



Borough of Queenscliffe

Queenscliff & Point Lonsdale, Victoria, Australia

Application for Wedding Ceremony on public land

Please print and return to 50 Learmonth Street (PO Box 93) Queenscliff Vic 3225 or email info@queenscliffe.vic.gov.au

Name of Applicant/s:		
Address:		
Phone:		
Ceremony location: (please refer to list of locations – www.queenscliffe.vic.gov.au/queenscliffweddings)		
Date of ceremony:	Time:	
Contact name and phone number on day of ceremony:		
Number of guests:		
Is alcohol going to be consumed? (please circle)	YES <i>(a separate Consumption of Alcohol permit is required)</i>	NO
Is music going to be played? (please circle)	YES	NO
If yes, please advise type of music i.e. CD, Guitar		
Are structures going to be erected? i.e. garden arbour, gazebo (please circle)	YES (please advise)	NO
Is seating being provided? (please circle)	YES	NO

Signature of Applicant _____ Date: ____/____/____

Application fee: Nil.

Signature of Receiving Officer _____

OFFICE USE ONLY

Paid:/...../..... Receipt No..... Permit No..... Issue Date:/...../.....

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.

Terms and Conditions

Access and parking

Please note designated parking bays across all areas of the Borough of Queenscliffe. Some areas used for outdoor ceremonies have limited vehicle and pedestrian access.

Confirmed booking

Once confirmed, a permit will be issued by our Local Laws officer. Please allow up to 10 working days to process your request.

Cancellation and changes

Written cancellations or requests to change a booking date or location must be received by Council at least 30 working days prior to your booking date. Council reserves the right to refuse a request to change a booking date or location.

Council reserves the right to relocate your booking to an alternative site in the unlikely event that immediate works are required on your site, or where some other unforeseeable circumstances arise.

Ceremony bookings

The site allocated for your booking will be for three hours. Your entire function, including set up and pack up must take place within the three hours allocated. Your booking ensures no other wedding/event will be taking place at the same location at the same time.

Cleaning and Litter

All litter generated by your booking must be removed from the site at the conclusion of your booking.

Confetti, balloons and other products

We permit the use of bubbles and fresh rose petals in outdoor spaces uses for ceremonies.

However, use of the following items is strictly prohibited due to environmental impact:

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

Under no circumstances may balloons be released into the air.

Music

Only acoustic instruments or battery-powered devices are permitted for use in outdoor public spaces. No amplifiers permitted.

Reasonable volume levels must be maintained at all times, and other users of the public area must not be disturbed.

Power is not available for events.

Temporary Structures

All temporary structures such as table, chairs, garden arbour or gazebo must be declared on the application form. Depending on your site set up, you may need to apply for a Place of Public Entertainment (POPE) permit or Siting Approval.

Public Access

All outdoor spaces in the Borough of Queenscliffe are also used by members of the public. General public access must be maintained at all times and specific areas must not be cordoned off.