**WEDDING PERMIT APPLICATION**

**Application to hold a Wedding or Ceremony on a Public Beach or Reserve**

**managed by Phillip Island Nature Park**

*Please complete the steps below and forward your application to Phillip Island Nature Park for assessment.*

**Applicant Details:**

Date of Application: I

Organisation: I

(if applicable)

1st Contact Person: IPhone(BH): I

Email Address: Mobile: I

Address: I

2nd Contact Person: I Phone (BH): I

Email Address: I Mobile: I

Address: I

Permit Applications will only be assessed when complete. Permits will only be issued when payment is made in full. Processing time for a complete permit application is generally two weeks, depending on the nature of the proposal.

|  |  |
| --- | --- |
| **CHECKLIST** | *(please initial)* |
| 1. You have discussed your Permit Application with the relevant Phillip Island Nature Park Ranger  *(call 03 59512800 for details).* |  |
| 1. You have completed the all sections of this application. |  |
| 1. You have read, understood and accept all Phillip Island Nature Park Permit Terms and Conditions |  |
| 1. You have attached to this application all relevant Permit fees  (Note that if paying by cheque, all cheques must be made payable to *“Phillip Island Nature Park”*) |  |
| 1. You have signed the Permit application consent and authorisation on page 2 of this application. |  |
| **Applications should be forwarded to – Phillip Island Nature Park, Environment Division, PO Box 97, Cowes VIC 3922**  Permit Applications will only be assessed when complete | |

**By signing this Application for a Permit** the applicant/s acknowledges and consents that they must comply with all conditions set out in this application and additional location or special conditions may apply.

The applicant/s acknowledges the Phillip Island Nature Park is under no obligation to accept the application.

Name of Bride: I

Signed: IDate: I

Name of Groom: I

Signed: IDate: I

**Phillip Island Nature Park Approval**

**Permit –**

I **Authorised**  I **Not Authorised**

**Date Permit Issued**: I

Permit Period: I am/pm on: I

Name: I Position: I

Signed: I Date: I

**Permit Number**: I

Note: This permit is not valid until signed by the Phillip Island Nature Park authorising officer AND payment has been received in full by PhiIlip Island Nature Park.

**Event Permits**

⧫ Are not transferable;

⧫ Are for the use of the applicant specified in this form only;

⧫ Are issued on the basis that the Permit Holder accepts the all permit conditions. Permit holders operating outside specified conditions risk the permit being revoked and/or being removed from the site. Penalties may also apply;

⧫ No Permit grants exclusive access to the Park or other area managed by Phillip Island Nature Park.

**Please carry your approved permit with you**

**while your ceremony or function is being conducted**

WHO REQUIRES A PERMIT?

This Public Land Use Permit system enables Phillip Island Nature Park staff to better manage activities occurring on beaches and coastal reserves on Phillip Island, to protect environmental, cultural and social values, while ensuring events or activities are directed to the most suitable places.

Phillip Island is becoming increasingly sought after as a venue for wedding ceremonies and celebrations. These celebrations may have impacts on the environment and other park visitors’ experience. In an effort to minimise these impacts, all wedding parties need to obtain a permit in accordance with State Government legislation.

**Permits are required for:**

* A group or individual conducting events or functions on Public Land managed by Phillip Island Nature Park. This includes, although not limited to:
* Weddings or similar ceremony
* Organised entertainment
* Large functions or group activities

**Phillip Island Nature Park is unlikely to issue a permit if the proposed activities or events:**

* Are likely to substantially limit the experiences and enjoyment of park or reserve visitors, or the rights of the park or reserve neighbours.
* Cause unacceptable impact on cultural or natural environment or assets
* Coincide with other activities or events already planned or expected to occur at the same time and place, or are incompatible with these activities
* Involve access to areas normally limited to administrative access or closed for resource protection or safety reasons
* Breach any form of legislation.

INFORMATION FOR PERMIT HOLDERS

**Event Permits may be varied:**

1. To change the areas which Permit Holders may use, for reasons including visitor safety and environmental reasons or any other reasons that Phillip Island Nature Park deems appropriate from time to time;
2. At the request of a Permit Holder on payment of the specified fee to Phillip Island Nature Park;
3. By mutual agreement in writing.

**Phillip Island Nature Park Permits are:**

1. Issued (where applicable) pursuant to the provisions of one or more of the following Acts:

* *Aboriginal and Torres Strait Islander Heritage Protection Act 1984*
* *Aboriginal Heritage Act 2006*
* *Catchment and Land Protection Act 1994*
* *Coastal Management Act 1995*
* *Conservation, Forest & Land Act 1987*
* *Country Fire Authority Act 1958*
* *Crown Land (Reserves) Act 1978*
* *Crown Land Reserves (Phillip Island Nature Park) Regulations 2010*
* *Disability Act 2006*
* *Emergency Management Act 1986*
* *Environment Protection Act 1970*
* *Fisheries Act 1995*
* *Flora & Fauna Guarantee Act 1988*
* *Forests Act 1958*
* *Heritage Act 1995*
* *Land Act 1958*
* *Land Conservation (Vehicle Control) Act 1972*
* *Local Government Act 1989*
* *Marine Act 1988*
* *Native Title Act 1993*
* *Occupational Health & Safety Act 2004*
* *Planning and Environment Act 1987*
* *Wildlife Act 1975*

**Event Permits do not grant exclusive access to a beach or coastal reserve   
managed by Phillip Island Nature Park**

DETAILS OF EVENT OR FUNCTION

**Event Details:**

Date of Event: I

Start Time: I Finish Time: I

Type of Event: I

Proposed Location: I

No. of Participants I No of Spectators / Guests : I

No of Vehicles: I

(incl Car Parking Requirements)

Types & No. of Structures to be erected: I

Signage: I

**Further details of proposed event**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Will additional access be required for setting up and packing up? | YES |  | NO |  |
|  |  |  |  |  |
| * Will any special parking arrangements be required in the Park? | YES |  | NO |  |
|  |  |  |  |  |
| * Will the proposed event have any impacts outside the park, eg: traffic, noise or parking? | YES |  | NO |  |
|  |  |  |  |  |
| * Will amplified sound equipment be used? | YES |  | NO |  |
|  |  |  |  |  |
| * Are there additional requirements for Phillip Island Nature Park resources (charges may apply)? | YES |  | NO |  |
|  |  |  |  |  |

**If you answered YES to any of the questions above, Please provide information on a separate piece of paper and attach with permit application.**

TERMS & CONDITIONS

Permit conditions are imposed to protect the natural and cultural features and the enjoyment and experience of visitors.

The following conditions apply to events, activities, programs and lessons held on beaches and coastal reserves managed by Phillip Island Nature Park.

**DEFINITIONS & INTERPRETATION**

**"PINP"** means Phillip Island Nature Parks

**“Permit Holder”** means the applicant for the permit specified in the application for this permit. It also includes all persons attending the function or event.

**“Permit Period”** means the period set out I the permit.

**“Site”** means the site or sites to be used or occupied under the Permit.

**“Property”** means the topography of the Site and all vegetation, man-made features, improvements, works, buildings, fixtures, and other things on or at the Site.

**The Permit Holder acknowledges and agrees to comply with the following conditions:**

1. Apart from exercising any rights specifically granted under this Permit, the Permit Holder must not do anything or engage in any activity which:

* may damage PINP, Public or Crown Land; and/or
* may damage PINP property; and/or
* may conflict with the purpose for which the PINP land has been reserved by the Crown.   
  *(Please consult with Ranger in Charge if you are unsure whether your plans will breach conditions).*

2 The Permit is to be construed having regard to the authorising legislation applicable to the Site, whether it be the *Crown Land Reserves Act 1978*  or the *Crown Land Reserves (Phillip Island Nature Park) Regulations 2010* , or any other legislation (refer page 4).

3. The Permit Holder must at all times comply with any legislation governing the Park within which the permit activity takes place.

1. The Permit Holder and all attendees must obey all reasonable directions given by an authorised PINP Officer at the site/s of the Event.
2. Feeding or handling of wildlife is prohibited.
3. No fires are permitted within Phillip Island Nature Park.
4. The Permit Holder must ensure all participants, guests and spectators must remain on formalised pathways, tracks, reserves and parking areas at all times. Entry into areas set aside for the re-establishment of natural vegetation, or for the protection of flora or fauna, geological or geomorphological features, or cultural or historical values is strictly prohibited.
5. The Permit Holder must use its best endeavours to ensure that all persons involved with the Event behave in an appropriate manner that respects the environment.
6. Noise is to be kept to a minimum at all times and a minimum distance is to be kept between Event participants and wildlife colonies. This minimum distance shall be determined by PINP management and will be based on seasonable variations in fauna distributions.
7. No litter, rubbish, signage, waste or unwanted structures are to be left on PINP land after the completion of the Event. In the event that this occurs the Permit Holder shall be responsible for restoring the affected area to its original condition at the Permit Holder's own expense.
8. PINP reserves the right to suspend or cancel a permit for any Permit Holders found:

a. to be operating outside their Permit conditions;

b. to be operating outside relevant PINP regulations; or

c. to have breached of the terms and conditions of   
 their Permit

16. Phillip Island Nature Park reserves the right to vary or restrict the Permit. Examples may include where fire danger exists, where there are concerns regarding a culturally or environmentally sensitive area, or where unforeseen circumstances arise which present immediate threats to habitat, wildlife or public safety.

17. The Permit Holder must not bring on to the Site more than the number of persons or vehicles specified in the Permit without consent of Phillip Island Nature Park.

18. Loud sound effects or the use of a sound amplifier system on the Site will not be permitted, except on days and at times specified by Phillip Island Nature Park.

19. The Permit Holder must not do anything on the Site that is or may be dangerous, annoying or offensive or that may disturb or cause injury to other persons.

20. Rescheduling by Applicant**.** If the Event Organiser wishes to reschedule the Permit Period, eg: due to unfavourable weather, Phillip Island Nature Park must be notified as soon as possible and the proposed rescheduling date must be agreed upon by both parties. Any reasonable cost incurred by Phillip Island Nature Park as a result of rescheduling may be charged to the Permit Holder.

21. Termination of the Permit.Phillip Island Nature Park or any appropriately authorised person may terminate this Permit without notice if the Permit Holder commits a breach, which is deemed by Phillip Island Nature Park or its authorised staff to be deliberate, fraudulent, grossly negligent, or amount to serious misconduct or may create serious risk to any persons or property.

LOCATION & SPECIAL CONDITIONS

In addition to the general conditions, the Permit Holder must comply with any location specific or special conditions as directed.

**LOCATION-SPECIFIC CONDITIONS**

Permit applicants will be advised of any current conditions when applying for Permit and will be advised in writing if new conditions arise.

**PROCEDURE FOR BEACH WEDDINGS**

**Ceremonies**

***Smiths Beach, Woolamai Beach (with access via the main car park), Flynns Reef, YCW.***Suitable for larger groups. Exact numbers to be negotiated.

***Surf Beach; Ventnor West, Woolamai Beach (with access from Anzacs car park), Shelly Beach, Right Point, Cowries, Kitty Miller Bay, Berrys Beach, Sunderland Bay, Surf Beach, Forrest Caves, Colonnades.***Suitable for smaller groups, car parks are small. Exact numbers to be negotiated.

**General**

* Cars should be kept to a minimum (due to limited car parking). Applications with a car pooling plan or utilising coaches or mini buses is encouraged.
* Use of confetti, rice & pot-pourri is prohibited. Bouquets are permitted but must be removed after the event.
* Phillip Island Nature Park will only permit one wedding ceremony in the park at any one time. More than one group will be permitted on the same day as long as the ceremonies are conducted at different times of the day.
* Sunset or evening ceremonies may not be permitted due to wildlife considerations.
* Glass containers, bottles or utensils are not permitted on beaches or beach access tracks due to issues with broken glass.
* Power is not available.
* Limited amplified music or PA systems are permitted if unlikely to have an impact on wildlife or other park users.
* Wedding photography taken at the location of the wedding, does not need an additional permit.
* As you will be inviting guests to your wedding at a public beach or reserve, the responsibility for their safety is with the Bride and Groom. We suggest you consult an insurance broker to discuss arrangements for Public Liability Insurance.
* Please be aware that the exclusive use of a beach or reserve cannot be granted and consideration to other park users is expected. Most visitors will respect the occasion, but it cannot be guaranteed.
* Please be aware that the use of shade structures, marquees and large numbers of chairs is not generally permitted and any arrangements must be approved by the Ranger in Charge.

FEE & PAYMENT DETAILS

**TAX INVOICE**

Phillip Island Nature Parks

ABN 88 940 950 118

PO Box 97, COWES VIC 3922

Organisers of Ceremonies or Functions are required to pay a Phillip Island Nature Park Public Land Use Fee and Security Bond to run an event.

Public Land Use Fee: $ I

Ranger Supervision Fee: $ I

*(if applicable)*

**Total Permit Fee:** $ I

**Payment Amount**:

Permit Fee: $ I

**Total:** $ I

**Payment Method:** *(please 🗸 tick)*

Credit Card I Cheque (made payable to Phillip Island Nature Park) I

Visa I Mastercard I

Card Number: I I I I I I I I I I I I I I I I

Name on Card: I Expiry: I I / I I

Signature: I

FEE & PAYMENT DETAILS (cont’d)

|  |  |  |  |
| --- | --- | --- | --- |
| **Table of Events & fees payable FOR 2012/2013** | | | |
|  | Sporting Events | Media | Celebrations |
| Note: Late Processing Fees may apply. |  |  |  |
| **PUBLIC LAND USE FEE** |  |  |  |
| **A. Photography** |  |  |  |
| **Professional commercial photography** |  |  |  |
| * Location fee per day | TBA | TBA | TBA |
| * Guide/ranger supervision per hour (applied at Phillip Island Nature Park's discretion) | $72  ($98 after hours) | $72  ($98 after hours) | $72  ($98 after hours) |
|  |  |  |  |
| **E. Celebrations** |  |  |  |
| **Weddings, festivals and special events** |  |  |  |
| * Location fee per day |  |  | TBA |
| * Guide/ranger supervision per hour  (applied at Phillip Island Nature Park's discretion)   **NB:** For Churchill Island, weddings, festival and special events, other terms and conditions apply. Please contact the Marketing Department directly on 59512800 to book your celebration or event. |  |  | $72  ($98 after hours) |
| **NB These prices relate only to the Event Permit** | | | |