if insufficient notice or information is provided.

Depending on the size and complexity of the event, adequate notice is required in order to process the application and to assist in delivering a safe and successful event.

Event type	Event parameters	Application notice
Low risk	Simple event with no road closures at a single venue, minimal infrastructure. For example; family gatherings, car displays or charity events.	4 weeks
Medium risk level 1	Attendance 1-5000 people, minor road closures, medium infrastructure requirements, food and beverage trading. For example, fun runs, community festival, Carols by Candlelight, school fete, local markets, surfing events.	4 weeks
Medium risk level 2	Attendance of 5000 to 10,000 people, minor road closures and public transport disruptions or large infrastructure requirements, food and beverage trading. For example, music festivals, fireworks, sports events.	3 months
High risk	Attendance of over 10,000 people, complex road closures, multiple event sites, large infrastructure builds. For example, motor sports events, music events, sports/cycling events & parades etc.	6 to 12 months
Planning permit required	If a planning permit is required for a new event a pre application meeting needs to occur between 6 - 12 months out. If the event is an existing event – plans need to be lodged 3 months prior. Formal objections and VCAT appearances may result in time frames being extended beyond 6 months.	

Other Agencies regulatory compliance

Road Closures

VicRoads - Eastern Region vicroads.ermoa@roads.vic.gov.au

- 60 days' notice for the closure of VicRoads controlled roads or major traffic control requirements.

Vic Police - Permit to conduct an event on a public road - ROADPERMITS-OIC@police.vic.gov.au

- Any person wanting to conduct events that involve public roads, such as foot or bicycle races, including a rolling road closure either within the event itself or as a separate event, marathons and half marathons etc., must obtain a permit if the event involves more than 30 competitors and one of the competitors will be declared a winner at the conclusion of the event.

Temporary Limited Liquor License - www.vcglr.vic.gov.au

You will need to contact Vic Police Liquor Licensing Inspector for approval of your temporary license before submitting your application.

- 28 days' notice (patrons up to 5000)
- 90 days' notice for a major events (patrons greater than 5000 or within 10km of a major event)

Fire Danger Period & Total Fire Ban - www.cfa.vic.gov.au/warnings-restrictions/fire-permits/

- Fireworks or catering in the open air during the Fire Danger Period or on a day of Total Fire Ban may require a Section 40 permit.
- Contact your local CFA District Office to discuss permit requirements.

Apra – www.pcca.com.au/online-app

If protected sound recordings are played within your event, it is a legal requirement that a public performance license must be obtained in order to avoid copyright infringement. Please contact a customer service care member of the licensing team on 02 8569 1111 or licensing.mail@ppca.com.au for further information.