

# **YARRA CITY COUNCIL**

## **EVENTS IN PUBLIC SPACES POLICY**

### **1. INTRODUCTION**

The City of Yarra is home to many of Melbourne's most highly prized parks, gardens and reserves, as well as many of its busy and significant streets and transport paths. These spaces provide unique locations and opportunities for markets, events, community festivals and functions.

Some of Yarra's iconic street based events include Johnston St Fiesta and Victoria St Lunar Festival, whilst Council also actively encourages small local celebrations such as street parties. Yarra's streets are popular locations for film shoots, the Gleadell Street Market is our oldest street based regular market, and our parks used for regular events such as fun runs and summer circus seasons.

The demand for outdoor spaces to function as temporary venues for commercial and community activities is increasing; it is a trend that is mirrored across wider Melbourne. Alongside this, a growing population has led to increased pressure on parks and reserves for quiet enjoyment. At the same time, there are increased expectations from the community for events to be more professionally organised to ensure public safety and to protect local amenity.

These changes have created a need for an Events in Public Spaces Policy to be established, this will provide a clear framework under which event proposals are to be considered and how these events will be managed.

Council recognises that coordinated responses and clear guidelines are important for event organisers and getting this right will increase Council's effectiveness in managing events in public spaces.

### **2. SCOPE**

The Policy applies to outdoor events and activities which are of a size and nature that may impact on residents and businesses and are to be conducted on public spaces and roadways under the care and control of Yarra City Council.

This Policy does not apply to ongoing sporting fixtures on sportsgrounds and events that occur on private property.

This Policy applies to all events whether they are organised by not for profit community organisations, commercial entities and Council.

The Policy applies to the type of events as described below:

- Festivals
- Markets

- Health, fitness and sports (but not seasonal sports booked on sports grounds)
- Arts and cultural events
- Weddings and celebrations
- Street parties
- Balloon landings
- Promotions
- Filming
- Other social events

The Policy applies for events that involve:

- 50 people or more
- Ticketing for the participants
- Amplified Music
- Infrastructure being erected on the public space
- A reservation of public spaces

### **3. WHAT IS AN EVENT?**

For the purpose of this Policy an event can be considered as any organised activity that takes place wholly or partly on Council owned or managed land (including roads, footpaths, parks, gardens, reserves and sports grounds,) that requires approval from Council and/or other government agencies.

Events range from small functions to those involving thousands of people with temporary infrastructure and complex logistical arrangements. Events can be private affairs with attendance by invitation or public occasions with attendance open or by ticketed.

The scale and nature of the event are the triggers for an Event Permit, whilst some events may require a Planning Permit. Events involving less than 50 people that are not ticketed, where amplified sound equipment are not used (e.g. family picnics and small parties) will not require a permit.

### **4. WHAT ARE PUBLIC SPACES?**

For the purpose of this Policy, public spaces refers to parks, playing fields, gardens, reserves, river and creek frontages, streets, footpaths, nature strips, public transport stops and stations which are owned or managed by Council. It does not include privately owned land or Council-owned or managed buildings used for events or gatherings.

Council has identified a list of public parks and gardens that may be potentially used for events and activities; these are itemized in the appendix.

Council recognises public spaces across Yarra have their own unique characteristics and distinct neighbourhood character, and as such events proposed for these spaces need to be individually assessed to ensure the event is the right fit for the proposed location.

## **5. COUNCIL'S ROLE IN EVENTS MANAGEMENT**

Council wishes to facilitate well-managed events that will contribute to and benefit the local community whilst ensuring local amenity and public safety are duly considered and managed

Council has three roles in the management of events in public spaces:

1. As an organiser of public events.
2. As a manager public land use.
3. As a statutory authority on a number of areas that are associated with the operation of events, such as statutory planning, building regulation, occupational health and safety, food safety, public safety etc.

In setting out this Policy, Council recognises events are important to our community; they contribute to the liveability, economy and vibrancy of the City. Council also recognises the importance of adopting a clear framework that balances the residential amenity of our neighbourhoods whilst enabling activities and events to occur.

## **6. GUIDING PRINCIPLES**

In assessing applications for events in Council managed public spaces, Council will adopt the following guiding principles:

- To ensure Council property and assets are protected.
- To strike a balance between enabling events to occur and residents' right to quiet enjoyment of public spaces.
- To make it easier for event applicants and offer a coordinated response to event proposals.
- To strike a balance between equity of access and fair dealings for all event proponents and system that responds in a timely manner to new event proposals.
- To ensure better management of events by adopting a coordinated approach between all areas of Council and external stakeholders.
- To apply a variable fee structure for event permits that considers cost recovery and community benefit.

## **7. EVENT APPLICATIONS & COUNCIL PROCESSES**

All events covered by this Policy will require an **Event in Public Spaces Permit** to operate and depending on the nature and scale of the event, other approvals, permits and licenses may be

required. Council will assist with the identification of other approvals required but it will be the responsibility of the applicant to arrange any additional permits for the event.

| Types of events   | Application process                         | Processing time  | Approvals          |
|---|---|--|--------------------|
| Events for more than 1,000 people.  | Expression of Interest                      | Council will accept applications biannually                  | Director Approval  |
| Recurring Markets.  | Expression of Interest                      | Council will accept applications annually                    | Director Approval  |
| Yarra Boulevard Road Closure.   | Expression of Interest                      | Council will accept applications biannually                  | Officer delegation |
| <ul style="list-style-type: none"> <li>Any events for less than 1,000 people</li> <li>Promotional events</li> <li>Filming</li> <li>One-off markets</li> </ul> | Rolling applications (applications anytime) | Varies from 2 weeks to 6 months depending on nature of event | Officer delegation |

## 7.1 EXPRESSION OF INTEREST

Council will accept public submissions for all events identified above on set closing dates, with permits issued for no more than two years in length.

A 5 step process will be used:

1. Submission of Proof of Concept
2. Submission of Detailed Proposal
3. In Principle Approval
4. Community Consultation
5. Event in Public Spaces approved and permit issued

### 7.1.1 Proof of Concept

A preliminary proposal that includes a description of the proposed activity, proposed site, frequency, and relevant experience of the applicant.

The proposal that meet Council's criteria are invited to submit a detailed proposal for consideration.

#### **7.1.2 Detailed Proposal**

The detailed proposal will need to include: analysis of the event impact on the surrounding residents, businesses and the environment; detailed site plans; noise management plan; safety management plan; waste plan; traffic management plan; evidence of community support and certificate of insurances.

#### **7.1.3 In Principle Approval**

Applications that are recommended will be given "in principle approval" and then may be subject to any requirements for public notification before the permit is finally issued.

#### **7.1.4 Community Consultation**

Council will notify impacted residents and businesses of the approved event; this may also involve notification to the broader community should the impact of the event merits a general notification.

#### **7.1.5 Event in Public Spaces Permit issued**

The applicant will be offered a Permit and once all documentation is complete and all fees and charges paid, the Permit will be issued.

### **7.2 ROLLING APPLICATIONS**

For all others events, applicants need to follow the 5 step processes outlined below for approval:

1. Event Permit application submitted
2. Event Permit application assessed, further documentation identified and timelines for approval identified
3. Submission and review of event plan documentation
4. Event in Public Spaces Permit approved, payment of any fees and charges
5. Event in Public Spaces Permit issued

### **7.3 ASSESSMENT CRITERIA**

Council will consider applications using the following criteria to evaluate event proposals.

#### **Community Benefits [weighted at 20%]**

- Improving health and wellbeing
- Inclusive of the broad community and contribute to the cultural vibrancy and diversity of the City of Yarra community.
- Respect and publicly acknowledge the local indigenous heritage and traditions.
- Delivery of social, community or cultural outcomes

- Informing, educating or engaging the community
- Engaging, connecting and including all people in our community
- Partnerships with local clubs, cultural groups and community organisations
- Providing healthy, enjoyable and safe experience
- Foster local talent, recognise artistic and cultural strengths within the municipality
- Support the unique identity of different parts of the municipality

#### **Economic Benefits [weighted at 10%]**

- Positive economic impact for the local community
- Engagement of local goods and service providers
- Partnerships with local businesses
- Stimulating economic activity through use of little used sites

#### **Community Impact [weighted at 20%]**

- Managing competing demands for use of the public domain, so a balance of opportunities are provided for the whole community
- Limited disruptions for local community accessing space
- Minimising impacts on local community as far as practicable

#### **Capacity to produce an event [weighted at 20%]**

- Relevant experience of event organisers

#### **Environmental Considerations [weighted at 15%]**

- Minimal and temporary impact on site
- Protection of fauna, flora and Council assets
- Avoiding overuse of any open space
- Sustainable event practices (waste management, sustainable transport, etc)

#### **Site suitability [weighted at 15%]**

- Access to suitable amenities
- Appropriateness of event on site; determined by size, layout, activities and potential risks or impacts

#### **Other Requirements**

- Council will not permit markets that include stalls that trade in illegal, toxic or counterfeit goods and products that are clearly sourced from 'unfair' trade labour operators.
- Council will not permit events that promote or are associated with smoking and gambling.
- Events must meet all legal requirements, including (but not limited to) obtaining approvals related to building occupancy, health, and liquor licensing.
- Council Officers will, where appropriate consult other agencies, including Victoria Police and VicRoads, in considering applications and applying conditions.

- Road closures and on-road events require a traffic management plan and may be subject to approval from a Council Traffic Engineer.
- All major events require public liability insurance of \$20 million indemnifying Council, and other events require minimum insurance cover of \$10 million or as requested by officers.

## **8. COUNCIL AUTHORITY AND INSPECTION**

All events will be subject to regular inspections by Council officers to ensure compliance with the provision and conditions of the issued permit and all other relevant government legislation including Occupation, Health and Safety.

## **9. TERMINATION**

The Council reserves the right to terminate a permit if:

- Permit conditions are breached
- Any laws are broken
- A misrepresentation is identified in the application.

## **10. OTHER RELEVANT LAWS AND POLICIES**

Events must meet all legal requirements, including (but not limited to) obtaining approvals related to building occupancy, health, and liquor licensing.

Council officers may consult other agencies, including Victoria Police and VicRoads, in considering applications and applying conditions.

Road closures and on-road events require a traffic management plan and may be subject to approval from a Council Traffic Engineer.

- Building Act 1993
- Crown Land (Reserves) Act 1978
- Environmental Protection Act 1970
- Filming Approval Act 2014
- Food Act 1984
- Fundraising Act 1998
- Liquor Control Reform Act 1998
- Local Government Act 1989
- Major Sporting Events Act 2009
- Municipal Emergency Management Plan
- Occupational Health and Safety Act 2004
- Planning and Environment Act 1987
- Road Management Act 2004

- Victorian Legislation
- Working with Children Act 2005
- Yarra Local Laws

## **11. APPENDICES**

- a) Yarra's Parks and Reserves
- b) Events in Public Spaces Permits Fees and Charges
- c) Event in Public Spaces Application Form



# APPENDIX A: YARRA'S PARKS AND RESERVES as of 2015

| NAME                  | ADDRESS                             | FACILITIES  | COMMENTS   | SUITED FOR                   |
|-----------------------|-------------------------------------|---|--|------------------------------|
| Alphington Park       | View Street,<br>Fairfield 3078      | Toilets<br>Playground<br>Barbeques<br>Seating<br>Dog-off lead area. Dogs may be exercised off lead before 9am and after 5pm.<br>Picnic tables<br>Drinking fountains<br>Bike parking<br>Off street parking | On the banks of the Yarra River and wetlands, Alphington Park was certified as one of Victoria's most environmentally sustainable parks. | Low to medium impact events  |
| Annettes Place        | River Street,<br>Richmond 3121      | Playground Seating<br>Picnic tables<br>Dog off-leash area<br>On street parking  | A small reserve in Richmond located along the Yarra River that provides access to the Main Yarra Trail.                                  | Low impact events            |
| Atherton Reserve      | Napier Street,<br>Fitzroy 3065      | Soccer ground<br>Dog off-leash area   | A playing field and park area next to the Atherton Gardens Housing Estate in the heart of Fitzroy  | Low to large impact events   |
| Barkly Gardens        | Mary Street,<br>Richmond 3121       | Toilets<br>Playground<br>Barbeques<br>Seating<br>Drinking fountains<br>Pavilion<br>Shelter<br>Soccer ground<br>Anzac Memorial<br>Multi Zone. Dog off-leash area<br>On street parking                      | 19 <sup>th</sup> century residential garden square.  | Low to medium impact events  |
| Batman Street Reserve | Batman Street<br>North Fitzroy 3068 | No Toilets<br>Barbeque<br>Seating<br>Picnic tables<br>Drinking fountain   | Small reserve in a residential area  | Small social gatherings only |
| Ben Alexander Reserve | Berry Street and Hodgson Terrace,   | Playground<br>Seating<br>Picnic tables  | Small reserve in a residential area. It is a dog   | Low impact events            |

|                             |  |  |  |                                    |
|-----------------------------|--|--|--|------------------------------------|
|                             | Richmond,<br>3121  |  | on leash park.   |                                    |
| Browns Reserve              | Nicholson<br>Street,<br>Abbotsford                       | Playground<br>Barbeque<br>Seating<br>Picnic tables<br>Drinking fountains<br>On street parking  | Small reserve in<br>a residential<br>area. It is a dog<br>on leash park.                       | Small social<br>gatherings<br>only |
| Burnley Park                | Yarra<br>Boulevard,<br>Burnley 3121                      | Playground<br>3/4 size basketball court<br>(two hoops)<br>Picnic tables<br>Barbeque<br>Seating<br>Dog off-lead area<br>On street parking<br>(including accessible space<br>on Park Street) | Six hectares of<br>land<br>overlooking<br>Yarra River.   | Low to high<br>impact events       |
| Cairns Reserve              | Lyndhurst<br>Street,<br>Richmond<br>3121                 | Playground<br>Seating  | Medium sized<br>reserve in a<br>residential area   | Low impact<br>events               |
| Cambridge<br>Street Reserve | Cambridge<br>Street,<br>Collingwood<br>3066              | Barbeque<br>Picnic tables<br>Seating<br>Drinking fountain  | Small reserve in<br>a residential<br>area. It is a dog<br>on leash park.                       | Social<br>gatherings<br>only       |
| Charles Evans<br>Reserve    | Cubitt Street,<br>Richmond<br>3121                       | Playground<br>Drinking fountain<br>Seating   | Small reserve in<br>a residential<br>area. It is a dog<br>on leash park.                       | Social<br>gatherings<br>only       |
| Church Street<br>Park       | 635 Church<br>Street,<br>Richmond<br>3121                | Seating<br>Feature light boxes<br>Picnic and play areas<br>Sculptures<br>Table tennis table<br>Viewing platform  | A small green<br>space built on a<br>former freeway<br>ramp and<br>covers an area<br>of 3000m2 | Low to<br>medium<br>impact events  |
| Citizens Park               | Cr Church and<br>Highett<br>Streets,<br>Richmond<br>3121 | Toilet<br>Playground<br>Sports ground<br>Pavilion<br>Dog off-leash area<br>Barbeque<br>Picnic tables<br>Drinking fountains<br>Bike parking   | Richmond's<br>largest park<br>where<br>organized<br>sports training<br>occurs all<br>seasons.  | Low to high<br>impact events       |
| Coate Park                  | Yarraford<br>Avenue,<br>Alphington<br>3078               | Multizone park   | Environmental<br>corridor  | Low to<br>medium<br>impact events  |
| Condell Reserve             | Condell Street,  | Playground   | Small reserve in   | Low to                             |

|                                 |                                      |  |  |                             |
|---------------------------------|--------------------------------------|--|--|-----------------------------|
|                                 | Fitzroy 3065                         |  | a residential area of 1100m2. It is a dog on leash park.   | medium impact events        |
| Curtain Square                  | Rathdowne Street, Carlton North 3054 | Toilets<br>Shelter<br>Playground<br>Seating<br>Basketball court<br>Drinking fountain<br>On street parking                                | Medium sized park with a pavilion. Dogs are permitted off leash in the dog run   | Low to medium impact events |
| Dame Nellie Melba Memorial Park | Coppin Street, Richmond 3121         | Seating  | Small reserve in a residential area. Dog off lead area.  | Social gatherings only      |
| Darling Gardens                 | Gold Street, Clifton Hill 3068       | Toilets<br>Playground<br>Barbeque<br>Sheltered areas<br>Seating<br>Picnic tables<br>Dog off-leash area Multi Zone.<br>Drinking fountains | Large gardens created in 1866 covering 7.2 hectares of land. There is a historic rotunda amongst other facilities.   | Low to high impact events   |
| Dights Falls                    | Trenerry Crescent, Abbotsford 3067   | Toilets<br>Sheltered areas<br>Seating<br>Drinking fountains<br>Bike parking<br>Off street parking  | The Falls mark the point where salt water from the sea meets the fresh water of the Yarra River. The Wurundjeri people camped here before European settlement. Dight's Ceres Mill, Melbourne's oldest industrial site is also located on the Falls | Low impact events           |
| Edinburgh Gardens               | Alfred Crescent, Fitzroy North 3068  | Toilets<br>Two playgrounds<br>Barbeque<br>Sheltered areas<br>Picnic tables<br>Seating<br>Dog off leash area.                             | 19 <sup>th</sup> century gardens over 24 hectares in size.   | Low to high impact events   |

|                      |   |   |   |                             |
|----------------------|---|---|---|-----------------------------|
|                      |   | <p>Multizone Park</p> <p>Drinking fountains</p> <p>Off street parking</p> <p>Bocce and lawn bowling rinks</p> <p>Table-tennis table</p> <p>Tennis courts</p> <p>Basketball half court</p> <p>Community room</p> <p>Skate facility</p> <p>Rotunda</p> <p>Pavilions</p> |   |                             |
| Egan Park            | Corner of Egan Street and Egan Place, Richmond 3121 | <p>Playground</p> <p>Seating</p>  | Small reserve in a residential area. It is a dog on leash park.   | Social gatherings only      |
| Fairfield Park       | Heidelberg Road, Fairfield 3078                     | <p>Toilets</p> <p>Playground</p> <p>Sheltered areas</p> <p>Seating</p> <p>Ampitheatre</p>   | The park is a popular tourist attraction, with the Fairfield Boathouse and Amphitheatre located in its grounds. It is a dog off leash park. | Low to high impact events   |
| Flockhart Reserve    | Flockhart Street, Abbotsford                        | <p>No Toilets</p> <p>Barbeque</p> <p>Seating</p> <p>Picnic tables</p> <p>Drinking fountains</p> <p>Off street parking</p>   | Small open space on the banks of the Yarra River. It is a dog off leash park.   | Low to medium impact events |
| Gahan Reserve        | Park Street, Abbotsford 3066                        | <p>No Toilets</p> <p>Playground</p> <p>Barbeque</p> <p>Seating</p> <p>Picnic tables</p> <p>Drinking fountain</p> <p>Bike parking</p> <p>1/4 Basketball Court</p> <p>Dog-off lead area</p> <p>Maternal and Child Health Service</p>                                    | Medium sized park, near Collingwood train station.  | Low to medium impact events |
| Garryowen Park       | Leicester Street, Fitzroy 3065                      | <p>Playground</p> <p>Barbeque</p> <p>Seating</p> <p>Drinking fountain</p>   | Small reserve in a residential area. Named after Edmund Finn  | Social gatherings only      |
| George Knott Reserve | Heidelberg Road, Clifton                            | <p>Soccer ground</p> <p>Athletics track</p>   | A reserve next to the Knotts  | Low to medium               |

|                                 |  |   |  |                                  |
|---------------------------------|--|---|--|----------------------------------|
|                                 | Hill 3068  | Pavilion<br>Toilet<br>Playground<br>Barbeque<br>Seating<br>Picnic tables<br>Drinking fountains<br>Bike parking<br>Off-street parking  | Athletic Field and close to Coulsen Reserve.   | impact events only               |
| Golden Square Bicentennial Park | Madden Grove, Burnley 3121                             | Playground<br>Seating<br>Barbeque<br>Dog off-leash area<br>Drinking fountains<br>Bike parking   | Small reserve in a residential area  | Low impact events                |
| Hall Reserve                    | The Esplanade, Clifton Hill                            | No Toilets<br>Two playgrounds<br>Picnic tables<br>Seating<br>Drinking fountains<br>Bike parking<br>Dog off-leash area   | A large park located next to Quarries Park in Clifton Hill. It provides access to the Merri Creek Trail. | Low impact events only           |
| Hardy Gallagher Reserve         | Solly Avenue, Princess Hill 3054                       | Playground<br>Seating<br>Barbeque<br>Picnic tables<br>Bocce court<br>Community Centre<br>Drinking fountain<br>Dog-off leash area<br>On-street parking<br>Bike parking<br>Neighbourhood house. | Located near Princess Park and on the Capital City Trail.  | Low to medium impact events only |
| Holden Byrne Reserve            | Corner of Holden and Byrne Streets, North Fitzroy 3068 | Playground<br>Barbeque<br>Seating<br>Picnic tables  | Small reserve in a residential area  | Low impact events                |
| Janet Millman Reserve           | Brunswick Street, North Fitzroy 3068                   | No Toilets<br>Barbeque<br>Picnic tables<br>Drinking fountain<br>Shared cyclist/pedestrian path<br>Off-street parking  | A green strip between Nicholson and Rae Streets that forms the Capital City Trail.                       | Low impact event                 |
| Kevin Bartlett Reserve          | Yarra Boulevard and F.R Smith Drive, Burnley 3121      | Toilets<br>Playground<br>Barbeque area with shelter<br>Seating<br>Picnic tables<br>Drinking fountains   | Kevin Bartlett Reserve contains a soccer stadium which is currently the                                  | Low to high impact events        |

|                      |  |  |   |                             |
|----------------------|--|--|---|-----------------------------|
|                      |  | Cricket practice nets<br>Bike parking<br>Off street parking                              | home of the Richmond Soccer Club.<br><br>The Reserve is also used for cricket and AFL.<br><br>In October 2010, new lights were installed on two floodlight towers at Loughnan Oval.           |                             |
| King William Reserve | King William Street, Fitzroy 3065                      | Playground<br>Barbeque<br>1/2 Basketball Court<br>Drinking fountain<br>Seating           | Small reserve in a residential area   | Social gatherings only      |
| Langdon Reserve      | Corner Nicholson and Miller Street, North Fitzroy 3065 | Playground<br>Barbeque<br>Seating<br>Picnic tables                                       | Small reserve in a residential area   | Low impact events           |
| Linear Park          | Bowen Crescent to Alfred Crescent North Fitzroy 3068   |  | The Inner Circle Railway Linear Park is set upon former railway parkland which extends from Bowen Crescent, North Carlton through to Alfred Crescent and Thomas Kidney Reserve, North Fitzroy | Low impact events           |
| Loys Paddock Reserve | Gibdon Street, Burnley 3121                            | Dog off leash area<br>Access to the Main Yarra Trail                                     | Environmental corridor. No Parking, no power, no water, no toilets.   | Low to medium impact events |
| Mayor's Park         | Turnbull Street, Clifton Hill 3068                     | Toilets<br>Playground<br>Drinking fountains<br>Seating<br>Picnic tables<br>Tennis Courts | Located with the Collingwood Leisure Centre.  | Low impact events           |

|                                  |  |  |   |                             |
|----------------------------------|--|--|---|-----------------------------|
|                                  |  | Netball Courts<br>Bike parking<br>Off street parking   |   |                             |
| McConchie Reserve                | Mary Street, Richmond 3121   | No Toilets<br>Playground<br>Seating  | Small reserve in a residential area   | Social gatherings only      |
| McNamara Reserve                 | Corner Gold and Keele Streets, Collingwood 3066                              | No Toilets<br>Playground<br>Seating  | Small reserve in a residential area   | Social gatherings only      |
| O'Connell Reserve                | Bridge Road, Richmond 3121   | Sheltered areas<br>Two rotundas<br>Seating<br>Drinking fountains<br>Bike parking                                     | Reserve adjoining the Yarra River with access to the Main Yarra Trail and the Yarra River, including moorings.  | Low impact events           |
| Oxford Street Park - Collingwood | Oxford Street, between Langridge and Derby Streets, Collingwood 3066         | Seating<br>No Toilets  | Pocket park in a residential area   | Low impact events           |
| Park Street Reserve              | Park Street, between Bennett Street and St Georges Road, North Fitzroy, 3068 | Playground<br>Shelter<br>Dog-off leash area<br>Barbeques<br>Picnic tables<br>Seating<br>1/2 size basketball court.   | A medium sized reserve with access to the Main Yarra Trail.   | Low to medium impact events |
| Peel Street Park                 | Corner of Oxford and Peel Streets, Collingwood.                              | Seating<br>Drinking fountain   | Small park in a residential area  | Low impact events           |
| Peppercorn Park                  | Waltham Place, West Richmond 3121  | No Toilets<br>Seating  | Small park in a residential area  | Social gatherings only      |
| Quarries Park                    | Ramsden Street, Clifton Hill 3068  | Playground (AAA)<br>Barbeques<br>Sheltered areas<br>Seating<br>Picnic tables<br>Skate facility<br>Off street parking | A large network of parks and sports grounds linked by a shared path across Clifton Hill. Sporting matches are played on the open grassed areas during the | Low to high impact events   |

|                                    |  |  |   |                             |
|------------------------------------|--|--|---|-----------------------------|
|                                    |  |  | year.   |                             |
| Ramsden Street Reserve             | Ramsden Street, Clifton Hill 3068                          | Cricket nets<br>Seating<br>Picnic Tables<br>Barbeque   | An open space adjoining Quarries Park and includes the Ramsden Street Oval.                 | Low to medium events        |
| Richmond Terrace and Docker Street | Richmond Terrace and Docker Street, Richmond 3121          | No Toilets<br>Paved "shared zone"<br>Bicycle Parking<br>Seating<br>Drinking Fountain                             | Small park in a residential area of 600m2   | Social gatherings only      |
| Rushall Reserve                    | Holden St, North Fitzroy, 3068                             | No Toilets<br>Seating  | Small park next to Merri Creek and north of Rushall Train Station.                          | Low to medium impact events |
| Smith Reserve                      | Corner of Alexander Parade and George Street, Fitzroy 3068 | Playground<br>Barbeques<br>Seating<br>Picnic tables<br>Drinking fountains<br>Bike parking<br>Dog off-leash area. | Small park next to the Fitzroy Pool.  | Low to medium impact events |
| Studley Reserve                    | Studley Street, Abbotsford 3068                            | Playground<br>Seating<br>Drinking Fountain<br>Barbeque   | Small park in a residential area.   | Social gatherings only      |
| Thomas Kidney Reserve              | Rushall Crescent, North Fitzroy 3068                       |  | A parkland that is part of Linear Park, named after Thomas Kidney a prominent local figure. | Low impact events           |
| Victoria Park                      | Lulie Street, Abbotsford 3068                              | Barbeques<br>Picnic Tables<br>Seating<br>Drinking Fountains<br>Dog Off-leash area                                | A large recreation open space and VFL football games are played during the season.          | Low to high impact events   |
| White Street Reserve               | Corner White Street and Railway Crescent, Richmond 3121    | No Toilet<br>Playground<br>Seating   | Pocket park in a residential area   | Social gatherings only      |
| Williams Reserve                   | Corner of Victoria and Davison                             | Playground<br>BBQ<br>Seating   | Small park near Victoria Gardens. This is   | Social gatherings only      |



|  |                              |                                    |                         |  |
|--|------------------------------|------------------------------------|-------------------------|--|
|  | Streets,<br>Richmond<br>3121 | Drinking fountain<br>Picnic tables | a dog on leash<br>park. |  |
|--|------------------------------|------------------------------------|-------------------------|--|

## APPENDIX B: EVENTS IN PUBLIC SPACES PERMIT FEES AND CHARGES

### 2015/ 16 SCHEDULE OF FEES AND CHARGES

It is proposed that with the Event in Public Spaces Permit, fees are to be charged.

#### THESE ARE THE PROPOSED NEW FEES AND CHARGES:

| NAME                                      | DETAILS  | FEE  | NOTES                                   |
|---|--|--|---|
| Event in Public Places Permit Application | Charge for submitting a permit application                   | \$50 Full<br>FREE Concession                             |   |
| Event Permit                              | 50 to 100 persons with no structures and minimum risks       | \$100 Full<br>FREE Concession                            |   |
| Event Permit                              | 100 to 500 person or with minimal structures or risks        | \$250 Full<br>\$100 Concession                           | This will require an officer to attend. |
| Event Permit                              | 500 to 1000 persons or with significant structures or risks. | \$350 Full<br>\$140 Concession                           | This will require an officer to attend. |
| Event Permit                              | 1000 persons or more and with structures or risks            | \$350 Full<br>\$140 Concession                           | This will require an officer to attend. |
| Market Permit                             |  | \$350 Full<br>\$140 Concession                           | Per Permit                              |
| Road Occupancy Fee                        |  | \$2 for every 5m2 Full<br>\$0.8 for every 5m2 Concession | Per Day                                 |

#### THESE ARE EXISTING CHARGES:

#### Construction Management Permits

| PERMIT NAME                      | DETAILS  | FEES  | NOTES  |
|----------------------------------|--|---|--|
| Road/ Footpath Occupation Permit |  | \$74 Basic Road Closure<br>\$137 Commercial Street Party<br>FREE Residential Street Party | Per day  |
| Road/ Footpath Occupation Permit | Fundraiser (Walkathon, Run or on-road cycling event, parade or other 'moving event', school fetes etc) | \$394   | Inspection fee (weekend or out of hours) (per day) |
| Filming permit                   | Commercial major impact  | \$1071  |  |
| Filming permit                   | Commercial minor impact  | \$359   |  |
| Filming permit                   | Not for profit   | \$0   |  |
| Filming permit                   | Student filming  | \$0   |  |
| Inspection Fees                  | Week day inspection fee  | \$130   |  |

|                            |  |  |                 |
|----------------------------|--|--|-----------------|
| Inspection Fees            | Weekend and after hours inspection fee                 | \$394                                      |                 |
| POPE                       | Up to 1000m2 Site, max 5 structures per 200m2          | \$1353                                     | Per Permit      |
| POPE                       | 1001m2 to 5000m2 Site, max 5 structures per 200m2      | \$1490                                     | Per Permit      |
| POPE                       | 5001m2 to 10,000m2 Site, max 5 structures per 200m2    | \$2250                                     | Per Permit      |
| POPE                       | Greater than 10,001m2 Site, max 5 structures per 200m2 | \$3250                                     | Per Permit      |
| OCCUPATION OF PARKING BAYS |  | \$53 First Day<br>\$26 for subsequent days | Per Bay per day |

## Compliance Permits

| PERMIT NAME  | DETAILS   | FEES     | NOTES   |
|--|---|----------|---|
| Temporary Public Space Licence   | Any activity on Council Land e.g. fundraising or promotional activity on Council property includes food stalls, sausage sizzles, distributing materials etc.                          | \$58.60  | Short Term (1) < 7 days   |
| Temporary Public Space Licence   | Any activity on Council Land e.g. fundraising or promotional activity on Council property includes food stalls, sausage sizzles, distributing materials etc.                          | \$160.50 | Short Term (2) where admin/detailed review  |
| Busking Permit   | Performances on Council land  | \$12.10  | per month   |
| Footpath Trading permit (otherwise referred to as Public Space Permit) | This is needed if you wish to place tables and chairs, an advertising sign, display goods, planter boxes, umbrellas, screens or promotional items on the footpath on an ongoing basis |          | Not permitted for events that occur on a road and require a road closure. Footpaths are kept clear for passage. |
| Stretrader Permit (refer to Public Health)                             |   |          | Stretrader is an online system for traders to register and notify   |

|                                      |  |  |  |
|--------------------------------------|--|--|--|
|                                      |  |  | temporary and mobile food premises and water transport vehicles in Victoria. |
| Amplified Sound Permit               | This is required if the event is having amplified sound or the use of a PA system for longer than 60 minutes                                       | \$301.60<br><br>FREE for registered NFPs |  |
| Temporary Mobile Food Vehicle Permit | This is required in addition to the Streatrader permit when a food vehicle is to be placed on Council land OR private property for a one off event | \$301.60<br><br>FREE for registered NFPs | Per vehicle inc. carts   |

## Parks and Open Spaces

| RESERVATIONS   | REASON REQUIRED | FEES  | NOTES                                    |
|--|-----------------|---|--|
| Fairfield Amphitheatre   | Basic Hire      | \$300 Full<br>\$120 Concession  | Per Day                                  |
| Burnley Circus Site  | Basic Hire      | \$800   | Per Day                                  |
| Other Parks and Open Spaces  | Basic Hire      | \$150 Full<br>Free Concession   | Per Day                                  |
| Rotundas or gazebos  | Basic Hire      | \$150 Full<br>Free Concession   | Per Day                                  |
| Power Access   | Power Access    | \$100 Full<br>\$40 Concession   | Per Day                                  |
| Victoria Park  | Booking         | \$250 Commercial<br>\$75 Concession 1<br>\$35 Concession 2<br>Free Concession 3 | Per Hour                                 |
| Citizens Oval, Alphington Park Oval  | Booking         | \$300 Commercial<br>\$75 Concession 1<br>\$27 Concession 2<br>Free Concession 3 | Commercial, per session, maximum 3 hours |
| Bastow Reserve No 2, Fletcher Reserve 2, Coulson Reserve, Edinburgh Gardens Back Oval, Walker Street, Alain Bain Reserve | Booking         | \$150 Commercial<br>\$42 Concession 2<br>\$14 Concession 2<br>Free Concession 3 | Per Hour                                 |

## **APPENDIX C: EVENTS IN PUBLIC SPACES PERMIT APPLICATION**

### **Events in Public Spaces Permit Application Form**

The Events in Public Spaces Permit Application Form is for events of less than 1000 people.

To ensure the safe, smooth and successful operation of your event, please ensure that you have read, understood and accepted Council's Conditions of Hire before submitting this application.

Please note that completing this application form does not guarantee the availability or booking of the requested site and does not give approval for the event.

Council will need between two weeks and six months to process this application depending on the size and complexity of your event. On receipt of your application Council will contact you to provide an estimate of the processing time needed and to request additional information if required.

### **Council Contact**

Venues and Events Team

**P** 9205 5220

**E** [venuesandevents@yarracity.vic.gov.au](mailto:venuesandevents@yarracity.vic.gov.au)

### **1. Applicant Details**

Applicant Type

- ☐ Community
- ☐ Not for profit
- ☐ Commercial
- ☐ Individual

Organisation

ABN

Contact Person

Position

Postal address

Telephone number

Mobile number

Email address

Website

## **2. Event Details**

Event name

Proposed location

Proposed date/s

Event times (start/finish)

Set up time

Pack down time

Event description

Event type

- ☐ Public
- ☐ Private
- ☐ Ticketed

Estimated attendance

Is this a new or existing event?

Will the event be a “one off” or recurring event?

Event elements

- ☐ Amplified music
- ☐ Live entertainment
- ☐ Food (for sale/catered/byo)
- ☐ Alcohol
- ☐ Road closure/s
- ☐ Activity on footpaths
- ☐ Pyrotechnics

## **3. Event Infrastructure**

Staging (number/size)

Marquees (number/size)

Stalls (number/ size)

Generator

Amusement rides

Will portable toilets be provided?

Other

*For Parks*

Is access to onsite power needed?

Is access to onsite water needed?

Is vehicular access into the park needed?

#### **4. Event Insurance**

Public Liability Insurance of \$10 million is required for events of a small to moderate size and major events require public liability insurance of \$20m. Individuals and not for profit organisations may be eligible for cover under Council's insurance policy.