

## **FREQUENTLY ASKED QUESTIONS**

### **Q. Do I need a permit to hold a festival or event?**

**A.** Yarra Ranges Council currently do not issue permits for events as such. However, there are a number of permits that may be required to cover various aspects of your event, depending on what the components of it are. For more detailed information please refer to the Event Quick Guide found on the [Planning a Festival and Event](#) webpage.

### **Q. Do I need insurance for my event? How do I get it?**

**A.** Yes, if you are holding any public event, you will need to cover both yourselves as organisers, and the organisation you represent to ensure that the public are covered. When booking any public hall or open space, council will require you to have minimum cover of \$10m. This should also include cover for property and equipment.

### **Q. What Public Halls/Open Spaces are available for my event and how do I book them?**

**A.** A list of Council owned Public Halls and Open Spaces can be found on Councils website : [Community Halls and Venues for Hire](#)

### **Q. Is there a charge?**

**A.** Yes the charges are listed on the website. If there is no charge listed, please get in touch with our Halls and Venues team and request a quote:  
[Hallsandvenues@yarraranges.vic.gov.au](mailto:Hallsandvenues@yarraranges.vic.gov.au).

### **Q. What restrictions are there on holding events on private property?**

**A.** It is essential before you plan an event on private property to check with the Planning department regarding the zoning of your property, and what restrictions are placed on its use.

### **Q. What is required if we are serving food at our event?**

**A.** All businesses, community groups or individuals that sell food in Victoria are collectively known as "food premises" and are required to ensure that the food they sell is safe. All food premises are required to be registered with [Streatrader](#).

### **Q. Can people consume alcohol at our event?**

**A.** Council has a Local law which prohibits the consumption of alcohol in designated places within the Yarra Ranges. Most parks and public reserves within Yarra Ranges townships are designated places. Nevertheless if the event is the subject of a Liquor

Licence, the Local Law requirement does not apply and therefore alcohol can be consumed subject to the licence conditions.

**Q. Am I required to submit a traffic management plan for my event?**

**A.** Your event would require a Traffic Management Plan if it requires a road or street closure; increases road congestion in the area; restricts access to or requires the use of footpaths; or is likely to generate a large amount of pedestrian traffic. Approval from Vic Roads, Victoria Police and Emergency Services may be required depending on the scale and type of event. Please get in touch with our traffic department if you have further questions: 1300 368 333

**Q. What support from Council can I access for my event?**

**A.** Council can provide a range of resources and services to assist you to plan and stage your event. Your first port of call should be visiting our web page and referring to our Quick Reference Guide.

You can also contact our Community Festivals and Events Liaison Officer to discuss your event: [festivals@yarraranges.vic.gov.au](mailto:festivals@yarraranges.vic.gov.au).

Some of the resources and services that you can access are:

- [Council Community Grants Program](#)
- [Banner pole](#) space for promoting your event
- Listing of your event on Council's [Calendar of Events](#) webpage.