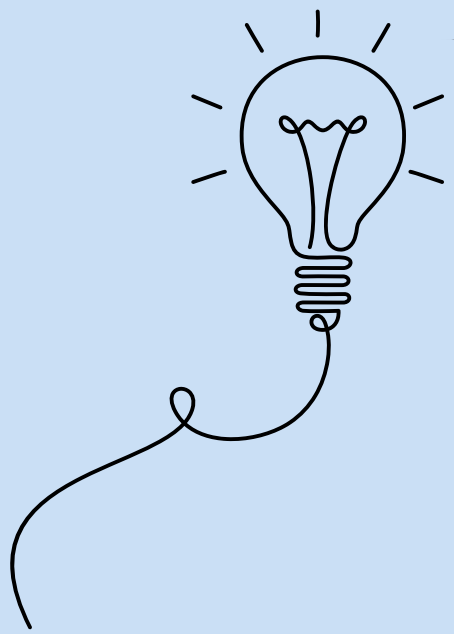


Quick Tips



Alcohol



If your event includes alcohol, you may need a liquor licence and/or a Local Law (Consumption of Liquor) permit from the MPS Permitting team.

BYO alcohol:

You may need a Local Law (Consumption of Liquor) Permit. Check with the Shire Events team.

Sale of sealed alcohol:

Upload all vendors' liquor licenses. You may need a Local Law (Consumption of Liquor) Permit

Sale and consumption of unsealed alcohol:

Upload liquor license(s), apply for a Local Law permit, and include a sitemap showing the red line area for alcohol service.

MACA -Marine and Coastal Act 2018

If your event uses foreshore land for over 24 hours (including setup and pack-down), you'll need extra approval from DEECA.

Complete the MACA application form and prepare your site plan.

Email both documents, along with written consent from your Event Officer, to enviroplan.portphillip@deeca.vic.gov.au.

MACA Consent Form



Waste Management



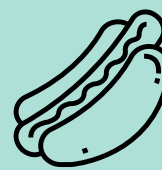
Use this formula to calculate how many additional bins you need.

Crowd number at any one time divided by 240L (standard bin size). For example, 1000 people / 240 L = 4 bins (2 x general rubbish and 2 x recycling).

Please also consider phasing out single-use plastics

Food

FoodTrader



If you are only asking for a voluntary donation, such as a 'gold coin donation', or giving away your food, you do not need to be registered with, or have notified, your local council.



Accessibility

Inclusive and Accessible Events Checklist(PDF, 290KB)

Noise Management



STANDARD OPERATING HOURS

Music Concert:

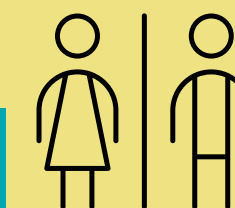
Monday to Saturday, from 7 am to 12 noon
Sunday or a public holiday, from 9 am to 12 noon

Other Event:

Monday to Saturday (other than a public holiday), from 7 am to 11 pm and
Sunday or a public holiday, from 9 am to 11 pm

Please contact the Environmental Protection Authority (EPA) to determine if you require and Outdoor Music Noise and Event Permit.

Toilets



Toilet facilities - no alcohol provided

Use the following guides to determine the number of toilets required at your event.

PATRONS	FEMALE		MALE		
	WCs	Hand basins	WCs	Urinals	hand basins
500	4	2	1	2	2
1000	5	4	2	4	4
2000	10	6	4	8	6
3000	15	8	6	12	8
4000	18	10	8	16	10
5000	24	12	20	20	12
6000	29	14	12	24	14

Toilet facilities - alcohol provided

PATRONS	FEMALE		MALE		
	WCs	Hand basins	WCs	Urinals	hand basins
500	6	3	2	5	3
1000	9	5	3	8	4
2000	10	6	6	13	6
3000	19	9	8	18	9
4000	24	12	11	23	11
5000	29	14	13	28	14
6000	34	17	15	33	16

Locate your nearest toilet block [here](#)

Talk It Out



Have further questions? please reach out to the Event Permits Team.
event.permits@mornpen.vic.gov.au