



Appendix A: City of Monash Events and Festivals Self-Checklist

In planning an event, event organisers should complete the attached Self-Checklist. The Checklist provides event organisers with information to assess the impact of the event and to determine the permits, approvals and permissions required.

The Checklist should be read in conjunction with the City of Monash **Events Guide**, which outlines Council and other authority's requirements relating to events.

Which events need to complete the Checklist?

All event organisers are encouraged to complete the Checklist. Event Checklist must be completed for all events held on Council land, property, streets, footpaths, reserves and public open space. Events held on Crown or private land should complete the Checklist if the event will have an impact on the broader community (e.g. if the event will impact on local traffic, involve road or street closures, requires signage, additional parking or other Council support).

Activities that are considered normal activity for a particular venue or location (e.g. regular sporting competitions) are not required to complete the Checklist. However where regular activities are likely to attract larger than usual crowds, the Checklist should be completed.

When should Council be contacted?

Event organisers should make contact with the relevant officers within Council at least 3 months prior the event date and at least 6 months prior for major events.

Contacting the City of Monash

After completing the Checklist, event organisers should make contact with the relevant Council Officer/s to ensure their event complies with Council requirements. A number of other authorities may also need to be contacted. Please refer to the Events Guide for further details.

City of Monash Funded and Supported Events

All events receiving funding or support from the City of Monash are required to complete this Checklist within the timeframe specified in the funding agreement.

Street Party and Community BBQ

If your event involves a street party or the use of the community BBQ, please contact Engineering Customer Service, Phone: 9518 3690 or email works.consent@monash.vic.gov.au (you are not required to complete this Self-Checklist).



City of Monash Events and Festivals Self-Checklist

Event Organiser Details

To be completed by events receiving funding/support from the City of Monash. Other events to complete for your own records

Group/Organisation Name:

Postal Address: Postcode:

Contact Person: Position:

Phone: Mobile:

Email: Website:

Event Details

Name of event:

Event Date	Set up time	Start time	Finish time	Expected attendance numbers
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Brief description of the event including its purpose:

Who is the target audience for the event?

Has the event been conducted before? Yes No If yes, where and when?

Event Location

Event location – name / address of venue:

If your event is taking place on a Council reserve, venue, street or road, permission from the relevant Department will be required. Contact details:

Reserves/Parks	Recreation Services Engineering Customer Service	Ph: 9518 3581 Email: recreation@monash.vic.gov.au Ph: 9518 3690 Email: works.consent@monash.vic.gov.au
Street or Roads	Transport and Infrastructure Planning	Ph: 9518 3439 Email: tongt@monash.vic.gov.au
Halls or non-Council facilities such as Guide and Scout Halls, Sporting Pavilions, School Halls, Church Halls	Halls Management	Ph: 9807 6100 Refer to Council's website for individual contact details for Halls.

If your event is taking place on private land, a Planning Permit may be required. Contact Council's Town Planning Department for further information, phone: 9518 3463, email: graham@monash.vic.gov.au



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Event Component	Y e s	N o	City of Monash and other Authorities Contact details
Accessibility			
Does your event have a plan to ensure the event is accessible to all people? <i>Contact Council's Metro Access Community Development Officer for details.</i>			Metro Access Project Worker, Ph: 9518 3637; TTY: 9518 3655 email: metroaccess@monash.vic.gov.au
Alcohol and Liquor Licensing			
Will you be serving or selling alcohol at your event? <i>If yes, contact Liquor Licensing</i>			Liquor Licensing – Consumer Affairs (refer Events Guide)
Amusement Activities			
Will your event include amusement rides, inflatable jumping castles or similar entertainment rides? <i>If yes, determine location with venue manager, whether Siting permit is required and evidence of insurance.</i>			Venue Manager Municipal Building Surveyor Ph: 9518 3476 email: barryn@monash.vic.gov.au
Animals			
Will your event involve animals (e.g. pony rides, animal farms)? <i>If yes, discuss with venue manager; provide evidence of insurance, seek local law approval.</i>			Venue Manager & Local Laws
Busking			
Will there be any busking in public places? <i>If yes, contact Council to organise a permit.</i>			Corporate Administration Ph: 9518 3680 email: karinb@monash.vic.gov.au
Camping			
Will there be any persons camping overnight on your event site? <i>If yes, contact Local Laws.</i>			Local Laws Ph: 9518 3406 email: yashac@monash.vic.gov.au
Councillors – Mayor			
Are you seeking the involvement of a Councillor or the Mayor in your event? <i>If yes, contact Council.</i>			Civic and Governance Unit Ph: 9518 3509 email: karynb@monash.vic.gov.au
Emergency Service Organisations			
Consider whether you need to contact local police, fire and ambulance providers to notify them of your event.			Emergency Service organisations (refer Guide for contacts)
Fireworks			
Will you have fireworks, pyrotechnics or Chinese firecrackers? <i>If yes, contact Local Laws for a permit, WorkCover and notify MFB. Evidence of insurance required.</i>			Local Laws Ph: 9518 3406 email: yashac@monash.vic.gov.au WorkCover, MFB
First Aid/Medical			
Will your event have first aid services present? <i>Details to be provided to venue manager.</i>			Venue manager Ambulance Victoria First Aid providers
Food			
Will you be providing or selling food at your event? <i>If yes, contact Council for Temporary Food Premises permit. Insurance required.</i>			Environmental Health Ph: 9518 3539 or 9518 3540 email: healthadmin@monash.vic.gov.au
Footpaths			
Will the event have any impact on footpath			Local Laws



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Event Component	Y e s	N o	City of Monash and other Authorities Contact details
traffic? <i>If yes, contact Council's Local Laws Department and Engineering Customer Service.</i>			Ph: 9518 3406 email: yashac@monash.vic.gov.au Engineering Customer Services email: works.consent@monash.vic.gov.au Ph: 9518 3690
Fundraising, highway collections, tin shakes			
Will there be highway collections? <i>If yes, contact Local Laws and Victoria Police.</i>			Local Laws Ph: 9518 3406 email: yashac@monash.vic.gov.au Victoria Police
Gas			
Will your event be using gas cylinders on site? <i>If yes, ensure all users complete the Gas Safety Self Checklist.</i>			Gas Safety Victoria (refer Events Guide)
Insurance			
Does your event have public liability insurance covering the period of the event? <i>Council requires evidence of a minimum of \$20 million public liability insurance.</i>			Attach copy and forward to Venue Manager.
Lighting			
Will your event require night-time lighting?			Venue Manager
Noise			
Will your event involve the amplification of sound? <i>If yes, discuss with venue manager or Environment Protection Authority.</i>			Venue Manager Environment Protection Authority Ph: 9595 2722 www.epa.vic.gov.au
Parks and Reserves			
Refer to page 2 – Event Location.			
Parking			
Will the venue have sufficient car parking for the event? <i>If no, contact Council.</i> Do you require reserved parking areas? <i>If yes, contact Council.</i>			Transport and Infrastructure Planning Ph: 9518 3439 email: tongt@monash.vic.gov.au
Places of Public Entertainment Permit			
Is your event in an area greater than 500 square metres, in an enclosed area, where you invite the public? <i>If yes, a PoPE may be required.</i>			Municipal Building Surveyor Ph: 9518 3476 email: barryn@monash.vic.gov.au
Power			
Will your event require the use of power on the site? <i>If yes, discuss with Venue Manager.</i>			Venue Manager
Will your event be using generators on site? <i>If yes, discuss with Venue Manager.</i>			Venue Manager
Will your event have an electrician on site?			Venue Manager
Public Transport			
Will your event impact on the provision of public transport (e.g. close streets where buses travel, require extra services etc)? <i>If yes, you must notify Department of Transport (State Govt) and Council.</i>			Department of Transport (State Govt). Transport and Infrastructure Planning Department Ph: 9518 3439 email: tongt@monash.vic.gov.au
Sales of Goods/Merchandise			



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Event Component	Y e s	N o	City of Monash and other Authorities Contact details
Will the event involve the sale of merchandise, goods etc? <i>If yes, contact Local Laws. Insurance required.</i>			Local Laws Ph: 9518 3406 email: yashac@monash.vic.gov.au
Security			
Do you have security on site? <i>Discuss security issues with Venue Manager.</i>			Venue Manager
Site Plan			
Site plans must be provided by event organiser to Venue Manager.			Venue Manager
Signage			
Will any signage be attached to fences, fixtures or staked on the site? <i>If yes, discuss with venue manager.</i>			Venue Manager
Is any signage proposed for outside the event location (e.g. advertising signage on private property, road sides etc)? <i>If yes, contact Council.</i>			Town Planning Department Ph: 9518 3463 email: graham@monash.vic.gov.au
Are you seeking to use one of Council's Event signs (community billboards)*? <i>If yes, contact Council to book signs.</i>			Local Laws Ph: 9518 3406 email: yashac@monash.vic.gov.au
*Community Billboard locations: <input type="checkbox"/> Corner Waverley and Springvale Roads, Glen Waverley <input type="checkbox"/> Corner Stephenson and High Street, Glen Waverley <input type="checkbox"/> Corner Huntingdale Road and Stephenson Road, Huntingdale <input type="checkbox"/> Corner Dandenong Rd and Ferntree Gully Road, Oakleigh			
Road or Street Closures			
Does your event involve a full or partial road or street closures? <i>If yes, Traffic Management Plan required and permit from Council.</i>			Transport and Infrastructure Planning Department Ph: 9518 3439 email: tongt@monash.vic.gov.au
Risk Management			
Have you developed a Risk Management Plan (including Safety and Emergency Evacuation Plans) for the event? <i>Copy must be provided to Council.</i>			Venue Manager or relevant Department requiring insurance.
Parks and Reserves – Refer page 2.			
Temporary Structures/Enclosed Sites			
Will your event involve the use of stages, tiered seating, marquees, portable buildings or any other temporary structures? <i>If yes, refer to Events Guide for criteria for permits and if required contact Council.</i>			Municipal Building Surveyor Ph: 9518 3476 email: barryn@monash.vic.gov.au
Traders			
Are you seeking the involvement of traders or do you need to notify traders of your event? <i>If yes, contact Council.</i>			Economic Development Unit Ph: 9518 3454 email: jeffm@monash.vic.gov.au
Toilets			
Will public toilets be used for the event? <i>If yes, contact Asset Services to ensure availability and servicing.</i>			Asset Services Ph: 9518 3728 email: cleansing@monash.vic.gov.au
Will portable toilets be used for the event? <i>If yes, discuss location with Venue Manager, & Building Dept to determine numbers.</i>			Venue Manager Municipal Building Surveyor Ph: 9518 3476 email: barryn@monash.vic.gov



Event Component	Y e s	N o	City of Monash and other Authorities Contact details
Are accessible toilets being provided?			
Waste Management			
Do you have a plan in place to manage rubbish and waste generated from the event?			
Are you seeking Council to provide 240 litre rubbish bins for the event? <i>If yes, contact Council to organise.</i>			Waste and Environment Ph: 9518 3423 email: WasteEng@monash.vic.gov.au
Are there any other waste management needs (e.g. street sweeping, skips etc). <i>If yes, contact Council to organise.</i>			As above.
Will you be implementing a Waste Wise event? <i>If yes, contact Council to assist in organising.</i>			Waste and Environment Coordinator Ph. 9518 3423 Email: annam@monash.vic.gov.au
Water Access			
Will your event require access to water on the site? <i>If yes, discuss with venue manager.</i> Will you need to provide drinkable water to event visitors?			Venue Manager.
Other services or support			
Is there any other services or support you require from the City of Monash? <i>If yes, contact Council.</i>			City of Monash – General enquiries Ph: 9518 3555 email: mail@monash.vic.gov.au

Attachments

- Site Plan
- Traffic/Temporary Road Closure Application/Traffic Management Plan
- Liquor Licence and/or Application
- Evidence of Public Liability Insurance
- Risk and Safety Management Plans
- Temporary Food Premises application
- Other approvals



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City of Monash Fees and Charges

Service	Cost	Number required	Total cost
Venue hire fee – Refer to Recreation Reserves			
Recreation Reserves: Line marking; Power access etc	Upon application		
Temporary Food Premises			
Temporary Food premises operated by a commercial operator	\$77.00		
Temporary Food premises operated by a commercial operator – where there is a community benefit i.e. Council festivals/school fetes	\$38.50		
Temporary Food premises operated by a commercial operator – where operator is already registered with the City of Monash	\$38.50		
Temporary Food premises operated by not for profit or charitable organisation.	\$NIL		
Rubbish bin hire Note: Bin caps available through the Metropolitan Waste Management Group	\$150 up to 10 bins \$5 extra per bin		
Delivery/collection of bins	Upon application		
Toilet cleaning	Upon application		
Road Closure permit	Upon application		
Building Department			
Siting Permit fee	\$265 (\$530 if received within 5 working days)		
Parks and Reserves			
Full Day	\$180.00		
Half Day (less than 3 hours)	\$96.00		
Wedding	\$90.00		
Commercial Full Day	\$1,751.00		
Commercial Half Day	\$1,164.00		
Other booking types available on application form or from Recreation Services			