

Community Events Guide

Information for event organisers

The City of Greater Bendigo encourages community events that promote community wellbeing and connection, recognise and celebrate Greater Bendigo's unique history and diverse cultures and are inclusive and safe.

The information provided in this guide aims to assist community event organisers to meet requirements for hosting an event on City managed land as well as general requirements for hosting an event.

For further information regarding items outlined in this publication, please contact the Community Events Officer on (03) 1300 002 642 or via requests@bendigo.vic.gov.au



Mandatory Community Event Requirements

Community Event Application

If you wish to hold a community event on City managed land, you must first complete a [community event/gathering enquiry](#) on the City website. This initial enquiry will flag your event with the City and tentatively book your preferred event site (if available).

The City has many outdoor sites available for hosting your event which include:

- Parks and Gardens
- Sporting reserves
- Passive reserves
- CBD open spaces (Hargreaves Mall, Sidney Myer Place, and Dai Gum San Chinese Precinct)

Once you have submitted an enquiry, the Community Event Officer will be in contact to discuss next steps and if applicable, provide you with a Community Event Application Form for completion.

Activity in a Public Place Permit

When conducting an event or activity in a public place, Municipal Places Local Law No.5 requires organisers to obtain an [Activity in a Public Place permit](#). If you require further information, please contact our Local Laws officer on 1300 002 642 or email: locallawsadmin@bendigo.vic.gov.au

Stakeholder Consultation

When hosting an event on City managed land, event organisers are responsible for ensuring all relevant stakeholders (business owners, residents, etc.) are informed of the event and of any elements that may impact their daily business or routine (i.e. access to parking, road closures or access to private property).

Venue/Site Condition

At the conclusion of the event, the event organiser is responsible for ensuring the site is left in the same condition it was in prior to the event.

Where a City officer identifies damage to the site caused by negligence or an inappropriate activity, the event organiser will be held liable for any cleaning or maintenance costs.

Accessible Events

State and Federal law require all events to be accessible for people with disabilities. Please contact the City via the website for assistance if required.

Companion Card

Companion Card promotes the rights of people with a disability, who require a companion, to fair ticketing at events and venues. The Companion Card is for people with significant permanent disability who can demonstrate that due to the impact of the disability they are unable to attend most community activities or events without

attendant care, and that need is life-long.

It is free to register your event as Companion Card friendly.

For further information, visit the Companion Card website:

<https://www.companioncard.vic.gov.au/>

Public Liability Insurance

All events held on City managed land must have current Public Liability Insurance with a coverage amount of \$10M. A copy of your Certificate of Currency must be supplied at least four weeks prior to your event.

It is the responsibility of the event organiser to ensure any event performers/contractors and/or suppliers have in place their own Public Liability Insurance. All animal farms, jumping castles and amusement rides are required to have their own public liability insurance, even if they offer free entry.

Risk Management

Event organisers have a duty of care to take necessary precautions to ensure the health and safety of all persons who may be affected by their event, including the general public.

It is a requirement that event organisers utilising City managed land complete an approved Risk Assessment. A link to a template will be provided with your online application form.

Assistance with completing the Risk Assessment is available upon request. Contact Community Events Officer for further assistance on 1300 002 642

Event Specific Requirements

Permits

Serving/Providing Food

If food is being served at your event, the temporary or mobile food premises must be registered with [Foodtrader](#). For further information visit the City's [website](#).

Consumption of Alcohol

Local laws prevent the consumption of alcohol in certain public areas throughout the City. If alcohol is going to be consumed, served or sold at an event, Municipal Places Local Law No.5 requires the event organiser to obtain a [Consumption of Alcohol Exemption Permit](#) from the City.

In addition, an event organiser intending to serve or sell alcohol at their event must apply for a Temporary Limited Licence or Major Event Licence from the Victorian Commission for Gambling and Liquor Regulation (VCGLR). For further information, please visit the VCGLR [website](#).

Clubs or organisations that currently hold a permit to serve alcohol may require an extension to their licence if serving outside the parameters of their existing permit.

Fundraising

Any person or organisation wishing to conduct fundraising activities is required to register with [Consumer Affairs Victoria](#).

Individuals wishing to fundraise on behalf of a charity must have written permission to fundraise from the nominated registered charity.

Temporary Signage

Local laws prevent the display of signage in public areas without a permit. Event organisers must gain approval from the City prior to erecting banners, A-frames or other forms of temporary signage.

Places of Public Entertainment Permit (POPE) If your event is not deemed to be normal practice for the venue (i.e. a football match on a football oval), you may be required to apply for a Places of Public Entertainment permit (POPE) issued by the City.

Miscellaneous Structure Permit

If a POPE permit has been obtained and temporary structures over 100m² will be erected during your event, you may be required to complete a [Miscellaneous Structure form](#) for a siting permit.

It is the event organiser's responsibility to ensure that all structures (staging, marquees, grandstands etc.) are erected by a registered and certified practitioner.

Keys and Access

Event organisers may require keys to access City managed property including buildings, gates, bollards, toilets, power boxes etc. Upon obtaining Community Events Officer approval, event organisers can request a key via an online [Request for a key form](#) on the City website. Please note that a refundable deposit of \$20 will be required for each key issued.

On-Site Power, Water and Sewer Access

If electricity, water or sewer access is required for your event, the City can confirm the availability and location of these services.

Electrical Installations

It is the event organiser's responsibility to ensure that all electrical leads, equipment and appliances have been tested and tagged, comply with all legislative requirements and that all electrical systems are installed by a qualified and licenced electrician. See the Energy Safe Victoria [website](#) for details.

All events with electrical installations must have suitable fire extinguishers present or other devices that may be required to limit risk.

Drinking Water

Event organisers must consider the health and comfort of patrons, especially during the summer months. It is recommended that one drinking water fountain/tap be provided for every 200 people.

Coliban Water has portable water stations available for outdoor community events. For further information, please visit the Coliban Water [website](#).

Car Parking

When booking an event venue, the event organiser should consider car parking requirements for patrons. The City recommends further consultation with other venues in the area to develop a car parking plan if multiple events are being held within the same vicinity.

Toilets

Sufficient toilet facilities for the expected number of attendees at an event must be provided. For small events, public toilets may be adequate but larger events may require the hire of additional toilet units at the event organiser's expense.

Number of toilets required at an event:

- One toilet for every 200 patrons
- One unisex wheelchair accessible toilet is required for every 100 patrons
- One washbasin for every 200 persons
- If alcohol is served, an additional two toilets will be required for each 200 patrons

It is the responsibility of the event organiser to arrange timely cleaning for all toilet facilities during and after an event, the Community Events Officer can help you to determine toilet numbers and cleaning requirements on 1300 002 642.

First Aid

It is the event organiser's responsibility to provide appropriate duty of care for all attendees and arrange trained first aid operators to attend the event, the Community Events Officer can help you to determine first aid requirements.

Amplified Music and Noise

Music Licencing

Appropriate licences must be obtained if music is being played at an event. Music is protected by copyright law and a licence must be obtained from Australasian Performing Rights Association (APRA) and/or Phonographic Performance Company of Australia (PPCA) to publicly perform either live or recorded music. For further information visit the [APRA](#) or [PCCA](#) websites.

Noise

Consideration must be given to how noise from your event impacts the amenity of the surrounding area. The City's guidelines are outlined on the City [website](#).

The Environment Protection Authority regulates noise from large music events. For further information regarding residential, entertainment, transport and traffic noises, visit the [EPA Website](#).

Road Closures

All road closures require prior approval from the City, with some requiring additional approval from VicRoads.

Road closures involve significant planning and consultation with stakeholders including business owners, residents, emergency services and public transport providers. All road closure costs are at the expense of the event organiser. If required, please allow a minimum of three months to organise.

Funding Opportunities

The City offers a Community Grant Program. Community event organisers who meet the eligibility requirements are encouraged to apply for a grant under the Community Event

category. For further information including funding rounds and grant guidelines, visit the [City website](#).

Car Parking

When booking an event venue, the event organiser should consider car parking requirements for patrons. The City recommends further consultation with other venues in the area to develop a car parking plan if multiple events are being held within the same vicinity.

Temporary Structures

Approval is required from the City to erect temporary structures in City parks, gardens or sporting facilities.

All temporary structures must be held down using weights not pegs. If pegs are required, approval must be obtained from the City prior to installation.

Smoking/Tobacco

The City encourages smoke-free events. It is the event organiser's responsibility to ensure the following smoking/tobacco supply restrictions are enforced at all events:

- Tobacco products are not permitted to be sold
- Underage events must be smoke free
- Smoking is not permitted within enclosed areas (including temporary structures)

Smoking restrictions in outdoor dining areas throughout Victoria are now enforced. These restrictions apply to:

- Food vendors at organised events
- Food courts and outdoor dining areas at organised events
- Food festivals must be smoke-free.

Working with Children Check

Any person who will be in contact with children via verbal, written, electronic or face-to-face communication before, during or after your event is required to obtain a Working with Children Check. For further information visit the Working with Children [website](#).

Fireworks and Pyrotechnics

Prior approval must be obtained by the City to release fireworks on City-managed land.

State legislation states that fireworks display can only be provided and operated by pyro-technicians licensed by WorkSafe Victoria.

Litter Requirements

You must leave the event site in the same condition that it was found in. For small events, this may involve a post event clean up conducted by the organising committee. For larger events, event organisers may be required to engage a waste provider to assist with waste management during and after the event.

If the City is required to organise for a clean-up of the site after the event, an invoice for the cost of cleaning will be directed to the event organiser.

Event Waste Management – Running a Waste Wise Event

The City has a [Waste Wise Event Single Use Plastic Policy](#) which applies to events held on City owned or managed property including open space such as parks and gardens, buildings, venues and roads as well as events sponsored by the City. Single-Use Plastics to avoid include plastic bags, balloons, straws, plastic bottled water, sauce sachets, plastic cutlery/plates/cups, takeaway containers such as polystyrene boxes and trays, disposable paper cups with plastic lining, plastic glitter, glow sticks, zip ties, event signage, plastic promotional items and cling wrap.

Event organisers are required to submit an Event Waste Management Plan to secure a booking. Your Community Events Officer will provide you with an Event Waste Management Plan template. For tips on eliminating single-use plastics, alternatives and holding a waste wise event, visit our webpage [Waste Wise Events](#) and read our [guidelines](#).

Event Bins

The City has general waste, recycling, and organic event bins for hire. An event waste management plan must be submitted and approved before event bin hire.



Gas Bottles

Event organisers are required to ensure gas cylinders used at events comply with AS 1596-1989 and AG601-1995. For further information visit the Energy Safe Victoria [website](#).

Other Event Considerations

Event Promotion

Informing people about your event will help you to maximise attendance. The right mix of promotion should assist you to reach your desired target groups for your event.

Community event organisers are welcome to list event details on the City's Events Calendar. To register an event, visit the City [website](#).

First Aid

It is the event organiser's responsibility to provide appropriate duty of care for all attendees and arrange trained first aid operators to attend the event, the Community Events Officer can help you to determine first aid requirements.

Event Management Plans

Event Management Plans can help ensure the success of your event. An effective plan should include important information about the event, key contact details (event organising committee, entertainers, suppliers, emergency services), budget, marketing strategy, a running sheet and Risk Assessment including a site map.

Inclement Weather Plan

Event organisers are advised to include an inclement weather plan within their Risk Assessment which outlines the course of action in the event of wet weather or extreme heat/wind on the day of the event.

Fire Safety Advice

Event organisers are responsible for monitoring the fire danger rating for event days. On the declaration of a high fire danger day, it is the responsibility the event organiser to contact the CFA directly for advice to determine the correct course of action.

Australia's Strategy for Protecting Crowded Places from Terrorism

Crowded places such as major events will continue to be attractive targets for terrorists. Our law enforcement and intelligence agencies are well-equipped to detect and disrupt plots, and they have a strong history of stopping terrorist attacks.

Major event operators have the primary responsibility for protecting their sites, including a duty of care to take steps to protect the people attending from a range of foreseeable threats, including terrorism.

The objective of the strategy is to protect the lives of people working in, using, and visiting crowded places by making these places more resilient to terrorism. The strategy's accompanying supplementary materials will assist event organisers to implement protective security measures.

State police safety requirements (e.g. heavy vehicle bollards and barriers) <https://www.police.vic.gov.au/events>

This publication is intended to provide community event organisers with general information in relation to hosting a community event on City managed property. Event organisers are advised to fully investigate all external stakeholder requirements in relation to their specific event. The City will not be liable for damages or expenses incurred through a neglect to obtain proper event insurance coverage or permissions.

For further information regarding items outlined in this publication, please contact customer service on 1300 002 642 or via requests@bendigo.vic.gov.au