



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 sportsgrounds)
- Arts and cultural events
- Weddings and celebrations
- Street parties
- Balloon landings
- Promotions
- Filming
- Other social events

The Policy applies for events that involve:

- 50 attendees or more.
- Ticketing for the participants
- Amplified sound
- Catering by an external supplier.
- A wedding ceremony
- A reservation of a specific location.
- You plan to erect large structures (small 3x3 marquees are permitted without a permit: must be weighted down and secured safely. Spikes or pegs are strictly prohibited.)
- Vehicle access to drop off equipment.

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 2020

NAME	ADDRESS	FACILITIES	COMMENTS	SUITED FOR/BOOKABLE
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 Football/soccer sports ground	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. Bookable
Annettes Place	River Street, Richmond 3121	No toilets 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 and small events
Atherton Reserve	Napier Street, Fitzroy 3065	No toilets Soccer ground Cricket practice net Dog off-leash area Park benches Drinking Fountains	A playing field and park area next to the Atherton Gardens Housing Estate in the heart of Fitzroy	Low to large impact events. SUITABLE FOR MAJOR AMP SOUND FOR COMMUNITY EVENTS ONLY. Bookable
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 NOT SUITABLE FOR LOUD MUSIC EVENTS AND MAJOR AMP SOUND. Bookable
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, Richmond, 3121	No Toilets Playground Seating Picnic tables	Small reserve in a residential area. It is a dog on leash park.	Small social gatherings only
Browns Reserve	Nicholson Street, Abbotsford	No Toilets 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 Circus Site	Madden Grove, Swan st, Burnley 3121	No Toilets Power Water	Popular site for Major events overlooking Yarra River	<p>MOST SUITABLE SITE FOR MAJOR AMP SOUND.</p> <p>Conditions for Commercial Music Events: -65db (A) At residence or (55 db when measurement point is inside residence.) -Concerts of longer than 5 hours must conclude by 10pm. -Only 6 commercial music events may occur in any financial year (however events that have quiet musical entertainment less than 55db is not designated as a concert in the policy. SEPP N2)</p> <p>Bookable</p>
Burnley Park	Yarra Boulevard, Burnley 3121	Toilets Playground 3/4 size basketball court (two hoops) Picnic tables Barbeque Seating Dog off-lead area On street parking (including accessible	Six hectares of land overlooking Yarra River.	<p>Low to high impact events</p> <p>SUITABLE FOR MAJOR AMP SOUND. For Community Events Only</p> <p>Bookable</p>



		space on Park Street) Football ground		
Cairns Reserve	Lyndhurst Street, Richmond 3121	No Toilets Playground Seating	Medium sized reserve in a residential area	Low impact events
Cambridge Street Reserve	Cambridge Street, Collingwood 3066	No Toilets Barbeque Picnic tables Seating Drinking fountain	Small reserve in a residential area. It is a dog on leash park.	Small social gatherings only
Charles Evans Reserve	Cubitt Street, Richmond 3121	No Toilets Playground Drinking fountain Seating	Small reserve in a residential area. It is a dog on leash park.	Small 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	Small social gatherings only
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 Inbuilt exercise equipment	Richmond's largest park where organized sports training occurs all seasons.	Low to high impact events SUITABLE FOR MAJOR AMP SOUND. Bookable
Coate Park	Yarraford Avenue, Alphington 3078	Multizone park	Environmental corridor	Small social gatherings only
Condell Reserve	Condell Street, Fitzroy 3065	No Toilets Playground Park Benches	Small reserve in a residential area of 1100m2. It is a dog on leash park.	Low to medium impact events SUITABLE FOR MAJOR AMP SOUND FOR SMALL COMMUNITY EVENTS Bookable
Curtain Square	Rathdowne Street, Carlton North 3054	Toilets Shelter Playground Seating Basketball court Drinking fountain	Medium sized park with a pavilion. Dogs are permitted off leash in the dog run.	Low to medium impact events Bookable



		On street parking		
Dame Nellie Melba Memorial Park	Coppin Street, Richmond 3121	No toilets Seating Drinking Fountain	Small reserve in a residential area. Dog off lead area.	Small 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 SUITABLE FOR MAJOR AMP SOUND FOR COMMUNITY EVENTS (NOT COMMERCIAL) Bookable
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 European industrial archaeological site is also located on the Falls.	Small social gatherings only
Edinburgh Gardens	Alfred Crescent, Fitzroy North 3068	Toilets Two playgrounds Barbeque Sheltered areas Picnic tables Seating Dog off leash area. Multizone Park Drinking fountains On street parking Bocce and lawn bowling rinks Table-tennis table Tennis courts Basketball half court Community room Skate facility Rotunda Pavilions	19 th century gardens over 24 hectares in size.	Low to high impact events SUITABLE FOR MAJOR AMP SOUND FOR COMMUNITY EVENTS – IF POSSIBLE HAVE THEM USE THE EVENT SITE ON THE DOG OFF LEASH AREA OR SMALLER COMMUNITY EVENTS (UP TO 500) BY ROTUNDA Bookable
Egan Park	Corner of Egan Street and Egan	No Toilets Playground	Small reserve in a residential area. It	Small social gatherings only



	Place, Richmond 3121	Seating	is a dog on leash park.	
Fairfield Park/Fairfield Amphitheatre	Heidelberg Road, Fairfield 3078	Public Toilets Playground Sheltered areas Seating Picnic Tables Amphitheatre Canoe Club Changerooms/Private toilets Soccer Oval Cricket Nets Fairfield Boathouse	The park is a popular tourist attraction, with the Fairfield Boathouse and Amphitheatre located in its grounds. It is a dog off leash park. Trails leading into Main Yarra City Trail and to Yarra Bend Park (Parks Victoria)	Low to high impact events SUITABLE FOR MAJOR AMP SOUND – Please note there are only to be 8 Major Amp Sound Music events (this does not include Fairfield in Feb) at the Amphitheatre each Summer with max 6 hours play each and music finishing at 9pm. No back to back weekends on bookings. Bookable
Flockhart Reserve	Flockhart Street, Abbotsford	No Toilets Barbeque Seating Picnic tables Drinking fountains Off street parking	Small open space on the banks of the Yarra River. It is a dog off leash park.	Small social gatherings only
Gahan Reserve	Park Street, Abbotsford 3066	No Toilets Playground (AAA) Barbeque Seating Picnic tables Drinking fountain Bike parking 1/4 Basketball Court Dog-off lead area Maternal and Child Health Service	Medium sized park, near Collingwood train station.	Small social gatherings only
Garryowen Park	Leicester Street, Fitzroy 3065	No Toilets Playground Barbeque Seating Drinking fountain	Small reserve in a residential area. Named after Edmund Finn, famous for his chronicles of early Melbourne.	Small social gatherings only
George Knott Reserve	Heidelberg Road, Clifton Hill 3068	Playground Barbeque Seating Picnic tables	A small reserve located next to the Knotts Athletic Field	Low to medium impact events



		<ul style="list-style-type: none"> Drinking fountains Bike parking Off street parking Soccer ground Athletics track Pavilion Clubroom Toilets 	and close to Coulsen Reserve.	
Golden Square Bicentennial Park	Madden Grove, Burnley 3121	<ul style="list-style-type: none"> No Toilets Playground Seating Barbeque Dog off-leash area Drinking fountains Bike parking 	Small reserve in a residential area.	Small Social Gatherings only
Hall Reserve	The Esplanade, Clifton Hill	<ul style="list-style-type: none"> 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 to medium impact events
Hardy Gallagher Reserve	Solly Avenue, Princess Hill 3054	<ul style="list-style-type: none"> No Toilets 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
Holden Street Reserve	Corner of Holden and Byrne Streets, North Fitzroy 3068	<ul style="list-style-type: none"> No Toilets Playground Barbeque Seating Picnic tables 	Small reserve in a residential area.	Low impact events Bookable
Janet Millman Reserve	Brunswick Street, North Fitzroy 3068	<ul style="list-style-type: none"> No Toilets Barbeque Picnic tables Drinking fountain Shared cyclist/pedestrian path On-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	<ul style="list-style-type: none"> Toilets Playground Barbeque area with shelter 	Kevin Bartlett Reserve contains a soccer stadium which is currently	Low to high impact events



		Seating Picnic tables Drinking fountains Cricket practice nets Bike parking Off street parking	the home of the Richmond Soccer Club. The Reserve is also used for cricket and AFL. All sports fields are now lit for games and training.	SUITABLE FOR MAJOR AMP SOUND FOR COMMUNITY EVENTS Bookable
King William Reserve	King William Street, Fitzroy 3065	No Toilets Playground 1/2 Basketball Court Drinking fountain Seating	Small reserve in a residential area.	Small social gatherings only
Langdon Reserve	Corner Nicholson and Miller Street, North Fitzroy 3065	No Toilets Playground Barbeque Seating Picnic tables	Small reserve in a residential area.	Small social gatherings only
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, Princes Hill through to Rushall Station, 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 Bookable
Mayor's Park	Turnbull Street, Clifton Hill 3068	Toilets Playground Drinking fountains Seating Picnic tables Tennis Courts Netball Courts Bike parking Off street parking	Located next to the Collingwood Leisure Centre.	Low to medium impact events Bookable
McConchie Reserve	Mary Street, Richmond 3121	No Toilets Playground Seating Inbuilt exercise equipment Half basketball Court Drinking Fountains	Small reserve in a residential area.	Low to medium impact events



McNamara Reserve	Corner Gold and Keele Streets, Collingwood 3066	No Toilets Playground Seating	Small reserve in a residential area.	Small social gatherings only
O'Connell Reserve	Bridge Road, Richmond 3121	No Toilets 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, and boat landing.	Low impact events Bookable
Oxford Street Park - Collingwood	Oxford Street, between Langridge and Derby Streets, Collingwood 3066	Seating No Toilets	Pocket park in a residential area.	Small social gatherings only
Park Street Reserve	Park Street, between Bennett Street and St Georges Road, North Fitzroy, 3068	Toilets Playground Shelter Dog-off leash area Barbeques Picnic tables Seating 1/2 size basketball court.	A small reserve on the Capital City Trail.	Small social gatherings only
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.	Small 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 year.	Low to high impact events SUITABLE FOR MAJOR AMP SOUND FOR COMMUNITY EVENTS Bookable
Ramsden Street Reserve	Ramsden Street, Clifton Hill 3068	Cricket nets Seating Picnic Tables Barbeque Clubrooms/Toilets	An open space adjoining Quarries Park and includes the Ramsden Street Oval.	Low to medium impact 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.	Small 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.	Small social gatherings only
Smith Reserve	Corner of Alexander Parade and George Street, Fitzroy 3068	No Toilets 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.	Small social gatherings only
Thomas Kidney Reserve	Rushall Crescent, North Fitzroy 3068		A parkland that is part of Linear Park, named after prominent local figure, Thomas Kidney.	Low impact events
Victoria Park	Lulie Street, Abbotsford 3068	Barbeques Picnic Tables Seating Drinking Fountains Dog Off-leash area	A large recreation open space. VFL football games are played during the season.	Low to high impact events SUITABLE FOR MAJOR AMP SOUND FOR COMMUNITY EVENTS Bookable
White Street Reserve	Corner White Street and Railway Crescent, Richmond 3121	No Toilet Playground Seating	Pocket park in a residential area.	Small social gatherings only
Williams Reserve	Corner of Victoria and Davison Streets, Richmond 3121	Playground BBQ Seating Drinking fountain Picnic tables	Small park near Victoria Gardens. This is a dog on leash park.	Small social gatherings only



APPENDIX B: EVENTS IN PUBLIC SPACES PERMIT FEES AND CHARGES

2019/2020 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:

Events	<i>Full Rate</i>	<i>Not for Profit</i>
Event Application Fee (Small to Medium)	\$63.00	\$63.00
Event Application Fee (Major or late application) - <i>For events of 500 or more persons or with significant structures or risks, as assessed by council officer, less than 12 weeks prior to event</i>	\$250.00	\$250.00
Event Permit (Small) - <i>Up to 100 persons with no structures and minimum risks</i>	\$110	No Charge
Event Permit (Medium) - <i>100 persons 500 or with minimal structures and risks</i>	\$272.00	\$110.00
Event Permit (Major) - <i>500 or more persons or with significant structures or risks, as assessed by council officer</i>	\$471.00	\$115.00
Market Permit (One Off fee)	\$419.00	\$168.00
Site Fee (Parks and Gardens)	\$162.00	No Charge
Open Space PLI Insurance Community	\$32.00	N/A
Event Site fee (Fairfield Amphitheatre)	\$367.00	\$115.00
Change Rooms (Fairfield Amphitheatre)	\$94.00	\$94.00
Kiosk (Fairfield Amphitheatre)	\$94.00	\$94.00
Event Site fee (Burnley Circus Site) Event Day	\$3.70 per 5 m ²	No Charge
Event Site fee (Burnley Circus Site) Bump in/out day	\$157.00	No Charge
Power Fee (Fairfield Amphitheatre, Burnley Circus Site & Edinburgh Gardens)	\$105.00	\$105.00
Recreation fee (site, facilities, bond etc.)	TBC	TBC
Event and site inspections fee – <i>If applicable</i>	\$240.00	\$240.00
Bond	Up to \$4000.00	Up to \$4000.00
CMS - Road Occupation and Filming		
Occupation of public land (roads, footpaths etc.) for events	\$3.70 per 5 m ²	\$1.00 per 5 m ²



Road closure inspection - per inspection (2 x inspections generally required)	\$269.9 (TBC by CMS)	No Charge
Road closure inspection Out of Hours - per inspection (2 x inspections generally required)	\$460.35 (TBC by CMS)	No Charge
Application fee - Commercial Profit Making (non refundable)	\$102.50	N/A
Commercial Profit Making-Film/Ad Producers-Major impact: Permit	\$1,250.75	N/A
Filming (incl ads/still photography) inspection (Mon to Fri)	\$120.15	N/A
Filming inspection (incl ads/still photography) - per inspection Out of hours	\$460.75	N/A
Permit - Commercial Profit Making - Minor impact/ small budget productions (incl films & ads)	\$418.70	N/A
Permit - Student Filming (including still photography)	N/A	No charge
Permit - Non Profit Making Filming (including still photography)	N/A	No charge
Mobile Food, Amplified Sound and Compliance		
Major Amplified Sound Permit	\$338.00	No Charge
Minor Amplified Sound Permit	\$52.50	No Charge
Mobile Food Vendor Permit – On road or out of event site	\$338.00	TBC
Mobile Food Vendor Permit – Within an event site	1 x payment of \$338.00 for up to 5 vendors. After 5 vendors, each additional food vendor will be charged at \$338.00.	No charge
Mobile Food Van - Small private event	\$106.00	No charge
Temporary Public Space License (Stalls/BBQs/Promotional Activity)	\$68.00 per stall	\$68.00
Temporary Public Space Licence (prescribed event area) multi max 5 stalls/promotional activities:	\$100.00	No Charge
Temporary Public Space Licence (prescribed event area) each additional stall/promotional activity over 5: \$30.00	\$30.00	No Charge
POPE and Building Charges		
Place of Public Entertainment Permit (POPE) (Fee includes permit application and inspection by Municipal Building Surveyor)	TBC dependant on event (<i>Generally from \$1500.00</i>)	TBC
Parking Services		
Occupation of parking bays - parking meter/ first day- Non Commercial Street	\$64.00 (<i>TBC by parking</i>)	N/A



Occupation of parking bays - parking meter/ subsequent day- Non Commercial Street	\$32.00 <i>(TBC by parking)</i>	N/A
Occupation of parking bays - parking meter/ first day- Commercial Street	\$106.00 <i>(TBC by parking)</i>	N/A
Occupation of parking bays - parking meter/ subsequent day- Commercial street	\$55.00 <i>(TBC by parking)</i>	N/A



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 5205

E eventapplications@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?

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.