

A Guide to Hosting an Event in Towong Shire

How can we help?

Background

Towong Shire is home to a variety of active community groups. Many of these groups host events which require local government permits. In addition, community groups may seek in-kind support from Council.

Towong Shire Council recognises committees will develop their own set of guidelines and procedures to best deliver their proposed event. The purpose of this document is to highlight legal requirements that Committees may need to consider and identify areas in which Council may be able to assist.

Getting started

Once you and/or your organisation has a clear direction and a preliminary plan for hosting your event, use this document to identify what assistance and permits you are likely to require from Council and/or other entities.

If in doubt, or if you need assistance to develop your idea or create the preliminary plan, contact Council's Economic Development Team on 02 6071 5100.

In-kind Support

In-kind support refers to way in which Council and other organisations/ individuals can assist your event in a non-monetary manner. Consider the following:

Advice

Our Economic Development Team are here to assist your group with funding applications, connecting you with the right people for design and printing needs, preparation of media releases and various other skill-based support.

Waste Management

Should your event be expected to attract a substantial number of visitors, waste management will be an important component of your event plan. Council may be able to provide bins for removal of waste during and/or after your event.

Specialised Support

Occasionally Council is requested to assist with 'out of the ordinary' tasks. Such requests may include use of Council machinery, water carts, portaloos or road closure signage.

When seeking in-kind support from Council:

1. Call the Council Economic Development Team to discuss your needs for in-kind support.
2. Ensure all requests for in-kind support are received in writing to the Chief Executive Officer at least eight weeks prior to the proposed event.

Council Permits

To comply with local laws and regulations, various permits may be required to undertake your event. In some instances, permits will require the consent from affected local businesses and/or property owners.

Attached is an application form for various permits most sought by groups coordinating an event. Road closure and planning permits aside, all Council permits can be applied for by completing the one application.

Evidence of public liability insurance for your event will be required before most Council permits are granted. Permits should be sought at least four weeks in advance of your event taking place.

Planning Permit

A planning permit may be required for your event. A permit may be required to use the land for the proposed event, or to undertake any building or works; such as grading a new entrance to a premise or location.

More information regarding planning permits can be found on the Towong Shire Council [website](#). If in doubt, speak to a member of the Planning Department on 02 6071 5100.

Food Handling

Towong Shire Council's [Street Stalls and Raffles](#) program guides community groups through their requirements for raising funds via stalls on the footpaths of Corryong and Tallangatta's central business district.

If your event involves selling food, you will need to register your business with the Victorian Government via StreatTrader. Visit the [StreatTrader](#) website to lodge your application.

Road Closure

If your proposed event requires the closure of a local government street for any duration of time, you will need to apply for a temporary road closure permit. Note this permit is not relevant to VicRoads governed roads (e.g. the Murray Valley Highway).

Work out which local road/s you will require closed and complete the application available on [Council's](#) website. You will need to supply supporting documentation such as Public Liability Insurance and a Traffic Management Plan.

Remember to provide notice of the proposed road closure to business services that will be affected, including Police, Ambulance, Fire Authority and SES.

For more information, refer to the Temporary Road Closure Permit Information Sheet available from the relevant section of the [Council's website](#).

Fire

You will require a permit from Council for any open fires that are proposed as part of your event. Be sure to be aware of fire restrictions in place (which may vary depending on the seasonal conditions and time of year) and advise the Country Fire Authority of your intentions.

Display of Advertising signage

For any signage (e.g. A frames) intended for advertising your event on public land, you will need to acquire a Council permit.

Raffles

As a means of fundraising, events often include raffles. All community or charitable organisations proposing to sell raffle tickets within Towong Shire's central business districts, must apply to conduct a raffle through Council's [Street Stalls and Raffles](#) program.

Community or charitable organisations must register under the Gambling Regulation Act 2003 and once registered will receive a VCGLR number. Your VCGLR number will need to be supplied to Council.

For more details regarding running a raffle in Victoria and for application details, visit the [Victorian Commission for Gambling and Liquor Regulation](#) website.

Note that declared community and charitable organisations remain valid for ten years (unless suspended, revoked or renounced).

Organisations may not 'borrow' another organisation's gambling declaration number to conduct a raffle.

Other local government permits relevant to events

There are a number of other activities which require a permit from Towong Shire Council. Below are some of the most popular permits sought.

- Use and/or access to a public ground
- Use of a motorised vehicle on public land
- Organised games in a public space
- Market/Festival/Carnival/Circus
- Consumption of alcohol in a public space
- Busking

Other considerations

Police approval

Council can grant you the closure of a local road or street and the use of a parkland or other public area for your event, however it does not have the power to grant a permit for any procession, public ceremony or function to occur. This power is vested in the Chief Commissioner of Police or his or her delegate only. An application with police will need to be submitted at least two months in advance of your proposed event.

If in doubt, run your event past the local police:

Corryong local Police Station: 02 6076 1666

Tallangatta local Police Station: 02 6071 2204

Mitta Mitta local Police Station: 02 6072 3564

Closure of VicRoads governed roads

Should your proposed event require the closure of state governed roads, you will require approval from VicRoads. For details please visit the relevant section of the [VicRoads website](#).

Filming

Filming in Towong Shire for the purpose of television, feature films, advertising and television commercials, documentaries and music videos will require a permit. For more information, visit the relevant section of [Towong Shire Council's](#) website.

If your proposed filming event will involve state roads, a permit from [VicRoads](#) will also be required.

Liquor License

Service of alcohol at any event outside of a licensed premise will require a temporary liquor license. This includes if your event is at a venue where the event requires an extension of trading hours or the size of the licensed premises. In such cases the licensee will be responsible for extending their license, however for all other events (whether outside or inside an un-licensed premise) where alcohol will be sold, a Liquor License must be obtained.

Visit the [Victorian Commission for Gambling and Liquor Regulation](#)'s website for more details and to lodge your application for a liquor license.

Building Regulations

A temporary structure of substantial size, such as a tent or marquee exceeding 100m², will be governed by building regulations. Generally the business that owns the structure will be responsible for erecting it and therefore will be responsible for compliance.

Should your group or organisation be proposing to erect a temporary structure directly, we advise you contact Council's Municipal Building Surveyor on 02 6071 5100 or via customerservice@towong.vic.gov.au.

Public Liability Insurance

Public Liability Insurance covers the event and it's organisers against accidental incidences that result in personal injury or damage to property.

There are numerous insurance agencies that offer event public liability insurance, please speak to a member of Economic Development Team if you need some options to explore.

For further information, contact Towong Shire Council:

32 Towong Street (PO Box 55)

Tallangatta VIC 3700

Phone 02 6071 5100

info@towong.vic.gov.au

www.towong.vic.gov.au

