



**Moorabool**  
Shire Council

# **HOW TO GUIDE ONLINE EVENT PERMIT APPLICATION AND MANAGEMENT SYSTEM**

## **GREENLIGHT PERMIT MANAGER, EVENTS MODULE**



## About

Council have implemented the Greenlight Online Permit Manager, Events Module (an e-Vis application) to manage event permits. A system and service improvement process across several council functions, this online application and management system will create improved accountability, optimise workflow internally, minimise duplication and create a transparent outcome for customers.

The Greenlight Online Permit Manager will allow you to submit and pay for your applications online, receive correspondence by email and monitor the status of your applications from start to finish.

## Access link

<https://moorabool.greenlightopm.com/>

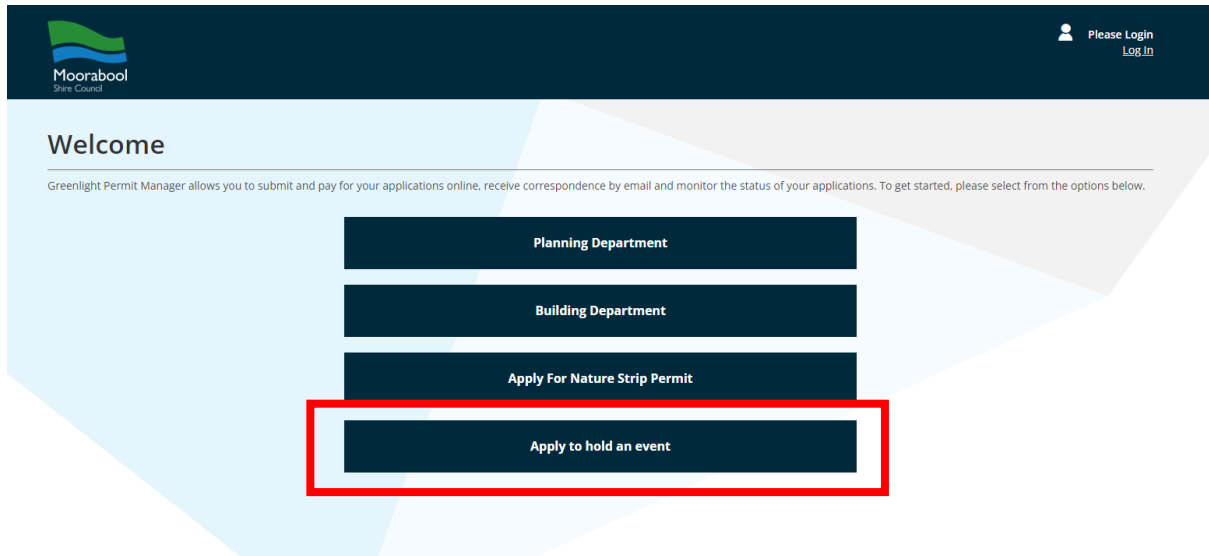
## Templates and further information

Templates for the supporting documents and the Community Event Guide for further information can be accessed on [Councils website](#).

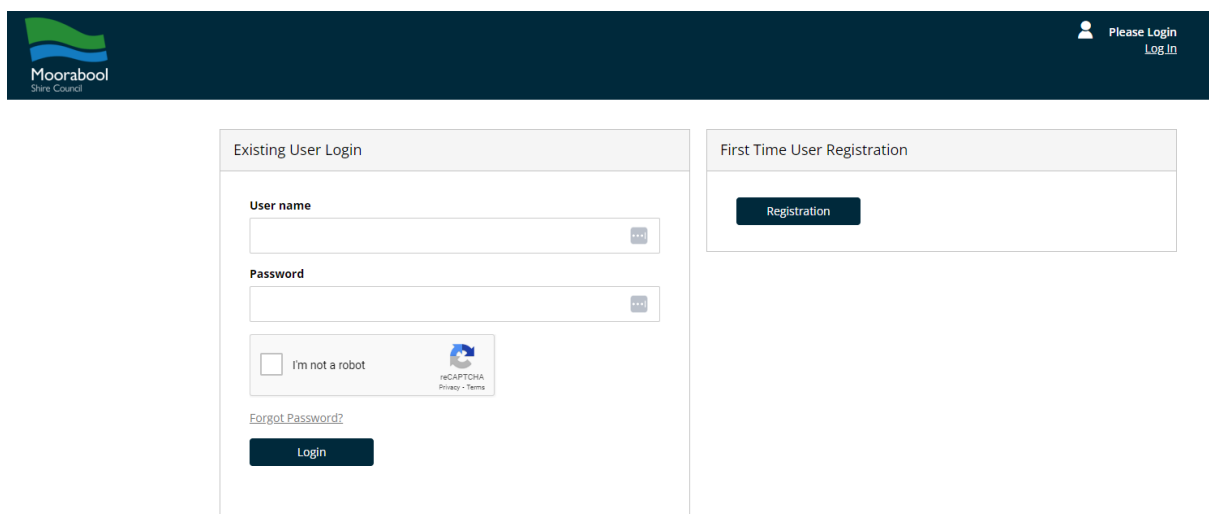
Details provided in the application, can't be changed after submission so please ensure the correct information is provided.

# Step One

- Go to: <https://moorabool.greenlightopm.com/>
- Click on *Apply to hold an event*.



- Create an account or login:
  - First time user of the Greenlight Permit Manager:
    - Click on the *Registration button* under the First Time User Registration section.
    - Complete new registration and verify your email.
  - If you have submitted a planning application, register a pool or submit a building permit you can use the same login details to access the event permit application.
    - Complete your username and password.
    - Click *login*.



## Step Two

- After reading the information, *tick the box*.
- Click *Lodge New Application*.

Home My Applications Planning Department Building Department Events Department

### Event Permit Application

**Information**

Welcome to the application portal to hold an event in Moorabool Shire. Listed below is information to assist you.

- Council's Community Event Guide has been created to help event organisers and community groups and should be read prior to submission.
- Mandatory supporting documents uploaded as part of the submission include Certificate of Currency, detailed site plan, Event Management Plan incorporating emergency, risk and waste management, completion of accessible events checklists, and community notification letter. Templates can be downloaded from Council's website.
- Submission is to be made according to the minimum notice period.
  - Private/No Impact: An event permit is not required (under 250 people, no road closures, no food sales)
  - Low Impact: 8 weeks (less than 250 people, no road closures, one day event, single location and other considerations)
  - Medium Impact: 6 months (250-1000 people, road closures, 1 or more days, single or multiple locations and other considerations)
  - High Impact: 9 months (More than 1000 people, 2 or more days and other considerations)
- Place of Public Entertainment (POPE) Occupancy Permit is a separate online application. Should Council determine a POPE is required (fees apply), the applicant will receive an email with instructions on how to submit a POPE application.

For assistance in completing this form, please contact Council's Economic Development Team 03 5366 7100 or [tourism@moorabool.vic.gov.au](mailto:tourism@moorabool.vic.gov.au).

**Privacy notice**

Moorabool Shire Council is collecting your personal information in order to process and review this event permit application. The personal information collected in this application and supporting documents (risk management, event management and emergency management templates) will be used by Council for that primary purpose or directly related purposes. In order to assess this application, this information may be shared with regulatory authorities and emergency services. You may request access and/or correction of your personal information held by Council, by contacting Council's Privacy Officer on 5366 7100 or via [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au).

I have read and agree to the above terms and conditions

[Lodge New Application](#)

## Step Three

Complete the 11 sections.

- Section 1: Event Contact Details.
  - The applicant will be pre-populated. This information is the same as the login details.
  - Only one applicant can be included.
  - Click *save and proceed*.

### Event Permit Application

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1. Event Contact Details 2. Event Details 3. Event Location Details 4. Activities 5. Infrastructure and Site Details 6. Waste, Recycling and Litter Management 7. Notifications 8. Risk Assessment and Emergency Management 9. Mandatory Documents

[Add Applicant](#)

Name	Address	Action
Kat Barbuto, Moorabool Shire Council	182 Halletts Way Darley VIC 3340 Australia	<a href="#">Edit</a>

**Please Note:**  
The applicant access this Application by clicking on "My Applications" option on the top of the screen.

[Save and Proceed →](#)

- Section 2: Event Details
  - Complete all fields and tick all that applies.
  - Click *save and proceed*.

### Event Permit Application

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1. Event Contact Details 2. Event Details 3. Event Location Details 4. Activities 5. Infrastructure and Site Details 6. Waste, Recycling and Litter Management 7. Notifications 8. Risk Assessment and Emergency Management 9. Mandatory Documents

Refer to Council's Community Event Guide for more information or if you are unsure how to answer these questions.

**Event Organised By**

Is this a community-based organisation? \*

Yes  No

**Details**

**Event Name \***

**Description of the event \***  
Detailed description of the event (include proposed program with timings and activities)

- Section 3: Event Location Details
  - Click *Add Property*

### Event Permit Application

**Please Note:**  
The applicant access this Application by clicking on "My Applications" option on the top of the screen.

← Previous Save and Proceed →

- Fill out the information.
  - The location name is the park name. A street address can be obtained from Google.
- Click *save*.
- Click *save and proceed*.

### Event Permit Application

Where is the event ?

**Location Name \***  
Village Green

**Unit Number**  **Street Number \*** 197

**Street Name \*** Main St **Suburb \*** Bacchus Marsh

**State \*** VIC **Postcode \*** 3340

**Save**

**Please Note:**  
The applicant access this Application by clicking on "My Applications" option on the top of the screen.

### Event Permit Application

**Add Property**

**Address**  
197 Main St Bacchus Marsh VIC 3340

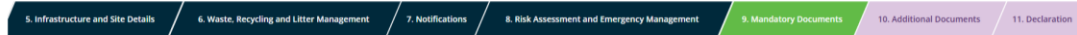
**Action**

**Please Note:**  
The applicant access this Application by clicking on "My Applications" option on the top of the screen.

← Previous **Save and Proceed →**

- Complete remaining sections, clicking save and proceed after each:
  - Section 4: Activities
  - Section 5: Infrastructure and Site Details
  - Section 6: Waste, Recycling and Litter Management
  - Section 7: Notifications
  - Section 8: Risk Assessment and Emergency Management
- Section 9: Mandatory Documents
  - Upload the required mandatory documents.
  - All documents must be complete and final versions.
  - Templates can be found on [Councils website](#).
  - Click *save and proceed*.

## Event Permit Application



The below documents are required. Templates and checklists can be found on Councils website.

Copy of Certificate of Currency *	Only need to fill in Comments Box if you wish to add additional information	Browse	Delete
Detailed Site Plan *	Only need to fill in Comments Box if you wish to add additional information	Browse	Delete
Event Management Plan incorporating emergency, risk and waste management *	Only need to fill in Comments Box if you wish to add additional information	Browse	Delete
Completion of Accessible Events Checklists *	Only need to fill in Comments Box if you wish to add additional information	Browse	Delete

**Please Note:**

The applicant access this Application by clicking on "My Applications" option on the top of the screen.

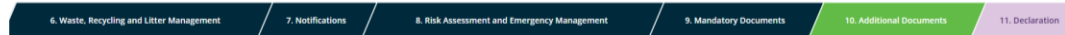
← Previous

Save and Proceed →

- Section 10: Additional Documents

- Upload any additional documents that haven't been uploaded throughout the application i.e. Working with children's check etc, Firework Worksafe documents etc.
- Select the type of document from the drop down, select the file, click start upload.
- Click *save and proceed*.

## Event Permit Application



Please ensure the following additional documents are attached depending on the nature of your event

- Application for Planning or Building Permit
- Copy of Working with Children's Check card if your event will attract minors
- Other documents as required

**Upload Documents**

Please follow the steps below to upload documents

**1. Select a document type**

Copy Of Working With Children's Check Card

**2. Select files to upload**

Select files

**3. Repeat step 1 and 2 to select all documents you want to upload, then click the start upload button**

File Name	Document Type	Comment

+ Start Upload    Cancel

## Event Permit Application



Please ensure the following additional documents are attached depending on the nature of your event

- Application for Planning or Building Permit
- Copy of Working with Children's Check card if your event will attract minors
- Other documents as required

**Upload Documents**

Document	Type	Comments	Date
Business Resilience Workshop Poster (9).pdf	Traffic Management Plan		04/07/2024
Business Resilience Workshop Poster (9).pdf	Notification Letter		04/07/2024
Business Resilience Workshop Poster (9).pdf	Copy of Certificate of Currency		04/07/2024
Business Resilience Workshop Poster (9).pdf	Detailed Site Plan		04/07/2024
Business Resilience Workshop Poster (9).pdf	Event Management Plan incorporating emergency, risk and waste management		04/07/2024
Business Resilience Workshop Poster (9).pdf	Completion of Accessible Events Checklists		04/07/2024
Business Resilience Workshop Poster (9).pdf	Copy of Working with Children's Check card		04/07/2024

**Please Note:**

The applicant access this Application by clicking on "My Applications" option on the top of the screen.

← Previous

Save and Proceed →



- Section 11: Declaration
  - Read the indemnity and terms and conditions.
  - *Tick* that you agree for both the indemnity and terms and conditions.
  - Click *submit*.

## Event Permit Application

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7. Notifications | 8. Risk Assessment and Emergency Management | 9. Mandatory Documents | 10. Additional Documents | 11. Declaration

**Indemnity**

I agree to the below indemnity

- By submitting this application, you are agreeing to indemnify Council.
- The indemnifier agrees that this event will be held at their own risk and is solely their responsibility. Further, they accept that the road or public area, as it stands may not be totally free of defects, either hidden or exposed. The indemnifier agrees to hold harmless Moorabool Shire Council its servants and agents, and each of them in connection with all claims resulting from damage loss, death, or injury whatsoever which may otherwise be brought or made or claimed by the indemnifier against Moorabool Shire Council, except to the extent that Moorabool Shire Council is negligent. The indemnifier shall, at all times during the period identified above and one full day prior and one full day following the event be the holder of a current public liability policy of insurance (The Public Liability Policy) to cover legal liability to third parties for personal injury or property damage as a result of an occurrence in connection with the event being organised and run by the insured. The Public Liability shall provide coverage of a minimum amount of \$20,000,000.

**Terms and Conditions**

I agree to the below terms and conditions

- I am the authorised person to apply for the Event Application and all information provided in this application is true and correct.
- I have read Council's Guide to Holding an Event in Moorabool Shire and accept the conditions for the events.
- I agree to comply with all event conditions, local laws and all relevant legislation.
- The event will be organised and managed as I have described unless advised otherwise to Moorabool Shire Council and/or its authorities.
- I understand that this Event Application does not constitute event approval.
- I have reached out, in the first instance to Moorabool Shire businesses for the supply of goods and services for the event including food vendors and shall holders.
- I have not advertised the event prior to gaining approval from Moorabool Shire Council.
- Council may cancel or modify events at any stage due to - public safety concerns - extreme weather - identified high risks - site safety or conditions - conflict in applications (i.e. date, nature of the event)
- Council reserves the right to decline any event which is not in line with these conditions.
- The event meets all legal requirements, including (but not limited to) obtaining approvals related to building occupancy, health and liquor licensing.
- Council officers may consult other agencies, including Victoria Police and VicRoads, in considering applications and applying conditions.
- A bond is a condition if the permit is approved. Council must receive payment of the bond before the permit will be issued.
- If I hire the Sustainable Events Trailer I agree to the following conditions:
  - The events trailer is available to be picked up and returned weekdays, to Bacchus Marsh Council Depot (7.30am - 4.00pm) or Ballan Council Depot (8.30am - 4.30pm).
  - Procedures for the use/handling of the event trailer will be supplied. As the hirer, you must familiarise yourself with these prior to taking receipt of the trailer.
  - A bond is to be paid to Council prior to the Events Trailer being taken. This bond will be returned to your organisation upon satisfactory inspection of the trailer and contents. All of the garbage/recycling bins and caps are to be emptied and cleaned prior to returning them to Council with trailer.
  - It is responsibility of your organisation to disposal of garbage/recycling at one of Council's transfer sections (Bacchus Marsh, Ballan or Mt Egerton). There is currently no cost to your organisation to do so. Paper/cardboard must be separate from the other recyclables to be accepted.
  - Council will not accept responsibility for damage to the trailer or the contents within trailer. If any damage occurs, it is the responsibility of your organisation to pay full costs for repair or replacement of any items (at Council's directive), including the trailer.
- I have developed and implemented other relevant event plans including (but not limited to) risk management, emergency management, noise management, site and waste management.
- I acknowledge this application does not reserve the venue space requested and I am responsible for the direct booking of the venue.
- I will ensure the event is accessible and inclusive for all and have completed the Accessible Events Checklists.
- I will not use Council's logo unless the event has been funded by Council and in this case, I will use the logo as per the terms and conditions as outlined in the Guide.
- I am required to reimburse Council for the cost of any restoration or repairs which are required as a result of the event and/or its associated activities. A bond in advance may be required.
- It is my legal responsibility to ensure that I have designed a COVIDSafe event that does not risk the spread of coronavirus (COVID-19).
- If the event is held on public land, I will provide Council with a post event evaluation within eight weeks of the conclusion of the event.
- Council reserves the right to terminate an event if - event application conditions are breached - any laws are broken - a misrepresentation is identified in application.
- I agree to conduct the event as per the Victorian Government COVIDSafe settings at time of event and will adjust the event as needed.
- By signing this Event Application, the Event Applicant agrees to hold harmless the Moorabool Shire Council and both releases and indemnifies and keeps released and indemnified the Moorabool Shire Council from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property of persons in connection with the use of the public area and any work connected therewith pursuant to this Application, but excluding such liability arising from any negligent act, default or omission, on the part of the Council, its servants, agents or employees either solely or in contribution thereto. Council's liability shall be limited to the extent, and in proportion to, the degree to which any negligent act, default or omission on its part has contributed to the loss.
- I understand that the Council Officer will advise the next steps required for my event to gain approval.
- Should your event permit be approved, you agree to the conditions that will be presented on the Event Permit.

**Please Note:**  
The applicant access this Application by clicking on "My Applications" option on the top of the screen.

← Previous Submit →

## Step Four

- The application has been submitted.

Home My Applications Planning Department - Building Department - Events Department -

### Your Event Permit Application is now submitted.

If you have any questions about the progress of your application, please contact Council's Economic Development Team on 03 5366 7100 or [tourism@moorabool.vic.gov.au](mailto:tourism@moorabool.vic.gov.au) and quote your application number E2400004.

What happens next

- We will consider your application and may be in contact if we need further information.
- Your application will be reviewed by the relevant departments and may be distributed to emergency services and other agencies for their input. At Moorabool Shire Council, the Economic Development Officer is responsible for liaising between the event organiser/s and internal departments, and other authorities.
- The notification timeline is:
  - Private/No Impact: An event permit is not required (under 250 people, no road closures, no food sales)
  - Low Impact: 8 weeks (less than 250 people, no road closures, one day event, single location and other considerations)
  - Medium Impact: 6 months (250-1000 people, road closures, 1 or more days, single or multiple locations and other considerations)
  - High Impact: 9 months (More than 1000 people, 2 or more days and other considerations)
- You can review the status of this application at any time by logging in and viewing the application under the My Application menu.
- If approved, your permit and conditions will be emailed to you ensuring all conditions are implemented and adhered to.

- The status of the application can be viewed at any time by logging and selecting *My Applications*.

Home My Applications Planning Department - Building Department - Events Department -

### My Applications

Application Type:  Status:  Search:  Search



Application #	Created	Description	Properties	Status	Application Type
E2400001	04/07/2024		197 Main St Bacchus Marsh VIC 3340	Submitted	Event Registration






Showing 1 to 1 of 1 entries Previous 1 Next

Home	My Applications	Planning Department	Building Department	Events Department
<b>Application Details</b>				
Application No - E2400001		Application Type - Event Registration		
Date Created - 04/07/2024		Status - Submitted		
<b>Property</b>				
Address - 197 Main St Bacchus Marsh VIC 3340				

- An automatic email will be sent advising the application has been submitted.

Acknowledgement of First Application Test Event Permit Application E2400001 for 197 Main St Bacchus Marsh VIC 3340

 greenlight-noreply@e-vis.com.au  
To:  Kat Barbutto

 Reply  Reply All  Forward  

Thu 4/07/2024 3:10 PM

Dear Kat,

Thank you for submitting an Event Permit Application with Moorabool Shire Council.

Your application is being reviewed. To monitor your application please click <https://moorabool.greenlightopm.com/application/detail/724070459ezFOX9l>

**Application Details:**

**Event Name:** First Application Test

**Application Number:** E2400001

Please feel free to contact an Economic Development Officer at Council on 03 5366 7100 should you wish to discuss your application.

Kind regards,

Economic Development, Moorabool Shire Council

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This is an auto-generated email. Please do not reply.

- From this point, as the applicant there are no further steps. Council will be in contact for further information.

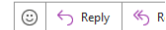
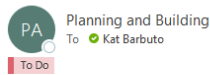


# Providing requested information

Applications may require further information to be provided.

- Applicants will receive an email notification. Clicking on the *link* will take you to the portal.

Request for Further Information for Berry Long Run Event Permit Application E2400006 at 41 Golden Point Road Blackwood VIC 3458



Dear Joe,

As discussed, additional information is required to proceed your Event Permit Application for Berry Long Run further.

To upload and provide requested information and monitor your application please click <https://moorabool.greenlightopm.com/application/detail/7240710R6F420M3E>

Please feel free to contact an Economic Development Officer at Council on 03 5366 7100 should you have any questions.

Kind regards,

Economic Development, Moorabool Shire Council

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This is an auto-generated email. Please do not reply.

- Click *Provide Requested Information*

Home My Applications Planning Department Building Department Events Department

**Application Details**

Application No - E2400001	Application Type - Event Registration
Date Created - 04/07/2024	Status - RFI Requested

**Property**

Address - 197 Main St Bacchus Marsh VIC 3340

**RFI Documents**


**Provide Requested Information**

- Select a *document type*. If there is no document type related to your information, select document.
- Click on *select files*, finding the file from your device.
- Click on *Start Upload*.
- Repeat the above steps to provide all required documentation.

## Upload Documents

Please follow the steps below to upload documents





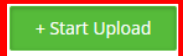

### 1. Select a document type

Emergency Risk Management Plan 

### 2. Select files to upload

Select files 

### 3. Repeat Step 1 and 2 to select all documents you want to upload, then click the start upload button

File Name	Document Type	Comment	
Test Document.docx	Emergency Risk Management Plan 	Only need to fill in Comments Box if you wish  	
			 

- Once all required information is uploaded, click *Submit*.

#### Please Note:

The applicant access this Application by clicking on "**My Applications**" option on the top of the screen.



- A confirmation page will display.

## Your further information has been received.

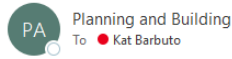
#### What happens next

- Thank you for submitting the required information. The information will be reviewed and if satisfactory, an assessment of your application E2400001 will be completed.

# Making a payment

Security bonds may be required.

- Applicants will receive an email notification. Clicking on the *link* will take you to the portal.



Dear Peter,

A bond is required to proceed your event application for .

Please pay the bond using Council's online payment portal by clicking <https://moorabool.greenlightopm.com/public/OnlinePayment/7240708KMCnilRe>.

To monitor your application please click <https://moorabool.greenlightopm.com/application/detail/7240708KMCnilRe>

Please feel free to contact an Economic Development officer at Council on 5366 7100 should you wish to discuss your application.

Kind regards,

Economic Development, Moorabool Shire Council

- Review the payment details. Click on *Pay*.

## Payment Details

Application Details	
Application No - E2400003	Application Type - Event Registration
Status - Payment Requested	
Land Address	
Address	
1 Taverner St Maddingley VIC 3340	
Outstanding Fees	
Fee Description	Amount
Maddingley Park Security Bond	\$550.00
<b>Total Fees</b>	<b>\$550.00</b>

Pay buttons are highlighted with a red box.

- Fill out the details.

Fee information

First Name: \* [input] Last Name: \* [input]

Business/Company Name: [input]

Phone: \* [input] Email: \* [input]

Street Number: \* [input] Street: \* [input]

Suburb: \* [input] State: \* [input]

Postcode: \* [input]

**Please note:** The Landscape Bond can only be returned to the original payee, if the property is sold the new owner will need to pay Council a Landscape Bond before the original bond can be refunded.

Submit Close

- Input the payment details.

**You are paying**

MOORABOOL SHIRE COUNCIL

**Billers Code**

1689140 - Online Payment

**Reference 1**

1006356

**Amount**

AUD 550.00

**Accepted Cards**



**Card number**

**Expiry date**

**CVN **

NEXT >