



# Borough of Queenscliffe

Queenscliff & Point Lonsdale, Victoria, Australia

## WEDDING CEREMONY ON PUBLIC LAND APPLICATION FORM

Applicant name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email address (optional): \_\_\_\_\_

Proposed location: \_\_\_\_\_

Proposed date and time: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Chairs: \_\_\_\_\_ Table(s): \_\_\_\_\_ Arch/ Arbor structure: \_\_\_\_\_

Music: \_\_\_\_\_ Celebratory toast: Yes / No Other items: \_\_\_\_\_

### Applicant declaration

I state that the information in this form is true and correct to the best of my knowledge, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury. I understand the Council requirements for the placement of footpath trading items on Council land, and I have attached all supporting documentation for Council officers to assess my permit application.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Wedding permit admin fee \$60

#### IN PERSON

Please present this form to a Customer Service Officer at Council Offices.  
50 Learmonth St, Queenscliff VIC 3225.  
Office hours 9am until 4:30pm weekdays.

#### BY MAIL

Make cheques payable to Borough of Queenscliffe, and cross "Not negotiable". Post to PO Box 93, Queenscliff VIC 3225.

#### BY PHONE

Call 03 5258 1377 during Council business hours 9am to 4:30pm Weekdays.

**Privacy Note:** Council collects personal information to fulfil its statutory obligations, and to ensure that it can provide services to you. In some instances, Council cannot provide some of its services unless you provide us with necessary information. Council will only use personal information for the purposes for which it was collected. Council staff are happy to discuss your privacy queries, however if you require further assistance, you should contact our Privacy Officer on 5258 1377.

## **CONDITIONS OF USE AND REQUIREMENTS**

The conditions of use and activities requiring a permit are specified in Clause 14 of the Borough of Queenscliffe *General Local Law 2021* and Part 5 of Council's Policies and Procedures Manual.

### **Wedding Ceremony**

The approved location is limited to three hours, including setup and pack-up time.

### **Behaviour on Public places**

A person must not behave on Council land in a manner which causes interference with the quiet enjoyment of the Public Land by any other person using the area or living in close proximity.

### **Consumption of Alcohol**

One celebratory toast per person is included in a wedding permit.

### **Cleaning and Litter**

All litter generated must be removed from the site, and the area must be restored to original condition at the conclusion of the wedding celebration.

The use of bubbles and fresh rose petals is permitted. However, due to environmental impact, the use of the following items is strictly prohibited:

- Balloons (including helium-filled)
- Dried flowers
- Confetti
- Rice
- Glitter
- Streamers

### **Music**

Acoustic instruments and music are permitted at reasonable volume levels and must not exceed the EPA requirements.

### **Temporary Structures**

Temporary structures such as gazebo, marquees, wedding arches, or arbour must be anchored according to the manufacture guidelines and must not be erected in windy conditions to ensure safety of attendees and general public.

### **Parking**

Vehicles must be parked only within designated parking bays and designated parking areas.

### **Public Access**

All outdoor Public Places in the Borough of Queenscliffe are also used by members of the public. Public access must be maintained at all times.