

YARRA CITY COUNCIL

EVENTS IN PUBLIC SPACES POLICY

1. INTRODUCTION

The City of Yarra is home to many of Melbourne's most highly prized parks, gardens and reserves, as well as many of its busy and significant streets and transport paths. These spaces provide unique locations and opportunities for markets, events, community festivals and functions.

Some of Yarra's iconic street based events include Johnston St Fiesta and Victoria St Lunar Festival, whilst Council also actively encourages small local celebrations such as street parties. Yarra's streets are popular locations for film shoots, the Gleadell Street Market is our oldest street based regular market, and our parks used for regular events such as fun runs and summer circus seasons.

The demand for outdoor spaces to function as temporary venues for commercial and community activities is increasing; it is a trend that is mirrored across wider Melbourne. Alongside this, a growing population has led to increased pressure on parks and reserves for quiet enjoyment. At the same time, there are increased expectations from the community for events to be more professionally organised to ensure public safety and to protect local amenity.

These changes have created a need for an Events in Public Spaces Policy to be established, this will provide a clear framework under which event proposals are to be considered and how these events will be managed.

Council recognises that coordinated responses and clear guidelines are important for event organisers and getting this right will increase Council's effectiveness in managing events in public spaces.

2. SCOPE

The Policy applies to outdoor events and activities which are of a size and nature that may impact on residents and businesses and are to be conducted on public spaces and roadways under the care and control of Yarra City Council.

This Policy does not apply to ongoing sporting fixtures on sportsgrounds and events that occur on private property.

This Policy applies to all events whether they are organised by not for profit community organisations, commercial entities and Council.

The Policy applies to the type of events as described below:

- Festivals
- Markets

- Health, fitness and sports (but not seasonal sports booked on sports grounds)
- Arts and cultural events
- Weddings and celebrations
- Street parties
- Balloon landings
- Promotions
- Filming
- Other social events

The Policy applies for events that involve:

- 50 people or more
- Ticketing for the participants
- Amplified Music
- Infrastructure being erected on the public space
- A reservation of public spaces

3. WHAT IS AN EVENT?

For the purpose of this Policy an event can be considered as any organised activity that takes place wholly or partly on Council owned or managed land (including roads, footpaths, parks, gardens, reserves and sports grounds,) that requires approval from Council and/or other government agencies.

Events range from small functions to those involving thousands of people with temporary infrastructure and complex logistical arrangements. Events can be private affairs with attendance by invitation or public occasions with attendance open or by ticketed.

The scale and nature of the event are the triggers for an Event Permit, whilst some events may require a Planning Permit. Events involving less than 50 people that are not ticketed, where amplified sound equipment are not used (e.g. family picnics and small parties) will not require a permit.

4. WHAT ARE PUBLIC SPACES?

For the purpose of this Policy, public spaces refers to parks, playing fields, gardens, reserves, river and creek frontages, streets, footpaths, nature strips, public transport stops and stations which are owned or managed by Council. It does not include privately owned land or Council-owned or managed buildings used for events or gatherings.

Council has identified a list of public parks and gardens that may be potentially used for events and activities; these are itemized in the appendix.

Council recognises public spaces across Yarra have their own unique characteristics and distinct neighbourhood character, and as such events proposed for these spaces need to be individually assessed to ensure the event is the right fit for the proposed location.

5. COUNCIL'S ROLE IN EVENTS MANAGEMENT

Council wishes to facilitate well-managed events that will contribute to and benefit the local community whilst ensuring local amenity and public safety are duly considered and managed

Council has three roles in the management of events in public spaces:

1. As an organiser of public events.
2. As a manager public land use.
3. As a statutory authority on a number of areas that are associated with the operation of events, such as statutory planning, building regulation, occupational health and safety, food safety, public safety etc.

In setting out this Policy, Council recognises events are important to our community; they contribute to the liveability, economy and vibrancy of the City. Council also recognises the importance of adopting a clear framework that balances the residential amenity of our neighbourhoods whilst enabling activities and events to occur.

6. GUIDING PRINCIPLES

In assessing applications for events in Council managed public spaces, Council will adopt the following guiding principles:

- To ensure Council property and assets are protected.
- To strike a balance between enabling events to occur and residents' right to quiet enjoyment of public spaces.
- To make it easier for event applicants and offer a coordinated response to event proposals.
- To strike a balance between equity of access and fair dealings for all event proponents and system that responds in a timely manner to new event proposals.
- To ensure better management of events by adopting a coordinated approach between all areas of Council and external stakeholders.
- To apply a variable fee structure for event permits that considers cost recovery and community benefit.

7. EVENT APPLICATIONS & COUNCIL PROCESSES

All events covered by this Policy will require an **Event in Public Spaces Permit** to operate and depending on the nature and scale of the event, other approvals, permits and licenses may be

required. Council will assist with the identification of other approvals required but it will be the responsibility of the applicant to arrange any additional permits for the event.

Types of events	Application process	Processing time	Approvals
Events for more than 1,000 people.	Expression of Interest	Council will accept applications biannually	Director Approval
Recurring Markets.	Expression of Interest	Council will accept applications annually	Director Approval
Yarra Boulevard Road Closure.	Expression of Interest	Council will accept applications biannually	Officer delegation
<ul style="list-style-type: none"> • Any events for less than 1,000 people • Promotional events • Filming • One-off markets 	Rolling applications (applications anytime)	Varies from 2 weeks to 6 months depending on nature of event	Officer delegation

7.1 EXPRESSION OF INTEREST

Council will accept public submissions for all events identified above on set closing dates, with permits issued for no more than two years in length.

A 5 step process will be used:

1. Submission of Proof of Concept
2. Submission of Detailed Proposal
3. In Principle Approval
4. Community Consultation
5. Event in Public Spaces approved and permit issued

7.1.1 Proof of Concept

A preliminary proposal that includes a description of the proposed activity, proposed site, frequency, and relevant experience of the applicant.

The proposal that meet Council's criteria are invited to submit a detailed proposal for consideration.

7.1.2 Detailed Proposal

The detailed proposal will need to include: analysis of the event impact on the surrounding residents, businesses and the environment; detailed site plans; noise management plan; safety management plan; waste plan; traffic management plan; evidence of community support and certificate of insurances.

7.1.3 In Principle Approval

Applications that are recommended will be given "in principle approval" and then may be subject to any requirements for public notification before the permit is finally issued.

7.1.4 Community Consultation

Council will notify impacted residents and businesses of the approved event; this may also involve notification to the broader community should the impact of the event merits a general notification.

7.1.5 Event in Public Spaces Permit issued

The applicant will be offered a Permit and once all documentation is complete and all fees and charges paid, the Permit will be issued.

7.2 ROLLING APPLICATIONS

For all others events, applicants need to follow the 5 step processes outlined below for approval:

1. Event Permit application submitted
2. Event Permit application assessed, further documentation identified and timelines for approval identified
3. Submission and review of event plan documentation
4. Event in Public Spaces Permit approved, payment of any fees and charges
5. Event in Public Spaces Permit issued

7.3 ASSESSMENT CRITERIA

Council will consider applications using the following criteria to evaluate event proposals.

Community Benefits [weighted at 20%]

- Improving health and wellbeing
- Inclusive of the broad community and contribute to the cultural vibrancy and diversity of the City of Yarra community.
- Respect and publicly acknowledge the local indigenous heritage and traditions.
- Delivery of social, community or cultural outcomes

- Informing, educating or engaging the community
- Engaging, connecting and including all people in our community
- Partnerships with local clubs, cultural groups and community organisations
- Providing healthy, enjoyable and safe experience
- Foster local talent, recognise artistic and cultural strengths within the municipality
- Support the unique identity of different parts of the municipality

Economic Benefits [weighted at 10%]

- Positive economic impact for the local community
- Engagement of local goods and service providers
- Partnerships with local businesses
- Stimulating economic activity through use of little used sites

Community Impact [weighted at 20%]

- Managing competing demands for use of the public domain, so a balance of opportunities are provided for the whole community
- Limited disruptions for local community accessing space
- Minimising impacts on local community as far as practicable

Capacity to produce an event [weighted at 20%]

- Relevant experience of event organisers

Environmental Considerations [weighted at 15%]

- Minimal and temporary impact on site
- Protection of fauna, flora and Council assets
- Avoiding overuse of any open space
- Sustainable event practices (waste management, sustainable transport, etc)

Site suitability [weighted at 15%]

- Access to suitable amenities
- Appropriateness of event on site; determined by size, layout, activities and potential risks or impacts

Other Requirements

- Council will not permit markets that include stalls that trade in illegal, toxic or counterfeit goods and products that are clearly sourced from 'unfair' trade labour operators.
- Council will not permit events that promote or are associated with smoking and gambling.
- Events must meet all legal requirements, including (but not limited to) obtaining approvals related to building occupancy, health, and liquor licensing.
- Council Officers will, where appropriate consult other agencies, including Victoria Police and VicRoads, in considering applications and applying conditions.

- Road closures and on-road events require a traffic management plan and may be subject to approval from a Council Traffic Engineer.
- All major events require public liability insurance of \$20 million indemnifying Council, and other events require minimum insurance cover of \$10 million or as requested by officers.

8. COUNCIL AUTHORITY AND INSPECTION

All events will be subject to regular inspections by Council officers to ensure compliance with the provision and conditions of the issued permit and all other relevant government legislation including Occupation, Health and Safety.

9. TERMINATION

The Council reserves the right to terminate a permit if:

- a. Permit conditions are breached
- b. Any laws are broken
- c. A misrepresentation is identified in the application.

10. OTHER RELEVANT LAWS AND POLICIES

Events must meet all legal requirements, including (but not limited to) obtaining approvals related to building occupancy, health, and liquor licensing.

Council officers may consult other agencies, including Victoria Police and VicRoads, in considering applications and applying conditions.

Road closures and on-road events require a traffic management plan and may be subject to approval from a Council Traffic Engineer.

- Building Act 1993
- Crown Land (Reserves) Act 1978
- Environmental Protection Act 1970
- Filming Approval Act 2014
- Food Act 1984
- Fundraising Act 1998
- Liquor Control Reform Act 1998
- Local Government Act 1989
- Major Sporting Events Act 2009
- Municipal Emergency Management Plan
- Occupational Health and Safety Act 2004
- Planning and Environment Act 1987
- Road Management Act 2004

- Victorian Legislation
- Working with Children Act 2005
- Yarra Local Laws

11. APPENDICES

- a) Yarra's Parks and Reserves
- b) Events in Public Spaces Permits Fees and Charges
- c) Event in Public Spaces Application Form

APPENDIX A: YARRA'S PARKS AND RESERVES as of 2015

NAME	ADDRESS	FACILITIES	COMMENTS	SUITED FOR
Alphington Park	View Street, Fairfield 3078	Toilets Playground Barbeques Seating Dog-off lead area. Dogs may be exercised off lead before 9am and after 5pm. Picnic tables Drinking fountains Bike parking Off street parking	On the banks of the Yarra River and wetlands, Alphington Park was certified as one of Victoria's most environmentally sustainable parks.	Low to medium impact events
Annettes Place	River Street, Richmond 3121	Playground Seating Picnic tables Dog off-leash area On street parking	A small reserve in Richmond located along the Yarra River that provides access to the Main Yarra Trail.	Low impact events
Atherton Reserve	Napier Street, Fitzroy 3065	Soccer ground Dog off-leash area	A playing field and park area next to the Atherton Gardens Housing Estate in the heart of Fitzroy	Low to large impact events
Barkly Gardens	Mary Street, Richmond 3121	Toilets Playground Barbeques Seating Drinking fountains Pavilion Shelter Soccer ground Anzac Memorial Multi Zone. Dog off-leash area On street parking	19 th century residential garden square.	Low to medium impact events
Batman Street Reserve	Batman Street North Fitzroy 3068	No Toilets Barbeque Seating Picnic tables Drinking fountain	Small reserve in a residential area	Small social gatherings only
Ben Alexander Reserve	Berry Street and Hodgson Terrace,	Playground Seating Picnic tables	Small reserve in a residential area. It is a dog	Low impact events

	Richmond, 3121		on leash park.	
Browns Reserve	Nicholson Street, Abbotsford	Playground Barbeque Seating Picnic tables Drinking fountains On street parking	Small reserve in a residential area. It is a dog on leash park.	Small social gatherings only
Burnley Park	Yarra Boulevard, Burnley 3121	Playground 3/4 size basketball court (two hoops) Picnic tables Barbeque Seating Dog off-lead area On street parking (including accessible space on Park Street)	Six hectares of land overlooking Yarra River.	Low to high impact events
Cairns Reserve	Lyndhurst Street, Richmond 3121	Playground Seating	Medium sized reserve in a residential area	Low impact events
Cambridge Street Reserve	Cambridge Street, Collingwood 3066	Barbeque Picnic tables Seating Drinking fountain	Small reserve in a residential area. It is a dog on leash park.	Social gatherings only
Charles Evans Reserve	Cubitt Street, Richmond 3121	Playground Drinking fountain Seating	Small reserve in a residential area. It is a dog on leash park.	Social gatherings only
Church Street Park	635 Church Street, Richmond 3121	Seating Feature light boxes Picnic and play areas Sculptures Table tennis table Viewing platform	A small green space built on a former freeway ramp and covers an area of 3000m2	Low to medium impact events
Citizens Park	Cr Church and Highett Streets, Richmond 3121	Toilet Playground Sports ground Pavilion Dog off-leash area Barbeque Picnic tables Drinking fountains Bike parking	Richmond's largest park where organized sports training occurs all seasons.	Low to high impact events
Coate Park	Yarraford Avenue, Alphington 3078	Multizone park	Environmental corridor	Low to medium impact events
Condell Reserve	Condell Street,	Playground	Small reserve in	Low to

	Fitzroy 3065		a residential area of 1100m2. It is a dog on leash park.	medium impact events
Curtain Square	Rathdowne Street, Carlton North 3054	Toilets Shelter Playground Seating Basketball court Drinking fountain On street parking	Medium sized park with a pavilion. Dogs are permitted off leash in the dog run	Low to medium impact events
Dame Nellie Melba Memorial Park	Coppin Street, Richmond 3121	Seating	Small reserve in a residential area. Dog off lead area.	Social gatherings only
Darling Gardens	Gold Street, Clifton Hill 3068	Toilets Playground Barbeque Sheltered areas Seating Picnic tables Dog off-leash area Multi Zone. Drinking fountains	Large gardens created in 1866 covering 7.2 hectares of land. There is a historic rotunda amongst other facilities.	Low to high impact events
Dights Falls	Trenerry Crescent, Abbotsford 3067	Toilets Sheltered areas Seating Drinking fountains Bike parking Off street parking	The Falls mark the point where salt water from the sea meets the fresh water of the Yarra River. The Wurundjeri people camped here before European settlement. Dight's Ceres Mill, Melbourne's oldest industrial site is also located on the Falls	Low impact events
Edinburgh Gardens	Alfred Crescent, Fitzroy North 3068	Toilets Two playgrounds Barbeque Sheltered areas Picnic tables Seating Dog off leash area.	19 th century gardens over 24 hectares in size.	Low to high impact events

		<p>Multizone Park</p> <p>Drinking fountains</p> <p>Off street parking</p> <p>Bocce and lawn bowling rinks</p> <p>Table-tennis table</p> <p>Tennis courts</p> <p>Basketball half court</p> <p>Community room</p> <p>Skate facility</p> <p>Rotunda</p> <p>Pavilions</p>		
Egan Park	Corner of Egan Street and Egan Place, Richmond 3121	<p>Playground</p> <p>Seating</p>	Small reserve in a residential area. It is a dog on leash park.	Social gatherings only
Fairfield Park	Heidelberg Road, Fairfield 3078	<p>Toilets</p> <p>Playground</p> <p>Sheltered areas</p> <p>Seating</p> <p>Ampitheatre</p>	The park is a popular tourist attraction, with the Fairfield Boathouse and Amphitheatre located in its grounds. It is a dog off leash park.	Low to high impact events
Flockhart Reserve	Flockhart Street, Abbotsford	<p>No Toilets</p> <p>Barbeque</p> <p>Seating</p> <p>Picnic tables</p> <p>Drinking fountains</p> <p>Off street parking</p>	Small open space on the banks of the Yarra River. It is a dog off leash park.	Low to medium impact events
Gahan Reserve	Park Street, Abbotsford 3066	<p>No Toilets</p> <p>Playground</p> <p>Barbeque</p> <p>Seating</p> <p>Picnic tables</p> <p>Drinking fountain</p> <p>Bike parking</p> <p>1/4 Basketball Court</p> <p>Dog-off lead area</p> <p>Maternal and Child Health Service</p>	Medium sized park, near Collingwood train station.	Low to medium impact events
Garryowen Park	Leicester Street, Fitzroy 3065	<p>Playground</p> <p>Barbeque</p> <p>Seating</p> <p>Drinking fountain</p>	Small reserve in a residential area. Named after Edmund Finn	Social gatherings only
George Knott Reserve	Heidelberg Road, Clifton	<p>Soccer ground</p> <p>Athletics track</p>	A reserve next to the Knotts	Low to medium

	Hill 3068	Pavilion Toilet Playground Barbeque Seating Picnic tables Drinking fountains Bike parking Off-street parking	Athletic Field and close to Coulsen Reserve.	impact events only
Golden Square Bicentennial Park	Madden Grove, Burnley 3121	Playground Seating Barbeque Dog off-leash area Drinking fountains Bike parking	Small reserve in a residential area	Low impact events
Hall Reserve	The Esplanade, Clifton Hill	No Toilets Two playgrounds Picnic tables Seating Drinking fountains Bike parking Dog off-leash area	A large park located next to Quarries Park in Clifton Hill. It provides access to the Merri Creek Trail.	Low impact events only
Hardy Gallagher Reserve	Solly Avenue, Princess Hill 3054	Playground Seating Barbeque Picnic tables Bocce court Community Centre Drinking fountain Dog-off leash area On-street parking Bike parking Neighbourhood house.	Located near Princess Park and on the Capital City Trail.	Low to medium impact events only
Holden Byrne Reserve	Corner of Holden and Byrne Streets, North Fitzroy 3068	Playground Barbeque Seating Picnic tables	Small reserve in a residential area	Low impact events
Janet Millman Reserve	Brunswick Street, North Fitzroy 3068	No Toilets Barbeque Picnic tables Drinking fountain Shared cyclist/pedestrian path Off-street parking	A green strip between Nicholson and Rae Streets that forms the Capital City Trail.	Low impact event
Kevin Bartlett Reserve	Yarra Boulevard and F.R Smith Drive, Burnley 3121	Toilets Playground Barbeque area with shelter Seating Picnic tables Drinking fountains	Kevin Bartlett Reserve contains a soccer stadium which is currently the	Low to high impact events

		Cricket practice nets Bike parking Off street parking	home of the Richmond Soccer Club. The Reserve is also used for cricket and AFL. In October 2010, new lights were installed on two floodlight towers at Loughnan Oval.	
King William Reserve	King William Street, Fitzroy 3065	Playground Barbeque 1/2 Basketball Court Drinking fountain Seating	Small reserve in a residential area	Social gatherings only
Langdon Reserve	Corner Nicholson and Miller Street, North Fitzroy 3065	Playground Barbeque Seating Picnic tables	Small reserve in a residential area	Low impact events
Linear Park	Bowen Crescent to Alfred Crescent North Fitzroy 3068		The Inner Circle Railway Linear Park is set upon former railway parkland which extends from Bowen Crescent, North Carlton through to Alfred Crescent and Thomas Kidney Reserve, North Fitzroy	Low impact events
Loys Paddock Reserve	Gibdon Street, Burnley 3121	Dog off leash area Access to the Main Yarra Trail	Environmental corridor. No Parking, no power, no water, no toilets.	Low to medium impact events
Mayor's Park	Turnbull Street, Clifton Hill 3068	Toilets Playground Drinking fountains Seating Picnic tables Tennis Courts	Located with the Collingwood Leisure Centre.	Low impact events

		Netball Courts Bike parking Off street parking		
McConchie Reserve	Mary Street, Richmond 3121	No Toilets Playground Seating	Small reserve in a residential area	Social gatherings only
McNamara Reserve	Corner Gold and Keele Streets, Collingwood 3066	No Toilets Playground Seating	Small reserve in a residential area	Social gatherings only
O'Connell Reserve	Bridge Road, Richmond 3121	Sheltered areas Two rotundas Seating Drinking fountains Bike parking	Reserve adjoining the Yarra River with access to the Main Yarra Trail and the Yarra River, including moorings.	Low impact events
Oxford Street Park - Collingwood	Oxford Street, between Langridge and Derby Streets, Collingwood 3066	Seating No Toilets	Pocket park in a residential area	Low impact events
Park Street Reserve	Park Street, between Bennett Street and St Georges Road, North Fitzroy, 3068	Playground Shelter Dog-off leash area Barbeques Picnic tables Seating 1/2 size basketball court.	A medium sized reserve with access to the Main Yarra Trail.	Low to medium impact events
Peel Street Park	Corner of Oxford and Peel Streets, Collingwood.	Seating Drinking fountain	Small park in a residential area	Low impact events
Peppercorn Park	Waltham Place, West Richmond 3121	No Toilets Seating	Small park in a residential area	Social gatherings only
Quarries Park	Ramsden Street, Clifton Hill 3068	Playground (AAA) Barbeques Sheltered areas Seating Picnic tables Skate facility Off street parking	A large network of parks and sports grounds linked by a shared path across Clifton Hill. Sporting matches are played on the open grassed areas during the	Low to high impact events

			year.	
Ramsden Street Reserve	Ramsden Street, Clifton Hill 3068	Cricket nets Seating Picnic Tables Barbeque	An open space adjoining Quarries Park and includes the Ramsden Street Oval.	Low to medium events
Richmond Terrace and Docker Street	Richmond Terrace and Docker Street, Richmond 3121	No Toilets Paved "shared zone" Bicycle Parking Seating Drinking Fountain	Small park in a residential area of 600m2	Social gatherings only
Rushall Reserve	Holden St, North Fitzroy, 3068	No Toilets Seating	Small park next to Merri Creek and north of Rushall Train Station.	Low to medium impact events
Smith Reserve	Corner of Alexander Parade and George Street, Fitzroy 3068	Playground Barbeques Seating Picnic tables Drinking fountains Bike parking Dog off-leash area.	Small park next to the Fitzroy Pool.	Low to medium impact events
Studley Reserve	Studley Street, Abbotsford 3068	Playground Seating Drinking Fountain Barbeque	Small park in a residential area.	Social gatherings only
Thomas Kidney Reserve	Rushall Crescent, North Fitzroy 3068		A parkland that is part of Linear Park, named after Thomas Kidney a prominent local figure.	Low impact events
Victoria Park	Lulie Street, Abbotsford 3068	Barbeques Picnic Tables Seating Drinking Fountains Dog Off-leash area	A large recreation open space and VFL football games are played during the season.	Low to high impact events
White Street Reserve	Corner White Street and Railway Crescent, Richmond 3121	No Toilet Playground Seating	Pocket park in a residential area	Social gatherings only
Williams Reserve	Corner of Victoria and Davison	Playground BBQ Seating	Small park near Victoria Gardens. This is	Social gatherings only

	Streets, Richmond 3121	Drinking fountain Picnic tables	a dog on leash park.	
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APPENDIX B: EVENTS IN PUBLIC SPACES PERMIT FEES AND CHARGES

2015/ 16 SCHEDULE OF FEES AND CHARGES

It is proposed that with the Event in Public Spaces Permit, fees are to be charged.

THESE ARE THE PROPOSED NEW FEES AND CHARGES:

NAME	DETAILS	FEE	NOTES
Event in Public Places Permit Application	Charge for submitting a permit application	\$50 Full FREE Concession	
Event Permit	50 to 100 persons with no structures and minimum risks	\$100 Full FREE Concession	
Event Permit	100 to 500 person or with minimal structures or risks	\$250 Full \$100 Concession	This will require an officer to attend.
Event Permit	500 to 1000 persons or with significant structures or risks.	\$350 Full \$140 Concession	This will require an officer to attend.
Event Permit	1000 persons or more and with structures or risks	\$350 Full \$140 Concession	This will require an officer to attend.
Market Permit		\$350 Full \$140 Concession	Per Permit
Road Occupancy Fee		\$2 for every 5m2 Full \$0.8 for every 5m2 Concession	Per Day

THESE ARE EXISTING CHARGES:

Construction Management Permits

PERMIT NAME	DETAILS	FEES	NOTES
Road/ Footpath Occupation Permit		\$74 Basic Road Closure \$137 Commercial Street Party FREE Residential Street Party	Per day
Road/ Footpath Occupation Permit	Fundraiser (Walkathon, Run or on-road cycling event, parade or other 'moving event', school fetes etc)	\$394	Inspection fee (weekend or out of hours) (per day)
Filming permit	Commercial major impact	\$1071	
Filming permit	Commercial minor impact	\$359	
Filming permit	Not for profit	\$0	
Filming permit	Student filming	\$0	
Inspection Fees	Week day inspection fee	\$130	

Inspection Fees	Weekend and after hours inspection fee	\$394	
POPE	Up to 1000m2 Site, max 5 structures per 200m2	\$1353	Per Permit
POPE	1001m2 to 5000m2 Site, max 5 structures per 200m2	\$1490	Per Permit
POPE	5001m2 to 10,000m2 Site, max 5 structures per 200m2	\$2250	Per Permit
POPE	Greater than 10,001m2 Site, max 5 structures per 200m2	\$3250	Per Permit
OCCUPATION OF PARKING BAYS		\$53 First Day \$26 for subsequent days	Per Bay per day

Compliance Permits

PERMIT NAME	DETAILS	FEES	NOTES
Temporary Public Space Licence	Any activity on Council Land e.g. fundraising or promotional activity on Council property includes food stalls, sausage sizzles, distributing materials etc.	\$58.60	Short Term (1) < 7 days
Temporary Public Space Licence	Any activity on Council Land e.g. fundraising or promotional activity on Council property includes food stalls, sausage sizzles, distributing materials etc.	\$160.50	Short Term (2) where admin/detailed review
Busking Permit	Performances on Council land	\$12.10	per month
Footpath Trading permit (otherwise referred to as Public Space Permit)	This is needed if you wish to place tables and chairs, an advertising sign, display goods, planter boxes, umbrellas, screens or promotional items on the footpath on an ongoing basis		Not permitted for events that occur on a road and require a road closure. Footpaths are kept clear for passage.
Streatrader Permit (refer to Public Health)			Streatrader is an online system for traders to register and notify

			temporary and mobile food premises and water transport vehicles in Victoria.
Amplified Sound Permit	This is required if the event is having amplified sound or the use of a PA system for longer than 60 minutes	\$301.60 FREE for registered NFPs	
Temporary Mobile Food Vehicle Permit	This is required in addition to the Streatrader permit when a food vehicle is to be placed on Council land OR private property for a one off event	\$301.60 FREE for registered NFPs	Per vehicle inc. carts

Parks and Open Spaces

RESERVATIONS	REASON REQUIRED	FEES	NOTES
Fairfield Amphitheatre	Basic Hire	\$300 Full \$120 Concession	Per Day
Burnley Circus Site	Basic Hire	\$800	Per Day
Other Parks and Open Spaces	Basic Hire	\$150 Full Free Concession	Per Day
Rotundas or gazebos	Basic Hire	\$150 Full Free Concession	Per Day
Power Access	Power Access	\$100 Full \$40 Concession	Per Day
Victoria Park	Booking	\$250 Commercial \$75 Concession 1 \$35 Concession 2 Free Concession 3	Per Hour
Citizens Oval, Alphington Park Oval	Booking	\$300 Commercial \$75 Concession 1 \$27 Concession 2 Free Concession 3	Commercial, per session, maximum 3 hours
Bastow Reserve No 2, Fletcher Reserve 2, Coulson Reserve, Edinburgh Gardens Back Oval, Walker Street, Alain Bain Reserve	Booking	\$150 Commercial \$42 Concession 2 \$14 Concession 2 Free Concession 3	Per Hour

APPENDIX C: EVENTS IN PUBLIC SPACES PERMIT APPLICATION

Events in Public Spaces Permit Application Form

The Events in Public Spaces Permit Application Form is for events of less than 1000 people.

To ensure the safe, smooth and successful operation of your event, please ensure that you have read, understood and accepted Council's Conditions of Hire before submitting this application.

Please note that completing this application form does not guarantee the availability or booking of the requested site and does not give approval for the event.

Council will need between two weeks and six months to process this application depending on the size and complexity of your event. On receipt of your application Council will contact you to provide an estimate of the processing time needed and to request additional information if required.

Council Contact

Venues and Events Team

P 9205 5220

E venuesandevents@yarracity.vic.gov.au

1. Applicant Details

Applicant Type

- Community
- Not for profit
- Commercial
- Individual

Organisation

ABN

Contact Person

Position

Postal address

Telephone number

Mobile number

Email address

Website

2. Event Details

Event name

Proposed location

Proposed date/s

Event times (start/finish)

Set up time

Pack down time

Event description

Event type

- Public
- Private
- Ticketed

Estimated attendance

Is this a new or existing event?

Will the event be a “one off” or recurring event?

Event elements

- Amplified music
- Live entertainment
- Food (for sale/catered/byo)
- Alcohol
- Road closure/s
- Activity on footpaths
- Pyrotechnics

3. Event Infrastructure

Staging (number/size)

Marquees (number/size)

Stalls (number/ size)

Generator

Amusement rides

Will portable toilets be provided?

Other

For Parks

Is access to onsite power needed?

Is access to onsite water needed?

Is vehicular access into the park needed?

4. Event Insurance

Public Liability Insurance of \$10 million is required for events of a small to moderate size and major events require public liability insurance of \$20m. Individuals and not for profit organisations may be eligible for cover under Council's insurance policy.