



# APPROVALS & LICENCES REQUIRED FOR EVENTS

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## EVENT LICENSES

There are a number of licenses event committees need to organize in the months prior to an event. Your local council website should list all the required licenses and approvals that relate to your event, as well as when these must be submitted by.

The following information is not exhaustive. Check with your council for local regulations that apply to your event. State regulations vary from state to state, and you need to check the state regulations that apply to your event. These may be in your council's licensing instructions to events. As applicable, your event is likely to need licensing for

- food vendors
- serving or selling alcohol
- traffic and parking management
- waste and sanitation management
- security and emergency management
- electrical and gas safety
- noise management
- temporary structures
- signage
- fireworks
- rides
- animals
- accessibility

## FOOD LICENSING

Generally, food vendors need a food business license. Even if the food business has a license for its fixed premises or its manufacturing facility, a separate temporary food stall license is likely needed for a market stall if the food is unpackaged or if further handling occurs, such as

- fruit or vegetable juice processed at the place of sale
- sausage sizzle or barbecue
- unpackaged takeaway foods such as hamburgers, hot dogs, pizzas, hot chips, or curry
- unpackaged food for taste testing

However, a non-profit organization that sells meals on only a few days each year may not need a food license. If the food sold does not constitute a meal to eat while sitting down, for example, a sausage sizzle, a not-for-profit organization may not need a food license.

For ingredients or food prepared at another location to sell at the market stall then that location is likely to need to be licensed as a food manufacturer. Examples would include

- cutting vegetables and meat
- making dough or batter
- baking cakes
- making jam or chutney
- repackaging food for sale at the stall, for example packing bulk coffee, herbs or nuts into packages for sale.

You likely do not need a license for your temporary food stall if

- only packaged food is handled
- only unpackaged snack food is sold
- only non-alcoholic drinks are sold

Potentially hazardous foods need to be kept below 5°C or above 60°C to minimize the growth of bacteria in the food.

Examples of such foods include

- raw and cooked meat or foods containing meat, such as casseroles, curries, and lasagna
- dairy products, for example milk and dairy-based desserts
- seafood
- processed fruits and vegetables, for example salads
- cooked rice and pasta
- foods containing eggs, beans, nuts, or other protein rich foods, such as quiche and soy products
- foods that contain these foods such as sandwiches and rolls.

Each food vendor will need to provide the event committee with their Certificate of Currency for Public Liability Insurance.

## **LIQUOR LICENSING**

If you want to sell or serve alcohol at your event, you likely need a liquor license from your state government.

Check your state's liquor licensing regulations here:

VIC: [www.vcglr.vic.gov.au/liquor/major-or-temporary-event/apply-new-licence/apply-temporary-limited-licence](http://www.vcglr.vic.gov.au/liquor/major-or-temporary-event/apply-new-licence/apply-temporary-limited-licence)

Other states liquor licensing:

NSW: [www.liquorandgaming.nsw.gov.au/Pages/liquor/liquor-licences/which-licence-do-I-need.aspx](http://www.liquorandgaming.nsw.gov.au/Pages/liquor/liquor-licences/which-licence-do-I-need.aspx)

QLD: [www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/applications](http://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/applications)

SA: [www.cbs.sa.gov.au/liquor-and-gambling-licenses/apply-for-a-new-liquor-or-gaming-licence/](http://www.cbs.sa.gov.au/liquor-and-gambling-licenses/apply-for-a-new-liquor-or-gaming-licence/)

NT: [nt.gov.au/industry/hospitality/licence-to-sell-alcohol-at-functions](http://nt.gov.au/industry/hospitality/licence-to-sell-alcohol-at-functions)

WA: [www.rgl.wa.gov.au/liquor/liquor-applications](http://www.rgl.wa.gov.au/liquor/liquor-applications)

TAS: [www.treasury.tas.gov.au/liquor-and-gaming/liquor/apply-for-a-liquor-licence-transfer-and-permit](http://www.treasury.tas.gov.au/liquor-and-gaming/liquor/apply-for-a-liquor-licence-transfer-and-permit)

ACT: [www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1654/~liquor-licensing-and-permits](http://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1654/~liquor-licensing-and-permits)

## TRAFFIC AND PARKING MANAGEMENT

If you hold a large event, it might be that your traffic management plan must be prepared by an accredited traffic management organization. Check this with your council.

It may be that you can create your own plan to be approved by your council. Your plan would need to include

- maps of the event sites
- proposed signage, barricading and traffic control
- plan showing what types of traffic devices will be used and in what positions
  - confirmation that traffic direction will only be conducted by police officers or accredited traffic control officers
- details of proposed road closures and what times those roads will be closed
- at least one diversionary route for traffic affected by each road closure
- emergency vehicle accesses.

You can contact your local police for further information.

## WASTE AND SANITATION MANAGEMENT

Your event needs a waste and sanitary management plan. Please see East Gippsland Shire Council Waste Management and Waste Wise Events Guide on the Council Events website - [www.eastgippsland.vic.gov.au/leisure/events](http://www.eastgippsland.vic.gov.au/leisure/events).

Your council can provide you with a formula for calculating how many extra bins and toilets you will need. However, here is a handy calculator

[www.surveygizmo.com/s3/1573323/Amenities-toilets-and-bins-calculator](http://www.surveygizmo.com/s3/1573323/Amenities-toilets-and-bins-calculator)

Your event's additional toilet facilities must be

- accessible for people with disabilities
- cleaned and re-stocked regularly
- located away from food service or food storage areas
- weather-protected
- fitted with sharps disposal facilities
- well-lit so as not to become a security or safety risk

Provide baby change facilities if your event is likely to attract families. Prepare a cleaning schedule to regularly service the toilets throughout the event to ensure they are clean and that a continuous supply of water, soap paper hand towel and toilet paper is provided. If you will use portable chemical-type units for events longer than four hours, they must be located where they can be pumped out during the event. Bins must also be accessible to be emptied during the festival.

## SECURITY AND EMERGENCY MANAGEMENT

Event permit applications will need to include a plan detailing how security will be managed and what procedures are in place to manage an emergency or evacuation.

## NOISE MANAGEMENT

If your event includes live bands or the use of amplifiers, you will likely need to provide a noise management plan to your council.

## **TEMPORARY STRUCTURES**

Certification and approvals may be required to have temporary buildings and structures at your event, such as tents, marquees, stages, and temporary grandstands.

## **GAS AND ELECTRICAL**

You need to ensure you follow state electrical and gas safety guidelines and have relevant certification completed and available to provide to the inspecting Council officer on the day of the event.

Mobile food vendors that use gas for cooking are required to have a current Gas System Compliance Certificate, available for viewing by Council inspection officers during the event. Here is a safety checklist for LPG gas canisters

[www.dnrm.qld.gov.au/ data/assets/pdf file/0006/374505/lpg-safety-checklist.pdf](http://www.dnrm.qld.gov.au/data/assets/pdf_file/0006/374505/lpg-safety-checklist.pdf)

The use of electricity and electrical equipment at your event requires sign-off from a qualified electrician that electrical equipment meets legal requirements will need to be obtained.

Ensure that:

- all electrical cords are tagged and tested and show no evidence of damage or fraying
- generators are in safe working order and have been checked in line with manufacturer's safety inspection guidelines
- generators are located in a safe place, free from public access
- petrol for generated power supply is located in a safe location, at a safe distance from ignition sources and away from the public

## **SIGNAGE**

Your council may have regulations on siting and size of signage. For signage on state roads, contact your state Department of Main Roads, and for signage on local roads, contact your council. Erecting signs may need approvals as well.

## **FIREWORKS**

Fireworks can only be bought, stored, transported, and used by professionals licensed by the state government. If you plan to have fireworks at your event, you will need to hire a licensed professional, and they will need to submit a fireworks notification form to the state government prior to the event. You will need to notify the local fire station about the fireworks and provide your council with a copy of the:

- fireworks notification form submitted to state government
- fireworks contractor's public liability insurance

## **RIDES**

For amusement rides, it is likely you will need to provide specific safety documentation to your council. The ride owner will be able to provide you with their Certificate of Registrable Plant for each ride. With the exception of some inflatables and coin-operated amusement devices, the majority of amusement devices are likely to require registration from state Workplace Health and Safety.

Here is a useful guide for amusement rides which provides a summary of the safety factors to address with ride operators,

[www.safeworkaustralia.gov.au/system/files/documents/1705/amusement-devices-general-guide-v3.pdf](http://www.safeworkaustralia.gov.au/system/files/documents/1705/amusement-devices-general-guide-v3.pdf)

## **ANIMALS**

If your event allows or includes animals, check with your council about any regulations that apply. For example, attendees' dogs will probably need to be on a leash. If you are having any animal contact amusement operators such as petting zoos, you need to ensure they operate within the state infection control guidelines for animal contact.

## **ACCESSIBILITY**

Under Australia's Disability Discrimination Act, it is unlawful to discriminate against people with a disability. If your event, venue, or service is not as accessible as possible, patrons may lodge complaints with the Anti-Discrimination Commission, which could lead to legal action if their concerns are not addressed. Legalities aside, making your event inclusive for all patrons, including seniors, parents with prams, and people with impairments and disabilities, means you are making it possible for more attendees to come to your event – a win-win!

For a guide and checklist to make your event more accessible, visit [www.eastgippsland.vic.gov.au/leisure/events](http://www.eastgippsland.vic.gov.au/leisure/events) and click on Event Planning Guide A-Z and Other Resources.