

Checklist: Events and Functions

Events are a vibrant reflection of the strengths of the Surf Coast community and the unique qualities of our towns. Events play an important role in developing community connectedness, building on social and cultural elements and strengthening business and tourism.

More than 300 events are held in the Surf Coast Shire each year, including major events, sporting events, festivals and community celebrations. Many of these events occur on public land and may be undertaken without requiring a planning permit taking the benefit of Clause 62.03 of the Surf Coast Planning Scheme which provides:

Any requirement in this scheme relating to the use of land or the construction of a building or the construction or carrying out of works does not apply to:

- *an event on public land; or*
- *temporary buildings or works required for the event;*

where that event has been authorised by the public land manager or by the council under a local law

Before proceeding with an event, you will need to consider a number of matters including potential issues. Council has developed an Events Guide to help you understand this. The guide can be found at <https://www.surfcoast.vic.gov.au/Experience/Events/Planning-your-own-event>. Most foreshore land within Surf Coast Shire is managed by the Great Ocean Road Coast Committee, excluding Bells Beach Surfing Recreation Reserve, and should be contacted to conduct an event on coastal Crown land - <http://www.gorcc.com.au/permits-and-events>.

Events on private land will ordinarily require a planning permit for the use of the land. The Surf Coast is also a popular location for functions and there is growing demand for both functions and events in our rural hinterland areas.

For planning purposes, the planning scheme defines this type of activity as using the land for a Place of assembly:

Place of assembly: *Land where people congregate for religious or cultural activities, entertainment, or meetings.*

Included within Place of assembly and providing a more specific definition is:

Function centre: *Land used, by arrangement, to cater for private functions, and in which food and drink may be served. It may include entertainment and dancing.*

A planning permit is required to use land for a Place of assembly (including Function centre) in most zones applied across the Surf Coast including General Residential, Commercial 1 and Farming. This use is prohibited in the Rural Conservation zone.

Other permit requirements might apply for:

- Buildings and works requirements of the zone or an overlay if development is also proposed, including temporary buildings
- Displaying advertising signs under clause 52.05 (Advertising signs). The size and type of signs that may be available will be influenced by the zoning of the site
- Reducing the car and/or bicycle parking requirements
- The sale and consumption of liquor under Clause 52.27 (Licensed premises). A range of liquor licences are available; further information about the different types of licences can be found at www.vcglr.vic.gov.au

If live entertainment is proposed the requirements of Clause 52.43 (Live music and entertainment noise) will also apply.

Once the permit requirements have been established, a detailed application for a permit must be prepared and lodged with Council's Planning Department. You can choose to have a pre-application meeting with a planning officer to discuss the proposal and check that the right permit requirements have been identified. The planning office can also help you to identify whether there are preliminary issues with the proposal.

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The right time to have a pre-application meeting is when you have identified a site and have a clear picture of the proposal including preliminary plans. A pre-application meeting is about helping you to understand the application process and potential issues so that you can prepare the best possible application. A pre-application meeting cannot pre-empt the application process or Council's decision on the application.

Where a permit is required, the purpose of the application process is to conduct a merits assessment to determine whether a permit should or shouldn't be granted. This process will often include giving public notice of the application and referral to expert authorities.

An application should be accompanied by the following information, as appropriate:

A completed Application for Planning Permit form	The form can be accessed from www.surfcoast.vic.gov.au/My_Property/Building_Planning/Planning
The relevant fee	The fee schedule can be accessed from https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Apply-for-a-planning-permit For assistance in determining the correct fee please contact Council.
A current copy of Title and details of any registered restrictive covenant or Section 173 Agreement	A Copy of Title and associated restrictions can be accessed at www.landata.vic.gov.au . The Title must be no older than 60 days old.
Current licence	A copy of the liquor licence and 'red line' plan for the premises, if currently licensed. Current licences can be obtained from www.vcqlr.vic.gov.au
A written submission	The submission should clearly depict how the site will be used and detail, as appropriate: <ul style="list-style-type: none"> • The purpose of the use and the types of activities which will be carried out. • The likely effects, if any, on adjoining land, including noise levels, traffic, the hours of delivery and despatch of goods (including 'bump-in/bump-out') and materials, hours of operation and light spill, solar access and glare. • The use of land not included in the location of the event or function. • Dates and hours of operation. • Maximum patron numbers. • Staff numbers, including performers. • Numbers of seats available, if provided, and ratio of seating to standing. • Entertainment to be provided. • Facilities (e.g. toilets, first aid, food vending) to be provided. • Whether accommodation is to be provided on site during an event including the type and capacity. • The type of liquor licence to be obtained, if proposed. • Electrical, water and telecommunications provision.
Site context plan	The plan should be drawn to scale, dimensioned and show: <ul style="list-style-type: none"> • The boundaries and dimensions of the site. • The location and use of existing buildings and works on the site and on adjoining and nearby land. The extent of coverage will depend on the context and scale of the proposal. It will include at least 100m around the site. • Where adjoining properties are residential, the plan should show details of all windows, doors and open space areas of these properties. • Roads, including the width, availability of on-street parking and street furniture (lights, hydrants, etc.) In a rural context should include roads leading to the site from the nearest main road. • Relevant ground levels. • Natural features including vegetation and watercourses.

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<p>Site plan</p>	<p>The plan should be drawn to scale, dimensioned and show:</p> <ul style="list-style-type: none"> • The whole site and the area of the proposed use. • Location and use of existing and proposed buildings, including temporary structures such as marques, staging, toilets, amusements, fencing and ingress and egress points. • Layout and construction details of drainage works, driveways, vehicle parking and loading areas. • Layout of any external activities and facilities on the site. • Location of waste storage areas. • The area of the site to be licensed. • The location of advertising signs.
<p>Floor plans and elevations (where buildings are to be used for the event or functions)</p>	<p>Plans should be drawn to a scale of 1:100 or 1:200, dimensioned and show:</p> <ul style="list-style-type: none"> • The internal layout of existing and proposed buildings including (via a red line) areas which are proposed to be licensed. • Location of windows and doors. • External materials and colours. • Mechanical plant and equipment. • Details of any constructed noise attenuation (eg insulation, acoustic screens). • Advertising sign location, type, content and supports and details of any illumination.
<p>Noise impact assessment and management plan</p>	<p>If the use might impact on the amenity of sensitive uses as a result of things like mechanical equipment, live or recorded music or other entertainment, patron noise or traffic, an acoustic report should be prepared by a qualified consultant to determine appropriate noise limits, predict noise levels and recommend measures to reduce noise impacts.</p> <p>In a rural location the assessment should also consider the potential impact on agricultural activities and the environment (e.g. disturbance of livestock and wildlife).</p> <p>Refer to <i>Noise from Industry in Regional Victoria</i>, EPA Publication 1411 and <i>State Environment Protection Policy (Control of music noise from public premises) No. N-2</i> available from http://www.epa.vic.gov.au/your-environment/noise/noise-publications</p>
<p>Transport and car parking</p>	<p>The submission should detail, as appropriate:</p> <ul style="list-style-type: none"> • Access routes to the site. • Non-car based transport to the site. • Anticipated vehicle numbers. • Proposed traffic control measures. <p>For large scale proposals a traffic impact assessment, in accordance with the <i>Guide to Traffic Management Part 12: Traffic Impacts of Developments</i> (AustRoads 2016), should be provided.</p> <p>If the standard car parking requirement of Clause 52.06 is being reduced, an assessment that addresses:</p> <ul style="list-style-type: none"> • The likelihood of multi-purpose trips within the locality which are likely to be combined with a trip to the land in connection with the proposed use. • The variation of car parking demand likely to be generated by the proposed use over time. • The short-stay and long-stay car parking demand likely to be generated by the proposed use. • The availability of public transport in the locality of the land. • The convenience of pedestrian and cyclist access to the land. • The provision of bicycle parking and end of trip facilities for cyclists in the locality of the land. • The anticipated car ownership rates of likely or proposed visitors to or occupants (residents or employees) of the land. • Any empirical assessment or case study.

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<p>Waste management plan</p>	<p>The plan should include:</p> <ul style="list-style-type: none"> • Estimated waste types and quantities. • Litter management. • Storage requirements for different waste streams. • Proposed collection regime. • Show the location for waste storage and collection.
<p>Wastewater management</p>	<p>For premises not connected to reticulated sewerage, producing wastewater flows of less than 5000L/day, a land capability assessment prepared by a qualified consultant in accordance with the <i>Code of practice – Onsite wastewater management</i>, EPA Publication 891 available from http://www.epa.vic.gov.au/your-environment/water/onsite-wastewater</p> <p>Premises producing flows of more than 5000L/day need an EPA works approval. If temporary facilities are to be provided, proposed toilet numbers and management to avoid nuisance or environmental discharge.</p>
<p>Patron management</p>	<p>The following information should be provided:</p> <ul style="list-style-type: none"> • Details of staffing arrangements including numbers and working hours of security staff and on premises manager. • Measures to be undertaken to address patron behaviour within and departing the premises. • Procedures to be implemented in the case of complaints by a member of the public, the Victoria Police, Council or an officer of the VCGLR; • External lighting, including security lighting. • Any other measures proposed to be undertaken to ensure minimal amenity impact from the proposed use.
<p>Bushfire risk mitigation</p> <p>(Bushfire Management Overlay and Bushfire Prone Areas)</p>	<p>Bushfire Management Overlay (BMO) and Bushfire Prone Area (BPA) mapping can be accessed at http://services.land.vic.gov.au/maps/pmo.jsp</p> <p>If the premises is located within the BMO and a permit is required under this overlay:</p> <ul style="list-style-type: none"> • A bushfire hazard site assessment. • A bushfire hazard landscape assessment. • A bushfire management statement. <p>The above requirements are more fully described in Clause 44.06 available at http://planning-schemes.delwp.vic.gov.au/schemes/vpps/44_06.pdf</p> <p>If the premises is located within a BPA or in a BMO and a permit isn't required under the overlay (including for components of the proposal, such as use), as appropriate:</p> <ul style="list-style-type: none"> • An assessment of the bushfire hazard, including out to the landscape scale (20-75km from the site). • A response to the bushfire hazard, including proposed bushfire protection measures and demonstrating how the protection of human life has been prioritised. • An assessment of the impact of bushfire protection measures on biodiversity. <p>In preparing a response consider:</p> <ul style="list-style-type: none"> • What are the opportunities to reduce risk (eg location, dates and times of operation)? • Are there nearby low risk locations (not bushfire prone) to evacuate to? • What is the risk along access routes? • How will fire risk be monitored through the seasons and daily? • What will be the response/s to high fire danger, a fire in the area or a fire on or impacting the site? • What are the trigger points for enacting a response to fire risk? • How will decisions be communicated to patrons and potential patrons? • How will staff and patrons be transported in the event of an evacuation? • What is the local capacity of emergency services to respond? • Can staff and patrons be sheltered in place if evacuation isn't possible? • Does the use present a risk of igniting a fire?

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Risk/Emergency management response	<p>An emergency management plan that:</p> <ul style="list-style-type: none"> • Identifies risks and measures to reduce risk • Provides management responses to emergency events. • Specifies responsibilities.
Cumulative impact assessment of licensed premises	<p>A response to the cumulative impact of licensed premises having regard to <i>Planning practice note 61 – Licensed premises: Assessing cumulative impact</i> (DELWP 2015) available from www.planning.vic.gov.au/publications/planning-practice-notes</p>
Aboriginal cultural heritage management	<p>A requirement of the <i>Aboriginal Heritage Act 2006</i> and <i>Aboriginal Heritage Regulations 2007</i>. Use and development of a Place of assembly will usually be a high impact activity under the regulations and will require a cultural heritage management plan (CHMP) if undertaken within an area of cultural heritage sensitivity. Where a mandatory CHMP is required, a planning permit cannot be granted until the CHMP has been approved. Cultural heritage sensitivity mapping can be accessed at https://applications.vic.gov.au/apps/achris/public/public-registry/home The application should be accompanied by the approved CHMP or demonstration that a CHMP is not required.</p>

It is important to note that an Application for Planning Permit is not a Liquor Licence. A Liquor Licence can only be issued by the Victorian Commission for Gambling and Liquor Regulation (VCGLR). The process through the VCGLR requires that Council's regulations are met first. Further information can be obtained from the VCGLR website www.vcglr.vic.gov.au

Other regulations to consider

Footpath Trading Permit – to use the footpath or to allow the placement of anything on it such as tables and chairs, umbrellas or signs. Contact Council's Local Laws team.

Food Safety and Health Regulations – depending on the type of business you are running and if you are preparing or serving food and drink. Contact Council's Environmental Health officers.

Building Permit – for the construction or alteration of buildings or to change the use of a building. Deals with structural adequacy, disability access, toilet provision, capacity and essential safety measures. Contact a registered private building surveyor.

Occupancy Permit for Places of Public Entertainment (POPE) – In some cases occupancy permits will be required to be issued by the Municipal Building Surveyor under the *Building Act 1993* and the *Building Regulations 1993*. For more information, see the "Surf Coast Shire Events Guide" at <https://www.surfcoast.vic.gov.au/Experience/Events/Planning-your-own-event> and www.vba.vic.gov.au/_data/assets/pdf_file/0008/21140/PN-66-2013-Occupancy-Permits-for-Places-of-Public-Entertainment.pdf

Disclaimer: Please note this checklist is for standard information required for lodgement. Additional information may be required by Council when assessing your application.