EVENT PERMIT APPROVAL PROCESS

MORNINGTON PENINSULA Shire

1.BOOKABLE

To secure your site for your event book your space through **Bookable** .

2. DOCUMENTATION

Refer to our **Quick Reference Timeline** on what documentation is required and when it is due. Please submit all your documentation through your bookable portal.

3.REFERRAL (SHIRE)

Once you have uploaded, your documentation through your bookable portal, the event permitting officer will begin an internal referral process. This process is done within Shire only departments.

4.FEEDBACK

Feedback, if any, will be provided after the documentation as been reviewed by Shire teams. Feedback may include changes to documentation or advice on tasks to consider for your event.

5. EVENT PERMIT ISSUED

After the feedback has been provided and considered by you as the event organiser the event permit will be issued. You must adhere to all the terms and conditions outlined in the permit.

PLEASE NOTE!

- After submitting your booking, you will receive a booking confirmation email from the permit team. This is ***NOT*** confirmation of your event permit.
- The processing time will vary depending on the scale and complexity of the event. For High impact events, please get your booking in 6 months prior to event date.
- Additional documents and fees may be required/apply depending on the complexity of your event. (i.e. POPE, Traffic Management)