

Event Permits – Quick Reference

Document	Information	Templates / Links	Event Impact / Document Due		
			LOW	MED	HIGH
Always required...					
Site Map	To create a digital sitemap, please refer to the Site Map Template . Your Event Liaison may be able to assist. This template is provided for your convenience - it is not a requirement that this template is used.	Site Map Template.docx	3 months	3 months	6 months
Event Management Plan	Please include all key details and activities that are part of producing the event.				3 months
Simple Risk Management Plan	A template is provided should you wish to use it. Please refer to the template to understand what your Risk Management Plan must include.	Risk Management Plan Template	3 months	3 months	
Detailed Risk Management Plan	Council expects that you will have your own templates that are of a professional standard and that you will have a fully functioning EOC and EOC log				3 months
Simple Emergency Management Plan	A template is provided should you wish to use it. Please refer to the template to understand what your Emergency Management Plan must include.	Emergency Management Plan Template	3 months	3 months	
Detailed Emergency Management Plan	Council expects that you will have your own templates that are of a professional standard and that you will have a fully functioning EOC and EOC log.				3 months
Public Liability Insurance	Minimum coverage of \$20 million		1 month	1 month	1 month
Notify Emergency Services	Your notification must include: 1. Name, date, time, and location of your Event (including bump-in and bump-out times) 2. Purpose of the Event 3. Expected number of participants 4. Activities being conducted as part of the Event 5. What the likely disruptions will be, with respect to noise, transport, road closures – include your TMP.	You must notify: your local Victoria Police Unit events@ambulance.vic.gov.au d08.mornpenadmin@cfa.vic.gov.au sd2.cse@frv.vic.gov.au Full contact list	1 month	1 month	1 month

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Notify Local Chamber of Commerce / Community Association	6. Contact number for further information, complaints or queries. You must Cc your Event Liaison in email notifications. For physical notifications (e.g., letterbox drop) you must provide a digital copy.	You must notify: [your local Chamber of Commerce / Community Association] Full contact list	1 month	1 month	1 month
Notify Impacted Businesses and Residents		You must notify any businesses or residents that you perceive your event will impact	1 month	1 month	1 month
When applicable...					
MACA Consent Application	Required if your event occupies a foreshore space for longer than 24 hours (including bump in & bump out). This includes all spaces 200 meters from the waterline. Please complete the MACA Consent Application Form and email directly to enviroplan.portphillip@deeca.vic.gov.au along with your site plan and written consent from your Event Permitting Officer.	MACA Consent Application Form - Prefilled.docx	60 business days	60 business days	60 business days
Councillor Duties and Speech Request Form	Required if you would like to invite the Shire CEO, Mayor or Ward Councillor(s) to your event. Please return form directly to: Councillor.Support@mornpen.vic.gov.au	Councillor Duties and Speech Request Form.docx	3 months	3 months	3 months
Traffic Management Plan	If you require any of the following: • Change to traffic conditions • Road closure • Traffic attendants • Carpark closure		3 months	3 months	3 months
Traffic MOA	If you require any of the following: • Change to traffic conditions • Road closure • Carpark closure • Carpark reservation • Traffic attendants	Traffic MOA Application Form.xlsx	3 months	3 months	3 months
Traffic Hazard Assessment Checklist	If a traffic management plan is required	Traffic Hazard Assessment Checklist.xlsx	3 months	3 months	3 months
Place of Public Entertainment	If your event meets the following criteria, you will be required to submit a POPE application. • Singular temporary structure over 100m ² • Fenced/outdoor area greater than 500m ² • Stage over 150m ² • Seating stand for 20+ people • Prefabricated building with a floor area exceeding 100m ²	Place of Public Entertainment.docx	3 months	3 months	3 months

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	• 5,000+ pax Associated fees apply				
VGCCC Liquor Licence(s)	• If your event is providing alcohol for consumption, you must supply the licences for all vendors and a Red Line Area on your site plan • If your event is providing alcohol for take home only you must supply the licences for all vendors • If your event is BYO, you must supply a Red Line Plan Associated fees apply.	Liquor Victorian Government (www.vic.gov.au) You may also need a Local Law Consumption of Liquor Permit (\$226) your Event Officer will advise.	3 months	3 months	3 months
Notify Victoria Police	Notify Victoria Police for any events with alcohol	You must notify: [your local Victoria Police Unit] Full contact list	3 months	3 months	3 months
Noise Management Plan	Required if your event exceeds guidelines set out by the EPA	About music noise from venues and events Environment Protection Authority Victoria (epa.vic.gov.au)	3 months	3 months	3 months
Foodtrader Registration	All food and/or beverage vendors trading at an event need to be registered with Food Trader. Please ensure your vendors are registered.	FoodTrader and Temporary Food Permits - Mornington Peninsula Shire (mornpen.vic.gov.au)	3 weeks	3 weeks	3 weeks
Foodtrader Statement of Trade	All food and/or beverage (inc. liquor) vendors trading at an event must submit a Statement of Trade via their Foodtrader account. It is the responsibility of the Event Organiser to collect this certificate from each food vendor. SOT Video .	Statement of Trade Example.pdf Food For Events - Mornington Peninsula Shire (mornpen.vic.gov.au)	10 business days	10 business days	10 business days