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Community Event Planning Guide



The information in this guide was current at the time of publication in August 2026.
Please check relevant websites for any updates.

Acknowledgement of Traditional Custodians

Wyndham City Council recognises Aboriginal and Torres Strait Islander peoples as the first Peoples of Australia. We acknowledge the Bunurong and Wadawurrung Peoples as Traditional Owners of the lands on which Wyndham City operates. The Wadawurrung and Bunurong Peoples have and always will belong to the Werribee Yalook (river), creeks, stars, hills and red clay of this Country. We pay respect to their Ancestors and Elders who always have, and always will, care for Country and community today and for future generations.

SECTION 1

Permits, Approvals and Legal Requirements

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Introduction



Wyndham City Council supports events that bring the community together while ensuring they are planned and delivered safely, responsibly and with consideration for the local community.

This Community Event Planning Guide has been developed to assist event organisers holding events within the City of Wyndham. It outlines Council requirements, regulatory obligations and practical considerations to help organisers plan, manage and deliver successful events.

The guide is designed for community groups, not-for-profit organisations, businesses, schools and event professionals, whether organising a small community gathering or a large-scale public event.

The guide is divided into four sections:

SECTION 1: Permits, Approvals & Legal Requirements

Provides information on Council permits, approvals and notifications that may be required for your event. It also outlines key legal and regulatory obligations, including licences, permits and approvals that may be required from external authorities.

SECTION 2: Event Planning & Preparation

Provides guidance on the planning and preparation required before your event, including budgeting, insurance, funding opportunities, venue selection, accessibility, sustainability, cultural protocols, marketing and event documentation.

SECTION 3: Event Operations & Logistics

Covers the operational aspects of delivering an event, including vendors, temporary infrastructure, utilities, signage, site planning, staffing, ticketing, amenities, waste management, traffic and parking management, and event evaluation.

SECTION 4: Safety, Risk & Emergency Management

Provides guidance on identifying, assessing and managing risks associated with events. It includes information on public safety, emergency planning, incident management and other measures to help ensure events are delivered safely and responsibly.

Event organisers are responsible for ensuring their event complies with all relevant legislation, permit conditions and safety requirements. Early planning is strongly encouraged to allow sufficient time for approvals, stakeholder consultation and risk management.

For further information or assistance, contact the Events team at Wyndham City Council

- 1300 023 411
- events@wyndham.vic.gov.au
- www.wyndham.vic.gov.au.



Event Bookings in Public Spaces

An application may be required for events held on Council-managed land where attendance is expected to exceed 50 people at any one time, or where equipment or infrastructure is proposed to be brought onto the site. This includes but is not limited to inflatable or mechanical rides and structures, marquees, stalls and food vendors.

Event bookings in public open spaces

If your event or activity is held on Council managed public open space, you may be required to obtain a Use of Public Space Permit on Council Land.

Check if you require a permit to hold a function or event of Council land:

Contact:

e open.spaceevents@wyndham.vic.gov.au

w Event Bookings in Public Space application

Building, Planning and Local Laws

Event organisers must ensure that all relevant regulatory requirements are considered as part of the event planning and delivery.

Requirements will vary based on the event type, location, scale and infrastructure involved, and organisers are encouraged to contact the Wyndham City Events team early to confirm any approvals or permits that may be required.

Some of the permits that may be applicable include; Occupancy Permit for a Place of Public Entertainment (POPE), Siting Approval, Local Laws permits or a Traffic Management Plan.

For more information visit:

w Events and Filming

w Application for Place of Public Entertainment

w Local Laws Permits

w Food Businesses

Events on other public land or private land

Event organisers must obtain permission from the relevant landowner or land manager before holding an event on other public land or private land.

Not all public land is managed by Wyndham City Council. Examples include:

- State-managed land (e.g. Parks Victoria)
- Crown land
- School grounds
- Melbourne Water land
- Land managed by other government agencies or authorities

Hosting an event on private land within Wyndham City may still require Council permits or approvals depending on the size, nature and location of the event as well as any proposed infrastructure or commercial activities.

Depending on the event, the following approvals may be required:

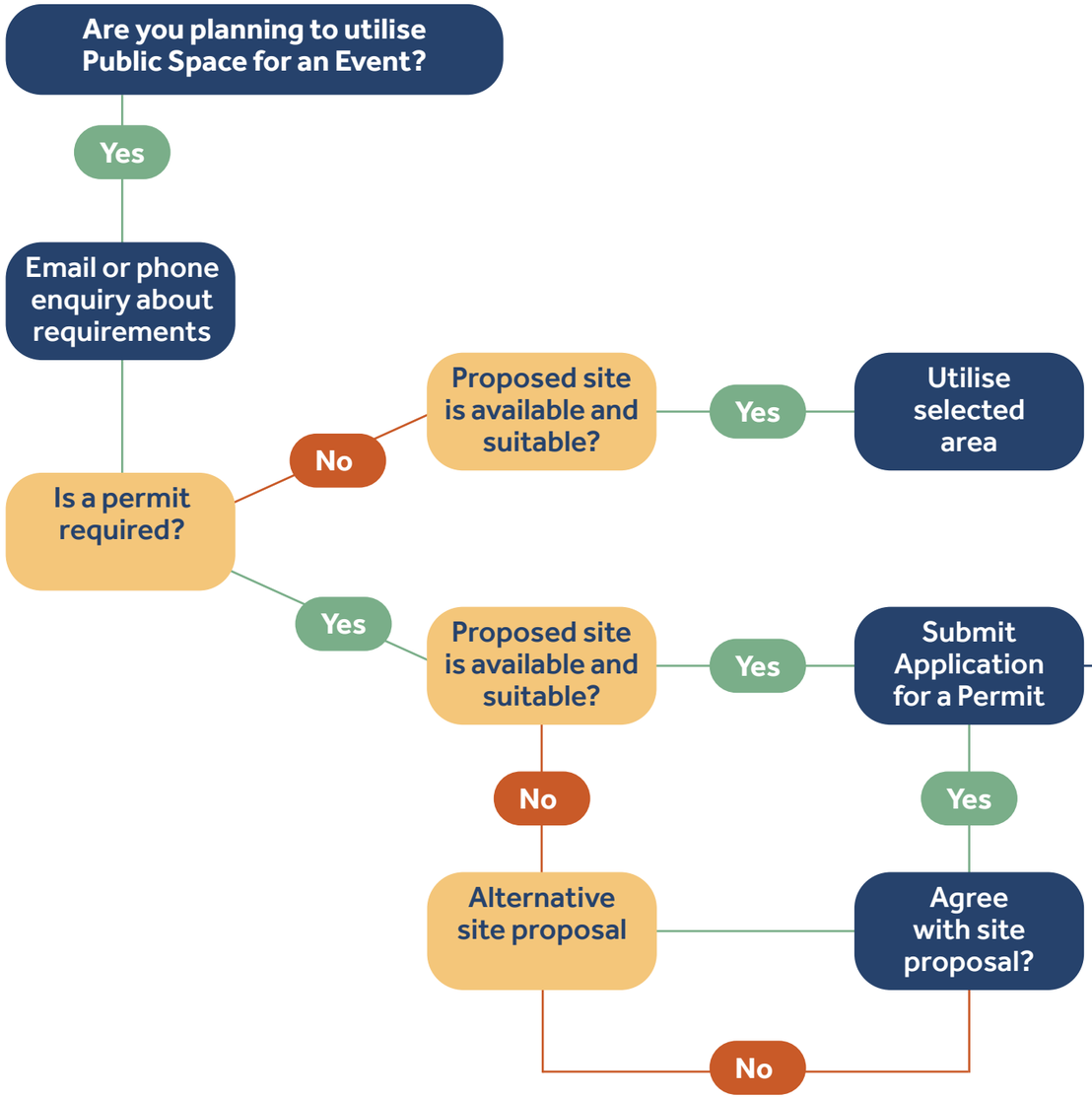
- Occupancy Permit for a Place of Public Entertainment (POPE)
- Siting Approval for prescribed temporary structures
- Planning Permit - where the event changes the approved land use, either temporary (one-off) or recurring
- Traffic Management Plan
- Other permits or approvals as required

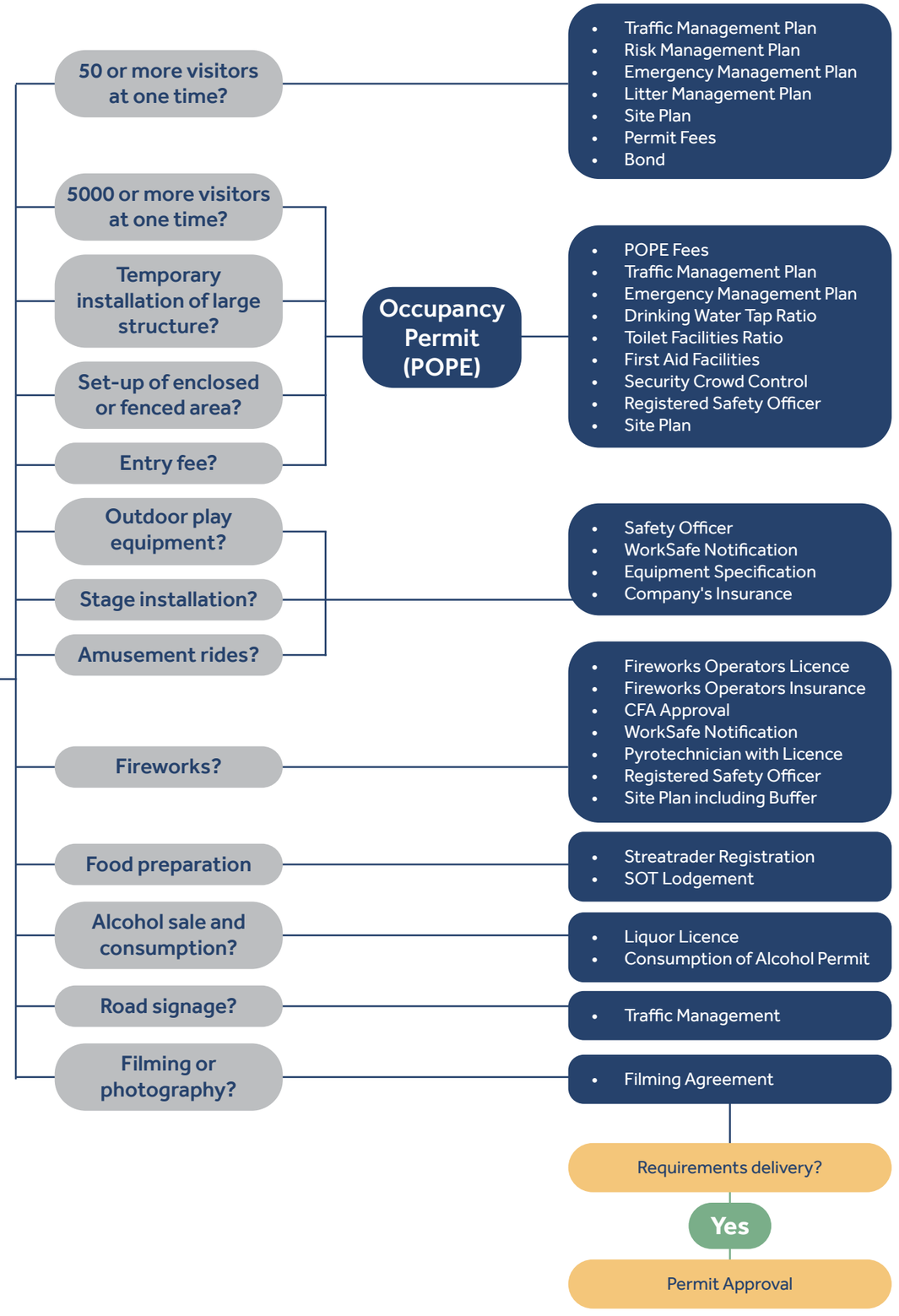
To find out about the approved land use, or if you will need a planning permit where the event changes the approved land use, contact Town Planning:

e Statplanning@wyndham.vic.gov.au

Organisers are encouraged to contact the Wyndham City Council's Events team early in the planning process to discuss their event and determine what permits, approvals and documentation may be required.

Application Process - permit for event bookings in public open spaces





Applicant's Action

Authorised Officer's Action

Public Liability Insurance may be required



Occupancy Permit for a Place of Public Entertainment (POPE)

When is a POPE required?

A POPE may be required depending on the size, layout and nature of your event, and if one or more of the following apply to your event:

- Any structure, stage or platform exceeds 150m^2 OR
- Any marquee or tent exceeds 100m^2 OR
- Free standing seating exceeds 20 people OR
- The event is fenced off or has gated entry OR
- The event requires an entry fee or parking fee OR
- Attendee numbers exceed 5000 persons at any one time

Some events run by community-based organisations may not require a POPE. To find out if your event needs a POPE, please contact us.

How do I apply?

Applications for a POPE must be submitted to Wyndham City Council at least three weeks prior to the event. Late applications or applications that do not include sufficient information may delay approval.

All POPE applications must be accompanied by the required documentation as outlined in the application form.

Contact – Building Services

Please contact Council's Building Services team to discuss if a POPE is required or if you have any questions.

1300 023 411

buildingenquiries@wyndham.vic.gov.au

Application for Place of Public Entertainment

Application for Siting Approval Permit

Criteria for a Siting Approval Permit

A Siting Approval may be required from Wyndham City Council's Municipal Building Surveyor for prescribed temporary structures being erected within the municipality. Prescribed temporary structures must also hold a current Occupant Permit (This permit is generally obtained by the structure owner or operator, such as a marquee company or circus operator or staging supplier) issued under the Victorian building legislation.

The purpose of a Siting Approval is to ensure the temporary structures is suitable for the proposed location and can be safely installed, occupied and evacuated.

A Siting Approval may be required for:

- Seating stands exceeds 20 people
- Stages or platforms (including sky borders and stage wings) exceeding 150m^2 in floor area
- Tents, marquees, and booths, with a floor area greater than 100m^2 in floor area
- Prefabricated Building greater than 100m^2 not placed directly on the ground
- Other temporary structures where Council requires evidence of structural adequacy or safety (Eg, inflatable cinema screen)

Inspections may be required before, during or after installation of temporary structures to ensure compliance with permit conditions and safety requirements. Where an event is held on Council land, pre event and post event site inspections may also be undertaken. Any damage to Council assets may be repaired at the event organiser's expense and deducted from any applicable site bond.

How do I apply for a Siting Approval Permit?

Application must be made by lodging an "Application for Siting Approval" to the Municipal Building Surveyor with all supporting documentation at least 3 weeks prior to proposed erection of the structure/s.

Your application for a siting approval must be accompanied by documentation as outlined in the application.

Please contact Council's Building Services team to discuss if a Siting Approval is required or if you have any questions.

Contact – Building Services

1300 023 411

buildingenquiries@wyndham.vic.gov.au

Application for Siting of a Temporary Structure

Traffic Management and Road Closures

When is a Traffic Management Plan (TMP) required?

Events that impact roads, parking or pedestrian access may require traffic management planning and approval. This includes road closures, changed traffic conditions, reduced parking or increased pedestrian movement.

If your event is likely to affect traffic, you may need to engage a qualified traffic management provider to develop and implement a Traffic Management Plan (TMP) in accordance with Australian Standards.

A TMP outlines how traffic and pedestrian movements will be managed safely and may include:

- A Traffic Guidance Scheme showing road closures and disruptions
- Identified hazards and control measures
- Staging of road closures
- Locations of signage and traffic controllers

Event organisers should contact Council's Traffic Team early to determine if a TMP is required

TrafficConcerns@wyndham.vic.gov.au

Submitting your Traffic Management Plan

Road closures & approvals

Events involving road closures or changes to normal road use require approval from the relevant authority:

- Wyndham City Council for local roads and car parks
- Department of Transport and Planning (DTP) for arterial roads and state-managed roads

Events that block access to public areas or restrict safe pedestrian movement will be required to be submitted and assessed. Where events are near footpaths, a minimum clearance of 1.2m should be maintained for pedestrian access all times and meet Australian Disability Discrimination Act (DDA) standards. A TMP must be drawn by an accredited author and submitted to Council for assessment.

You can refer to the Register of Public Roads to determine whether the affected road is managed by Wyndham City Council or the Department of Transport and Planning.

Register of Public Roads & Responsible Authority

For further information about traffic, parking and road closures, see **Section 3 - Event Operations & Logistics**



Photography and Filming in Wyndham

Photography and filming at events

Photography and filming by attendees, event organisers, volunteers or event personnel for personal use, event documentation, or general event promotion does not typically require a permit.

Where photography or filming will take place, event organisers should, where appropriate:

- Notify attendees that photography and filming may occur.
- Obtain consent where required.
- Ensure images and footage are used appropriately and in accordance with privacy requirements.

Most event organisers engage a professional photographer or videographer to capture the event.

Commercial photography and filming

A permit is required for commercial photography or filming conducted on Council-managed land in Wyndham. This may include film, television, advertising, promotional content, corporate productions, or professional photo shoots.

Permit requirements are assessed based on factors such as:

- The size of the production
- The number of people involved
- Equipment and infrastructure proposed
- Duration of the activity
- Potential impacts on the community and public spaces

Drone operations

The use of drones to capture photographs or video footage at an event may require approval and must comply with all Civil Aviation Safety Authority (CASA) requirements. Event organisers must confirm permit requirements with Council before operating a drone on Council-managed land.

Further information, including permit conditions and application requirements, is available at:

Filming in Wyndham

Applications to film in Wyndham must be submitted through Council's online booking portal:

Apply to Film in Wyndham

Commercial filming in Victoria is regulated under the Filming Approval Act 2014, which sets standards for how public agencies assess and process filming applications.

Traffic and road impacts

Where commercial filming occurs within three metres of a roadway, a full or partial road closure and an approved Traffic Management Plan may be required. Filming on major roads may also require approval from VicRoads.

For advice or assistance regarding filming or photography permits in Wyndham, contact:

film@wyndham.vic.gov.au

1300 023 411

Apply to Film in Wyndham

CASA Drone Rules



Other Events

Fundraising, collections and raffles

Fundraising activities at events, such as raffles or collections, may require registration or approval depending on the type of activity and where it is conducted.

Fundraising conducted on Council land or in public places requires Council approval, and community or charitable organisations must hold current Public Liability Insurance. Activities must be conducted at approved locations and in accordance with Council requirements. Event organisers should contact the Wyndham City Council Events team to confirm permit requirements and suitable locations.

Raffles may be sold and drawn at events. If the total prize value exceeds $20,000, a minor gaming permit or licence may be required from the Victorian Gambling and Casino Control Commission (VGCCC). For raffles with a lower prize value, a permit may not be required; however, organisers must still comply with relevant regulations and guidelines.

If you are conducting fundraising or a raffle on behalf of a community or charitable organisation, you must have authorisation from that organisation.

For further information, visit:

Fundraising - Consumer Affairs Victoria

Fundraising & Raffles - VGCCC

Wyndham City Council Local Laws - Permits

Street/private parties

If you are planning a private party on Council land, organisers must consider how to minimise any impacts on local residents and nearby businesses, and ensure the site remains accessible for shared community use. If alcohol will be present, organisers must comply with Council's Local Laws relating to alcohol consumption in public places.

For events held on private property or public (Council) land where alcohol is supplied or consumed, organisers are encouraged to register the event with Victoria Police through the PartySafe Program. This program provides practical advice and resources to help reduce risks and promote safer events.

For more information or to register, visit:

VIC Police - PartySafe

Weddings

Weddings held on Council land require an event permit. Requirements will depend on the location, size and nature of the ceremony or reception.

Event organisers must notify Council of any wedding taking place on public land and comply with relevant conditions, including site use, accessibility and impact on other park users. Fees and bonds may apply depending on the event.

If you require assistance in identifying a suitable location or confirming availability for your proposed date, please contact Council:

open.spaceevents@wyndham.vic.gov.au



High Risk Activities

Some event activities have a higher level of risk and may need extra planning, safety measures and approvals. Event organisers should identify these activities early and make sure appropriate safety controls, supervision, and qualified operators are in place.

Higher-risk activities may include (but are not limited to) circus performances, amusement rides, inflatable rides/structures, fireworks, animal displays, temporary structures, and activities involving heights, electricity, or large crowds.

Further guidance on managing high risk activities and workplace safety can be found at:

- WorkSafe Victoria

Alcohol

If alcohol will be supplied or consumed at your event, organisers must ensure they obtain all relevant approvals and licences and comply with any applicable conditions. For events on Council land, alcohol service and consumption should be discussed with the Events team as part of the event approval process.

A valid liquor licence is generally required to supply alcohol. This may be covered under an existing venue licence, or organisers can apply for a suitable licence through Liquor Control Victoria (LCV). Where an event has been approved through Council's event permitting process and the appropriate liquor licence has been obtained, a separate Local Laws permit is generally not required.

Event organisers should also assess and manage risks associated with alcohol service, including responsible service practices, monitoring consumption, and preventing underage drinking. Where minors are present, consider using measures such as wristbands or identification systems to clearly identify patrons permitted to consume alcohol.

Staff serving alcohol must hold a Responsible Serving of Alcohol (RSA) certificate.

Event organisers are responsible for ensuring that all food and drink provided at their event is prepared, handled and sold in a safe and hygienic manner. This includes confirming that food vendors are appropriately registered and able to meet their food safety obligations.

Anyone selling or serving food and drinks (including alcohol) must comply with the Food Act 1984 and relevant food safety requirements. Food businesses, including temporary food stalls and mobile food vehicles, must be registered through the Food Trader system and hold all required approvals before trading. Temporary and mobile food vendors must also submit a Statement of Trade (SOT) advising the relevant council where and when they will be operating.

Event organisers should ensure food vendors have the necessary approvals and registrations in place before the event.

For events where alcohol is supplied or consumed, organisers are encouraged to register with Victoria Police through the PartySafe Program, which provides practical advice and resources to help reduce risks and promote safer events.

For more information, visit:

- Operate a Temporary Food Premises
- FoodTrader
- Wyndham City Council Local Laws - Permits
- VIC Police - PartySafe
- Liquor Licensing

Amusement rides

Amusement rides include jumping castles, rides, climbing walls and inflatables.

When booking rides for your event, you need to ensure there is enough flat space for setup, clear entry and exit paths for attendees, a reliable power supply, proper fencing, signage and safety measures to keep everyone safe.

When planning an event in Victoria, ensuring the safety of your attendees is a primary legal responsibility. Under Victorian Occupational Health and Safety regulations, all commercial amusement rides and inflatables must be fully registered with WorkSafe Victoria as an item of plant, and their specific designs must hold formal design registration. To legally operate, every ride requires a current annual safety compliance certificate issued by a qualified engineer, proving it meets strict Australian Standards.

If you are hiring rides from interstate, the operator must provide a certificate of interstate recognition from WorkSafe Victoria before setting up. As an event organiser, you must always verify these registrations beforehand and ensure the operator keeps up-to-date maintenance logbooks and operating manuals on-site during the event. Operators must be suitably licensed and trained.

A POPE and Siting Approval from Council may be required where amusement rides are included as part of the event.

Risks associated with amusement rides must be addressed in the Risk Assessment and Emergency Management Plan.

Further information is available at:

- Requirements - Amusement Rides - Worksafe VIC
- Major Events and Amusement Rides - Worksafe VIC

If your event is held on Council land and includes amusement rides, additional information and documentation may be required as part of your event application.





Inflatable structures

If your event includes inflatable structures such as jumping castles, slides or other inflatable attractions, they must be installed, operated and supervised safely. These activities must be included in the Risk Assessment and Site Plan.

Inflatable structures must be supplied, installed and operated by a competent provider and used in accordance with the manufacturer's instructions, including anchoring requirements, capacity limits and wind restrictions.

Set-up and location:

- Ensure the structure is securely anchored
- Check with Council before pegging into parks or reserves
- Keep structures clear of trees, power lines and other hazards
- Position blowers, motors and electrical equipment away from public access
- Maintain clear space around the inflatable for safe entry and exit

Supervision and weather:

- Provide continuous supervision by competent person
- Monitor weather conditions, particularly wind
- Stop use and deflate the structure if wind limits are reached or exceeded
- Do not leave inflatable structures operating unattended

Safety requirements:

- Ensure electrical equipment is safe and appropriately protected
- Provide impact-absorbing mats at entry and exit points where required
- Display clear operating rules and user capacity limits
- Inspect equipment before use and regularly throughout the event

Event organiser and operators are responsible for ensuring inflatable structures are installed and operated safely. Some inflatable attractions may be classified as amusement devices and may be subject to additional regulatory requirements.

For more information, visit WorkSafe Victoria:

- Major Events and Amusement Rides - Worksafe VIC
- Requirements - Amusement Rides - Worksafe VIC

Animals/petting zoos

If you are planning to host a petting zoo, animal nursery, or pony rides: please make sure you comply with standard animal welfare guidelines, set up full hand-washing stations for your attendees and collect a copy of the operator's Public Liability Insurance (PLI) and Risk Assessment Plan. Remember to tidy up any animal waste and leave the site clean and tidy at the end of your event.

Event organisers must ensure animal displays are included in the event application and supported by appropriate documentation, including a Risk Assessment and Public Liability Insurance. Council may request additional information as part of the approval process.

To help ensure your event runs smoothly and safely, please look out for signage at local parks and reserves regarding park leash rules, as these vary by location.

Anyone providing activities or displays at an event must comply with relevant laws and industry requirements. Wildlife and reptile exhibitors must hold a current Wildlife Demonstrator License issued by the Department of Energy, Environment and Climate Action (DEECA) to display native wildlife.

Further information is available at:

- Wildlife Demonstrator License Guide

Circus and carnivals

Circus performances and acts that involve higher-risk activities such as fire, working at heights, aerial performances or other specialised equipment, require careful planning and risk management. Event organisers must ensure these activities are included in the Risk Assessment and that appropriate safety measures, supervision, emergency procedures and qualified operators are in place.

Event organisers must manage noise, traffic, parking, waste and other potential impacts on nearby residents and businesses in accordance with relevant legislation, permit conditions and industry standards, including Victoria's Good Neighbour Code of Practice for a Circus or Carnival where applicable.

Event organisers are encouraged to contact Council early to discuss site suitability, availability and requirements. Fees may apply depending on the event type, location and approvals required, including bonds, permits and land use fees.

Temporary structures and inspections

An Occupancy Permit for a Place of Public Entertainment (POPE) is required for Prescribed Temporary Structures, such as big tops or large performance structures. Where applicable, a Siting Approval must also be obtained from Council's Municipal Building Surveyor.

Inspections may be required before and after installation of structures. Council may also conduct pre and post event site inspections, with any damage repaired at the organiser's cost and deducted from the site bond.

Permits and compliance

An Occupancy Permit for a Place of Public Entertainment (POPE) and an Event Permit may be required for circus or carnival events, depending on the scale and setup.

Additional approvals, such as planning permits, traffic management plans or siting approvals, may also be required.

Contact - Building Services

1300 023 411

buildingenquiries@wyndham.vic.gov.au

Fireworks and pyrotechnics

If your event includes fireworks or any form of pyrotechnics, additional planning and approvals may be required to ensure public safety and compliance with legislation that apply to events on both private and Council land.

Key requirements include:

- Engage a licensed pyrotechnician to conduct the display
- Include the activity in the Risk Assessment and safety planning process
- Notify WorkSafe Victoria at least 7 days prior
- Notify Wyndham City Council within the required timeframe and provide any information requested as part of the event approval process
- Notify the Country Fire Authority (CFA) at least 7 days prior
- Obtain any additional approvals required for displays on or over waterways (if applicable) from the relevant managing authority such as Parks Victoria or Ports Victoria (typically at least 14 days prior)
- Notify nearby residents and businesses (minimum of 500m radius from the fireworks release area) of any expected noise or disruptions at least 10 days prior

For events on Council land, event organisers must adhere to the following requirements and provide the documentation to Wyndham City Council:

- Displays limited to 15mins
- Displays cease no later than 10pm
- Pyrotechnician's licence
- Fireworks discharge notification
- Event site map
- Public liability insurance for $20m
- Risk Assessment and Emergency Management Plan
- Communications Plan – This will form part of the permit conditions and will include the need to notify all impacted residents, businesses, organisations and emergency services.

Fireworks must be carefully planned and managed to ensure public safety, minimise environmental impacts and comply with all regulatory requirements. Early planning is strongly recommended.

For more information, visit:

- Wyndham City Council – Bookings in Public Space
- WorkSafe
- CFA Victoria
- Parks Victoria

Manja line (Kite Festival)

The use of Manja line (abrasive or glass coated kite string) is prohibited at kite festivals and events, as it poses a serious risk to wildlife, particularly birds. Manja line can cause serious injury or death through entanglement and lacerations and may also create a safety risk for event participants and the wider community.

To help protect wildlife and ensure a safe event environment, only approved, non abrasive kite lines may be used.



Noise Management

Managing noise is an important part of event planning to minimise impacts on nearby residents, businesses and visitors. Events may generate noise from amplified music, announcements, vehicles, crowds and other activities. Organisers must take reasonable steps to reduce noise impacts wherever possible.

Measures such as careful stage placement, directing speakers away from residential areas, managing crowd noise and scheduling activities appropriately can help minimise disruption.

Event organisers should take reasonable steps to minimise noise impacts on nearby residents and businesses and comply with relevant EPA Victoria requirements.

For more information, visit:

- EPA Victoria

Event applications and planning

As part of the event application process, organisers may be required to provide details about:

- The timing of amplified music and other noisy activities
- Measures to minimise noise impacts
- How nearby residents and businesses will be notified

Depending on the size of the event, Council may request a Noise Management Plan. This may include:

- Event activities, operating hours and duration
- Stage layout and speaker orientation
- Noise monitoring arrangements
- Community notification methods
- Procedures for responding to complaints



Event Contacts and Links

The following contact details will be useful in helping you as the event organiser.

Organisation	Contact Number	Website
Ambulance Victoria	1800 765 731	www.ambulance.vic.gov.au
APRA – Australasian Performing Right Association	03 9426 5200	www.apraamcos.com.au
Bureau of Meteorology (BOM)		www.bom.gov.au
CFA – Country Fire Authority		www.cfa.vic.gov.au
Consumer Affairs Victoria		www.consumer.vic.gov.au
Department of Transport & Planning	03 9655 6666	www.vic.gov.au/department-transport-and-planning
Energy Safe Victoria	1800 652 563	www.esv.vic.gov.au
Environment Protection Authority (EPA)	03 9695 2777	www.epa.vic.gov.au
FoodTrader		https://foodtrader.vic.gov.au/
Liquor Control Victoria (LCV) (if you plan to serve and sell alcohol)	1300 182 457	www.vic.gov.au/liquor-control-victoria
OneMusic Australia (Music licensing)	1300 162 162	www.onemusic.com.au
Parks Victoria	13 1963	www.parks.vic.gov.au
Victoria Police	03 9247 5714	www.police.vic.gov.au
Victoria SES	132 500	www.ses.vic.gov.au
Victorian Gambling & Casino Control Commission	1300 599 759	www.vgccc.vic.gov.au
Working with Children Checks	1300 652 879	www.workingwithchildren.vic.gov.au
WorkSafe	1800 136 089	www.worksafe.vic.gov.au

Wyndham City Contacts

	Contact Number	Website
Wyndham City	1300 023 411	www.wyndham.vic.gov.au
Building Services - Occupancy Permit for a Place of Public Entertainment (POPE) or Siting Approval		buildingenquiries@wyndham.vic.gov.au
Events in Council Open Spaces		open.spaceevents@wyndham.vic.gov.au
Events Team		events@wyndham.vic.gov.au
Environmental Health (FoodTrader)		ehadmin@wyndham.vic.gov.au
Film Wyndham		Film@wyndham.vic.gov.au
Grants Team		funding@wyndham.vic.gov.au
What's On Page		www.wyndham.vic.gov.au/events-experiences/submit-your-event
Traffic Team		TrafficConcerns@wyndham.vic.gov.au
Town Planning		Statplanning@wyndham.vic.gov.au





For more information visit

www.wyndham.vic.gov.au/event-planning

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