

# Holding an Event or Promotion within Port Phillip



## When is an event permit required?

All events, promotions or art installations held in public open space require a permit. This includes footpaths, roads, laneways and reserves.

- An **event** is an organised sporting, recreational, cultural, commercial or social gathering of people which is held on land managed by the Council.
- A **promotion** is an event/activity which is promoting a product or service. They usually include free samples, launching new products, activating a service/product or competitions.

## How to apply

Contact the Events Team at Council or download an application form.

Phone: 9209 6355

Email: [eventpermits@portphillip.vic.gov.au](mailto:eventpermits@portphillip.vic.gov.au)

Website: <http://www.portphillip.vic.gov.au/event-permit-applications.htm>

Council's Events Team are the key point of contact for anyone running an event or promotion. They will coordinate the application assessment process and provide guidance on producing an event within the municipality.

## Assessment times

Events will be assessed after an application form and all relevant documentation is received.

- Minor, medium events and promotions: **10 – 30 days to assess.**
- Major events will take between **1-3 months to assess.**

## Fees

Event fees are based on the event type, impact and location. They are set through the annual Council budget process. For estimated costs, contact the Events Team.

## Additional approvals or permits

Additional approvals or permits may be required if your activity is:

- providing food, drink or alcohol
- is erecting structures, fences or large marquees
- fundraising
- closing a road