



Moyne Shire Special Event Guidelines

Public Liability Insurance

Public Liability Insurance must be obtained and cover the period of setting up and breaking down of an event. Most small community events need a minimum of \$10 million cover. Your Public Liability Insurance must also cover volunteers involved with any aspect of the event. A copy of your organisations Public Liability Insurance *Certificate of Currency* must be lodged with Council for the event to proceed. It is recommended that it be attached to your "Special Event Permit Application" so that there are no delays in processing the permit. Insurance for community events can be purchased at www.communityinsurance.com.au or by calling 1300 853 800.

Food

If you plan to serve, give away or sell food to the public at your event you will need to obtain a Temporary Premises Food Premises Permit. This can be done by contacting Moyne Shire's Environmental Health Unit and completing an application. The application is contained within the Councils Temporary Food Premises Permit Information booklet, and should be lodged along with your Special Events Application Form.

Noise Levels

Amplified music or loud noise can only be projected onto the street during the following times:

Monday – Thursday:	7:00am – 10:00pm
Friday:	7:00am – 11:00pm
Saturday and Public Holidays:	9:00am – 11:00pm
Sunday:	9:00am – 10:00pm

Where noise levels may exceed reasonable levels, your Event Permit may specify that you be required to notify residents and the local community.

Road Closures and Street Barricades

Road closures and street barricades are appropriate where it is proposed to hold an event on a road reserve, or where there is a chance that many people would be walking along or crossing the road reserve which may create a safety hazard (i.e. a fun run). If you wish to close a road for an event, please contact Council's Events Officer at least 3 months before the proposed event to discuss your proposal.

Toilets

The number of toilets required at your event will depend on a number of factors including: anticipated crowd numbers, duration of the event, if alcohol is available on-site, the gender of patrons and the age of patrons.

Firstly you need to assess the existing toilet facilities at your event site and consider whether these are adequate. The Australian Emergency Manual recommends the following:

Patrons	Males			Females	
	WC	Urinals	Hand Wash Basins	WC	Hand Wash Basins
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

Event Duration	Quantity Required
< 4 hours	70%
4-6 hours	75%
6-8 hours	80%
> 8 hours	100%

Please also take in to consideration the provision of toilets for people with disabilities – as a guide public function halls etc require 1 x unisex accessible facility for every 100 people attending up until 1000 people, then allow an extra one for every 500 over the 1000 mark.

Fireworks

Fireworks are illegal in Victoria without a *WorkCover Licence to Discharge Fireworks*. If intending to discharge fireworks please attach a copy of the relevant licence. Local residents must be notified by letterbox drop and/or advertising regarding time and date of fireworks (many owners prefer to keep their pets indoors during fireworks). The Fire Brigade must also be notified.

Temporary Structure Guideline

If a temporary structure will be over 100m² the applicant is required to provide a siting approval for temporary structures from the Council Building Surveyor.

If you are intending to have an inflatable device ie: jumping castle at your event a copy of the written hire agreement should be provided to council. This agreement should include details of the operators' current public liability cover, evidence that the equipment meets current Australian Standards and written instructions as to the operation and supervision of the equipment. The checklist (refer attached) for amusement rides and inflatable structures must be completed

Temporary Signage

Prior to the erection of temporary signs a permit must be obtained from Council's Local Laws Officers

Security

Event organisers are responsible for all security associated with their event. This could include securing of roadblocks and any street decoration as well as crowd control. Council does not provide security for events.

First Aid Providers

The provision of First Aid facilities is essential and critical to any event or festival, and must be appropriately equipped and easy to locate by patrons. The number of first aid posts and officers depends on the size of the event.