



HUME CITY COUNCIL EVENTS ON PRIVATE LAND FACT SHEET

Is a planning permit required?

If you are hosting an event on private land you may need to apply for a Planning Permit for a Place of Assembly.

A permit may also be required for any event signage.

You or the owner may also need other types of planning consent from Council to hold your event.

Applicants are encouraged to apply as early as possible in the event planning process.

If you require a permit or planning consent from Council and you do not obtain it, you could be liable to fines and further legal action for your unpermitted event.

Please contact the Statutory Planning team on 9205 2802 or by email at contactus@hume.vic.gov.au to arrange your [pre-application meeting](#) and to discuss permit and application requirements for your proposal before you begin planning your event.

What is a Place of Assembly?

A Place of Assembly is defined within the Hume Planning Scheme as:

'Land where people congregate for religious or cultural activities, entertainment or meetings'.

Examples of common events considered within this definition are:

- Concerts/music festivals
- Farmers markets
- Exhibitions
- Festivals
- Carnivals/fairs
- Pop up events
- Fundraisers
- Tourism and sporting events
- Festivals and events

***Please note that this is not a comprehensive list and is intended to provide general examples only. This fact sheet only relates to the types of events which may be considered as a Place of Assembly within the Hume Planning Scheme.**

What if my event is on public land?

To conduct an event or festival on public land, this is subject to completing an online enquiry on Council's website. Once the form is received and assessed, event organisers will be provided with advice on actions that may need attention, permits that may be required from other departments, assistance that may be available and promotional opportunities.

For further information on planning an event on public land, including the online enquiry form, please click [here](#)

For further advice on the Event Notification Process please contact Council's Events & Festivals Team on 9205 2200 or by email at events@hume.vic.gov.au.

Information to be submitted

Places of Assembly can have significant effects on the amenity of surrounding properties and the environment in terms of noise, odour, traffic, dust, waste, lighting etc. It is important for you to consult with Council well in advance of any substantial planning or promotion of an event/activity. This will allow enough time in the planning permit process, to consult with people who may be affected by the proposal.


The following checklist has been prepared to assist the faster processing of your application, by outlining the minimum amount of information required to assess your proposal. Delays in an application may occur when the information supplied by the applicant is unclear or incomplete. Please follow this checklist to ensure that the correct information is lodged with your application.

Applications that are incomplete will not be accepted and will be returned accordingly. We recommend that you speak with one of our Planning Team if you have any questions about what to provide with your application.

Extended timeframes will apply to applications that have received more than two objections and will be reported to a full Council meeting for decision. Applicants and objectors can also contest Council's decision to grant or refuse an application, or alternatively any conditions imposed on the planning permit, with an appeal through the Victorian Civil and Administrative Tribunal. Prior to lodgement of your planning application, it is critical that applicants discuss their project with a Council Planning Officer.

Checklist for General Information required

	Completed application form
	Relevant application fee
	A clear, legible full copy of Title (including the diagram) with full details of any restrictions, covenants or agreements. The copy of Title must be no more than 3 months old. A copy of Title can be obtained from: Land Information Centre Level 10, 570 Bourke Street Melbourne VIC 3000 Phone: 8636 2831 www.landata.vic.gov.au
A written submission detailing	<p>The current land use and proposed land use and details of any works (if any)</p> <p>An assessment against the requirements of the Hume Planning Scheme</p> <p>The operating hours and days proposed for the event</p> <p>The maximum number of patrons that are expected to attend the event at any one time</p> <p>Details of any lighting, marquees, stages, food vendors, stallholders, and music/entertainment</p> <p>Whether the supply and consumption of alcohol is proposed</p> <p>Whether the proposal will impact upon the community and adjacent properties ie. road closures, traffic, noise or lighting</p> <p>A car parking assessment against the requirements of the Hume Planning Scheme and/or justification of the reduction or waiving of the car parking requirement</p> <p>Details on the transport of materials or goods to and from the site</p>
Existing Site Plan	<p>An existing conditions site plan drawn to ascale of 1:100 or 1:200 and fully dimensioned. The plans must show:</p> <p>Existing uses on adjoining properties</p> <p>Nearest residential properties.</p> <p>Location of habitable room windows near the subject site</p> <p>Existing vegetation</p> <p>Any internal floor plans</p>
Event Site Plan	<p>A site plan drawn to a scale of 1:100 or 1:200 and fully dimensioned. The plans must show:</p> <p>The area which will be used by the event</p> <p>Any temporary buildings and works, including tents, market stalls, stages, seating, fencing</p> <p>The built form, scale and character of the existing site and surrounding development.</p> <p>Details of garbage storage areas</p> <p>Proposed fencing details</p> <p>Lighting</p>
Elevation Plans	<p>A full set of elevations for each building and any temporary buildings and works, including tents, market stalls, stages, grand-stand seating, fencing, and having regard to the natural fall of the land</p> <p>Overall building heights measured from the natural surface level</p>
Car Parking Plan	<p>A Car Parking Plan which shows the location, dimensions and number of car spaces which will be available to visitors for parking</p> <p>Vehicular access points into/out of the site</p> <p>Loading areas</p>
Other technical requirements for larger events	<p>Waste Management Plan</p> <p>Security/Crowd Control Plan</p> <p>Traffic Management Plan</p> <p>Risk Assessment and Management plan</p> <p>An acoustic report</p>



Once all information is received, your application will undergo an assessment and referral process. Council will refer the application to various internal departments and authorities for their comments as required by the Hume Planning Scheme.

Your application will most likely also require formal notification of affected and surrounding landowners / occupiers of the proposal. Once on notification, further consideration of the proposal is suspended for at least 14 days to provide opportunity for feedback.

Useful Resources

For further specific information please see [Host a Public Event page](#)