

Yarra Ranges Council

Festivals & Events

Terms & Conditions of Approval

Table of Contents

Glossary	4
Festival & Event Terms & Conditions	4
Filming and Photography Terms & Conditions	4
General Terms & Conditions	6
Registration and Documentation	6
Fees & Payments	7
Application Fees	7
Other Charges	7
Fee Waivers	8
Fee Reviews	8
Payment and Administration	8
Payment Terms	8
Insurance & Liability	9
Public Liability Insurance	9
Site Safety, Responsibility and Liability	9
Site Access, Traffic & Vehicles	9
General Access	9
Vehicles and Traffic Management	10
Locked Gates and Bollards	10
Access to Sporting Reserves	10
Compliance & Conduct	11
Notifying the Community	11
Noise and Operating Hours	11
Respecting the Neighbourhood	11
Infrastructure & Safety	11
Structures and Equipment	11
Inflatables	12
Roadside Trading	12
OH&S	12
Extreme Weather	12
Utilities	12
Power	12
Water	13

Toilets.....	13
Third-Party Permits & Legal Compliance.....	13
Land-Owner Approvals	13
Working With Children	13
Victoria Police Notification	13
Further Information	14
Worksafe	14
Liquor and Gambling	14
Tobacco.....	14
Environmental & Cultural Stewardship	14
Protecting the Environment.....	15
Waste and Clean-Up	15
Wastewater.....	15
Animals, Catering & Entertainment.....	15
Animals.....	15
Catering and Food Vendors	17
Cooking and Food Preparation	17
Revocation, Complaints & Disputes	17
Cancellation of Approval	17
Complaints.....	17

Glossary

Activity The event or film shoot being registered. The Activity includes all aspects of delivery, including site visits, bump-in, the activity itself and the bump-out.

Applicant: The person or organisation who has submitted a Filming or Event Registration Form applying for approval.

Registration: A Registration Form submitted to the Yarra Ranges Council Festivals & Events Team via the Yarra Ranges Council website.

Site the entire footprint of the Activity, including all parking areas, roads, waterways, open spaces and other Council Land which are impacted by the Activity.

Council Land refers to Council owned or managed land.

Festival & Event Terms & Conditions

The following Terms & Conditions apply to Festivals & Events:

The Terms & Conditions outlined in this document apply to all registered festivals & events *impacting* Council Land, including open spaces, roads, sports reserves and other public land. This includes events on private or 'other' land but which impact Council Land.

Lease holders of Council Land and **Licensees** may still need to register their event and should contact Yarra Ranges Council's Property & Leasing Team to confirm the requirements.

Timelines

- Event Registrations must be received at least twelve (12) weeks before the proposed event date.
- Registrations received less than 8 weeks before the proposed event date may not be processed.

From 1 January 2026, late fees are payable for registrations received less than 12 weeks before the event date.

Filming and Photography Terms & Conditions

The following Terms & Conditions apply to Filming & Photography:

The Terms & Conditions outlined in this document apply to all commercial, student, documentary, and advertising film or still photography *impacting* Council Land, including open spaces, roads, sports reserves and other public land. This includes productions filmed on private or 'other' land but which impact Council Land.

Timelines

- Filming Registrations must be received at least ten (10) business days before the proposed first day of filming.

Compliance and Conduct

- The Victorian Screen Industry outlines a Code Of Conduct we expect film makers to abide by.

[Victorian Screen Industry Code Of Conduct.](#)

Back-up Filming Days

- One alternative filming day can be nominated in the Registration Form and can be swapped for any other day of filming on account of the weather, with pending approval from Council.

Acknowledgement

- The following location acknowledgment must appear in film credits or promotional content: “Filmed in the Yarra Ranges Shire” or “Thanks to the Yarra Ranges Shire”.
- We strongly encourage producers to acknowledge the Wurundjeri people, the Traditional Custodians of the land in this region. Further information about the Aboriginal culture and history of the Yarra Ranges is available on our [website](#)

General Terms & Conditions

The following Terms & Conditions apply to all filming, festivals and events.

Registration Requirements

Registration and Documentation

Registration is only confirmed once the Yarra Ranges Council Festivals & Events Team sends a written Letter of Approval to the Applicant.

The Activity must not begin until you receive written approval from Council.

The Applicant is responsible for:

- Submitting all required documents before the Activity starts and at least **14 days before** the date of the Activity
- Making sure all stakeholders (e.g. nearby residents, businesses) are notified as needed
- Ensuring the Activity matches what was approved

Important: The approval of a Traffic Management Plan or Place of Public Entertainment (PoPE) Permit does **not** mean the Activity itself is approved.

During The Activity, the Applicant must:

- Keep a copy of the Approval Letter on-site
- Be ready to show it to a Council Officer if asked
- Follow any reasonable instructions given by authorised Council Officers

Fees & Payments

Application Fees

Fees apply if The Activity involves setting up or impacting Council Land—even if The Activity is happening on private or other land.

Fees are based on the size and impact of The Activity. See the fee categories below:

Fee Category	Indicative Setup	Fee Type	Daily Fee
High Impact	<ul style="list-style-type: none"> • 50+ crew • 10+ trucks/vans • Large Unit Base • Significant construction, extensive equipment 	Daily Fee	\$ 695
Medium Impact	<ul style="list-style-type: none"> • 26-50 crew • Max 10 trucks/vans • Unit Base • Some equipment (dollies, jibs) • Max 4 locations 	Daily Fee	\$ 350
Low Impact	<ul style="list-style-type: none"> • 11-25 crew • Max 4 trucks/vans • Small Unit Base • Minimal equipment and lighting • 1-2 Locations 	Daily Fee	\$ 150
		Daily Fee – Student Films	\$ 150
		Daily Fee – Additional Days	\$ 75
No Impact	<ul style="list-style-type: none"> • <10 crew • Cars • One Camera, sound, one light • No infrastructure and not on the road 	Student films	\$ -
		YRC Grant recipients	\$ -

Other Charges

- Extra fees may apply for venue or open spaces bookings, permits, or other approvals identified during the process.
- Application fees are non-refundable, even if the Activity doesn't go ahead.

Fee Waivers

Council may waive fees for:

- Yarra Ranges Council grant recipients
- Charitable or not-for-profit projects
- Educational projects (student ID required)

All fee waiver requests must be made in writing **at the time of application**. Approval is at the discretion of the relevant Council Officer.

Fee Reviews

Fees and charges are reviewed regularly to:

- ensure alignment with market rates
- Support Council's strategic priorities
- Support reasonable cost recovery

Fees may increase each year in line with the **Consumer Price Index (CPI)**.

Payment and Administration

Once The Applicant receives a Letter of Approval from Council, the following applies:

Letter of Approval

- The approval is **only valid** for the specific dates and times listed in the Letter of Approval.
- The approval **cannot be transferred** to another person or organisation.
- Approval for one activity does **not guarantee** approval for future activities.

If any issues or complaints arise during or after the Activity:

- The Applicant must provide a **written response** explaining what happened
- The written response should include steps the Applicant will take to prevent similar issues in future applications

Payment Terms

- The Applicant must pay all fees within Council's standard payment terms.
- If payment is not received on time, Council may **decline future registrations** from the Applicant.

Insurance & Liability

Public Liability Insurance

To protect everyone involved, The Applicant must have the right insurance and take responsibility for safety and any damage caused during The Activity.

- The Applicant is required to maintain **public liability insurance** with a minimum coverage of **\$20 million** per claim, valid for the entire duration of The Activity, including bump-in and out. Council must be listed as an **‘interested party’** on the insurance policy if any other parties are also listed.
- The Applicant must confirm that Public Liability Insurance **covering all aspects** of the registered activity is in place, including **third-party activities**.

Site Safety, Responsibility and Liability

- The Applicant must conduct an inspection of the venue or open space in which the Activity will be staged, to ensure that the area is fit for the specific nature and purpose of the registered activity. Should any hazards that may affect the safe conduct of the Activity be identified, The Applicant is required to advise Council of the exact location and nature of said hazards. Council reserves the right to rescind its approval should the areas not be considered to be of a suitable standard for the specific nature and purpose of The Activity being staged.
- The Applicant is liable for and must **indemnify Council**, our agents and sub-contractors, against all loss, damage, claim, expense and injury arising, directly or indirectly, out of your (or your staff or sub-contractor’s or agent’s) acts or omissions or the staging of The Activity.
- Council is **not prepared to accept liability** for any loss, damage, expense or injury sustained or incurred by any person or body arising from or in any way connected with the Activity. This includes claims for loss or damage due to:
 - Use or occupation of the public space
 - Conduct of the Activity
 - Granting of approval
 - Cancellation of the approval or booking by Council

Site Access, Traffic & Vehicles

To keep public spaces safe and accessible during the Activity, the Applicant must follow these rules:

General Access

- The Activity must not block or restrict access to footpaths, roads, or public infrastructure.
- If the Activity affects pedestrian or vehicle traffic on or near a roadway, the Applicant must arrange crowd control.

- Cordoning off a park for exclusive use and / or provision of tickets to grant entry is prohibited without a licence as per section 17B **Crown Land (Reserves) Act 1978**.
- Access to the Site must always be available for:
 - Emergency vehicles
 - Pedestrians and cyclists (minimum 2.5 metres of clear path)
- Signs must be placed to alert people the Activity and during bump-in and bump-out.
- BBQs and playgrounds must remain open to the public.
- Local residents, businesses, and their customers must be able to access properties, businesses, allocated parking and roads at all times.
- The Applicant must follow the bump-in and bump-out schedule listed in the Registration Form.

Vehicles and Traffic Management

- Vehicles are not allowed in parks or gardens without prior written permission from Council.
- Allocated parking areas must be approved by Council.
- If vehicle access is approved, the following conditions apply:
 - A marshal in high-visibility clothing must escort vehicles
 - Hazard lights must be on at all times
 - Speed must not exceed 5 km/h
 - A drip tray must be placed under the engine when stationary
 - Any bollards removed for access must be replaced immediately after entry/exit
- Traffic management must be handled by **Victoria Police** or a **VicRoads Accredited Traffic Controller**.
- No item used in The Activity should block a driver's view of intersections, signs, or traffic lights.
- Moving, rotating, illuminated, or reflective items are not allowed if they create a traffic hazard.

Locked Gates and Bollards

- The Applicant must request **gate or bollard keys** through the Registration Form.
- Keys must be collected during business hours and can be accessed no more than 5 business days before the Activity. All keys must be returned to Council within 5 business days after the Activity has been presented.
- A letter of approval must be shown in order to collect a key.
- Keys will not be issued without approval from Festivals & Events.

Access to Sporting Reserves

- Activities on sports fields may have restrictions depending on the location.
- If the Activity affects sports clubs or existing leaseholders, Council will advise on consultation requirements.
- Vehicles are not allowed on sports fields without written approval from Council.

Compliance & Conduct

The Applicant is responsible for making sure the Activity is respectful, safe, and considerate of the local community.

Notifying the Community

- If the Activity may affect nearby residents or businesses, the Applicant should notify them at least **7 business days** before it begins.
- If Council requests it, the Applicant must provide written proof that this notification has taken place.
- Council must also be informed of any objections received.

Noise and Operating Hours

- In residential areas, the Activity can only take place between **7:00am and 10:00pm**, unless Council gives written approval for different hours.
- Amplified sound must be kept at a reasonable level and follow the **Environmental Protection Act (EPA) [noise guidelines](#)**.
- The Applicant must ensure that patrons behave respectfully and do not disturb others.

Respecting the Neighbourhood

- The Applicant and patrons must not behave in a way that would be offensive to a reasonable person or interfere with others' enjoyment of the area.
- Entertainment (like spruiking, amplified music, or loud noise) must not cause a nuisance as defined in the **Environment Protection Act 2017** or the **Neighbourhood Amenity Local Law 2020**.

Infrastructure & Safety

The Applicant is responsible for making sure all structures, equipment, and activities are safe, secure, and respectful of public spaces.

Structures and Equipment

- Structures may be allowed in some locations, but only with prior Council approval.
- Large structures may require an **Occupancy Permit** from Yarra Ranges Council.
- All structures must:
 - Be freestanding and properly **weighted per the manufacturer's specifications** (no pegs or attachments to public land)
 - Not damage or be fixed to public infrastructure, assets, trees, or roads
 - Be safe, clearly visible, and free of sharp edges or hazards
- The Applicant must protect tree canopies, turf, and soft landscaping from damage.
- Structures must meet engineering and load requirements and be fully removable.
- Water weights must not be emptied onto grass, trees, or mulch.

- The placement of any items or equipment, including but not limited to, vehicles, stalls and signs, must not impede, obstruct, block or reduce access or interfere with movement and accessibility in a public place as defined by the *Summary Offences Act 1966*. Emergency access must be maintained.
- All items and equipment, including but not limited to, vehicles, stalls and signs, must have a safe design, be clearly visible, and be constructed without sharp edges, projecting pieces, or any other hazard that could cause injuries to pedestrians.

Inflatables

- Only inflatable arches for sporting events are allowed on Council land.
- Other inflatables (e.g. jumping castles, zorb balls) are not permitted.

Roadside Trading

- The Applicant must comply with current roadside and footpath trading policies as required unless an exemption has been granted by the Yarra Ranges Council in writing and supplied to the approved event holder.

OH&S

- The setup and operation of the Activity must comply with the **Occupational Health and Safety Act 2004**.
- Electrical equipment must be safely installed and must not be placed in trees.
- All cords and cables must be securely covered to prevent tripping, including in back-of-house areas.
- Only essential equipment should be placed on footpaths or open spaces. Non-essential equipment should be packed away in vehicles or marquees. It must be clearly marked and cordoned off.
- Warning signs must be used, and marshals should be present where needed.

Extreme Weather

- If extreme weather (e.g. storms, heatwaves, bushfires) creates unsafe conditions, Council reserves the right to suspend or cancel the Approval to protect public safety.
- No compensation will be provided for cancellations due to weather.
- The Applicant must regularly monitor weather forecasts and ensure that all activities comply with safety regulations.

Utilities

The Applicant must arrange for power, water, and toilet access during the Activity. Council facilities may not always be available or suitable for event needs.

Power

- Council power outlets must **not** be used unless The Applicant has received **written permission** from Council.

Water

- Council water taps must **not** be used unless The Applicant has received **written permission** from Council.

Toilets

- Public toilets may be nearby The Site, but they are intended for everyday community use and **should not be relied on** as the only facilities for The Activity. Public toilets may not be sufficient for large crowds.
- The Applicant must:
 - Carefully consider the number of attendees and how long the Activity will run.
 - Determine if additional portable toilets are needed
 - Refer to the [National Code of Practice – Events Table](#) to determine toilet requirements
 - Plan toilet placement to ensure easy access and good crowd flow

Third-Party Permits & Legal Compliance

The Applicant is responsible for making sure the Activity follows all relevant laws and gets any extra approvals that may be needed.

Land-Owner Approvals

If the Activity affects land not managed by Council, the Applicant must get permission from the relevant authority. This may include:

- **Private land owners**
- **Parks Victoria:** A [permit](#) for activities in State or National Parks
- **VicRoads / Department of Transport (DTP)** – for activities on or affecting major roads [managed by VicRoads](#)
- **Melbourne Water:** For activities on their land
- **Public Transport Victoria (PTV):** If The Activity affects public transport

Working With Children

- Anyone working with or supervising children as part of The Activity must have a valid [Working With Children Check](#).
- The Applicant must ensure The Activity complies with **Yarra Ranges Council's Child Safe Standards**.

Resources:

- Yarra Ranges Council [Child Safe Factsheet](#)
- Child Safe Reporting processes are outlined on [Council's Child safe webpage](#).

Victoria Police Notification

- The Applicant must notify **Victoria Police** if The Activity may cause public concern. This includes:
 - Use of mock weapons
 - Special effects
 - Simulated violence
 - Activities that affect traffic

Film and TV Services Events

Further Information

Some activities require extra approvals or must follow specific rules. The Applicant is responsible for checking and meeting these requirements.

Drones and remotely piloted aircraft (RPA)

- Council does **not** provide approval for drone or RPA use.
- If The Activity involves drones, The Applicant must:
 - Be [licensed](#), [registered](#) or [accredited](#) by the [Civil Aviation Safety Authority \(CASA\)](#)
 - Include CASA approval with the registration
 - Always follow CASA rules and safety guidelines

Always refer to [CASA's website](#) for up-to-date information.

Worksafe

- If the Activity involves high-risk elements (like fireworks or special effects), the Applicant must comply with [WorkSafe Victoria](#) requirements.

Liquor and Gambling

- Any promotion or advertising of alcohol must follow the rules set by the [Victorian Gambling and Casino Control Commission](#).
- Activities that are illegal or promote violence are **not permitted**.

Tobacco

- The Applicant must comply with smoking and vaping provisions of the **Tobacco Act 1987** and **Tobacco Regulations 2017**. To comply with smoking and vaping provisions, the Applicant is encouraged to hold the event as a smoke free event.

Environmental & Cultural Stewardship

The Applicant must ensure that the Activity respects the environment and cultural heritage of the Yarra Ranges.

Protecting the Environment

- All activities must demonstrate respect for the natural environment and cultural heritage of the Yarra Ranges.
- The Applicant must take all reasonable steps to prevent pollution or waste that could harm people or the environment from pollution or waste, as defined by the General Environmental Duty under the **Environment Protection Act 2017**.
- The Activity must not impact sensitive areas such as:
 - Waterways
 - Native plants or animal habitats
 - Cultural heritage sites

Waste and Clean-Up

- The Applicant must:
 - Provide enough bins for rubbish and recycling
 - Remove all waste from the site and surrounding area, including but not limited to, rubbish, garbage, animal excrement and any other foreign material
 - Leave the site clean and in its original condition
- If the site is not cleaned properly, Council will arrange cleaning and invoice the Applicant.

The following items are **not permitted**:

- Helium balloons
- Confetti cannons
- Sky lanterns
- Single-use plastic items

Wastewater

- All wastewater produced by the Activity must be managed as per the wastewater provisions under the **Environment Protection Act 2017** and **Environment Protection Regulations 2021**. The Applicant must:
 - Provide a suitable wastewater disposal location connected to a sewer or septic system
 - Ensure all vendors dispose of wastewater appropriately and accordance with wastewater provisions

Animals, Catering & Entertainment

Animals may be allowed at the Activity, but only in certain locations and with Council approval.

Animals

- The Applicant must ensure all animals attending the Activity are safely contained and under control.

- Horses, ponies, petting zoos, or other animal attractions are **not allowed** on Council land unless Council gives **written approval**.
- If approved, the following rules apply:
 - The Activity must be covered by third-party **Public Liability Insurance**
 - Animal welfare must follow the **RSPCA's** [Five Freedoms of Animal Welfare](#)
 - Animals must be kept in pens or on leashes (except dogs in off-leash areas)
 - All animal waste must be cleaned up and removed from the Site
 - Handwashing or sanitiser must be available for people after handling animals
 - Grass must be protected from animals using flooring (e.g. plastic with straw)

Food Vendors and Catering

If food is being sold at the Activity:

- Each food vendor must have a current food registration under the **Food Act 1984** and be registered online with the state-wide food registration system for mobile and temporary food businesses, [FoodTrader](#).
- All registered food businesses must submit a **Statement Of Trade (SOT)** through the FoodTrader system for the duration of the event.

Cooking and Food Preparation Areas

Cooking areas (e.g. food trucks, BBQs, spit roasts) must follow these rules:

- Must operate at least **5 metres away** from trees and foliage
- Coals must be removed from the site
- Protective mats must be placed under vehicles and cooking areas to prevent damage to the grass and other surfaces
- All fat and residue must be collected, wrapped and disposed of off-site
- Cooking areas must be set up as per the [Energy Safe Victoria guidelines](#) and gas safety regulations

Revocation, Complaints & Disputes

Cancellation of Approval

Council may change, suspend, or cancel approval for the Activity at any time, without notice. The Applicant will be notified in writing if this happens.

Approval may be cancelled immediately if:

- The Applicant breaches any conditions, laws, or regulations
- The Activity poses a risk to public safety
- The Applicant provides false or misleading information
- Extreme weather is forecast

Note: No compensation will be provided if Council cancels the Activity.

Complaints

If Council receives complaints about the Activity:

- The Applicant must cooperate with Council officers to investigate and resolve the issue promptly
- A written incident report may be requested within **five business days**

The above terms are subject to change. Failure to comply may result in penalties, withdrawal of approval, or denial of future applications.

Yarra Ranges Council
PO Box 105
Lilydale VIC 3140

1300 368 333 | mail@yarraranges.vic.gov.au
yarraranges.vic.gov.au

