

COMMUNITY EVENT APPLICATION PROCESS - BENALLA RURAL CITY COUNCIL



Download Event Guidelines/Application Form from the Benalla Rural City Council Website: www.benalla.vic.gov.au
Click on Events/Festival menu on the left

Complete Application Form and return to:
Events Coordinator
Benalla Rural City Council, Customer Service Centre
1 Bridge Street East, Benalla
Mail: **PO Box 227, Benalla VIC 3671**
Email: council@benalla.vic.gov.au
For any further questions contact Benalla Rural City Council Ph: **(03) 5760 2600**

A preliminary assessment of your proposed event will be made and you will receive one of the emails below from the Events Coordinator.

An email acknowledging your application. Internal assessment of your application commences.

An email suggesting a meeting with other relevant Council Officers if your event is more complex and larger scale to provide you with assistance in some areas of your application.

An email advising that you will need a further permit application if your event is of larger scale. Eg. a POPE (Place of Public Entertainment) or planning permit. Application to be submitted three months prior to event.

No

Meet with relevant Council Officers to determine if more information is needed.

Yes

If a POPE permit is required, the application will be directed onto the Building Coordinator. If a planning permit is required, it will be directed to the Senior Planning Coordinator.

If event is low risk with required information received, the Events Coordinator will notify of your application approval within 14 working days.

You will receive notification regarding your event and/or POPE/Planning permit application from the Building or Planning Coordinator.