

Local resident/business event notification letters

Notification to the local area provides businesses and residents the opportunity to plan around or attend your event.

This document is intended for community events. It outlines the notification requirements and the advertising opportunities Council can assist with.

Letterbox Drops

Letterbox drops are used to directly notify people in the surrounding area of your event. This is particularly important if your event may cause some disruption, could impact access to residents and businesses or could be noisy.

You will be advised by your Event Manager if you need to conduct a letterbox drop.

Please be aware that letterbox drops have the potential to not reach all intended recipients. This can be due to reasons such as access to apartment complexes or delivery staff being unwilling to deliver this information to letterboxes marked with 'no junk mail' stickers.

Requirements

- Letterbox drops need to occur 10 days before an event and the distribution area will be set in conjunction with your Event Manager.
- A draft letter must be sent to your Event Manager for approval before distribution.
- Distribution zones will also need to be approved.
- This letter should be distributed to all potentially affected parties at least one week prior to the event.

The preferred method for delivery is in an addressed envelope marked 'to the resident' or 'to the occupier'.

Notification Letters must include:

- the name, date and location of your event (including setup and dismantling time)
- the purpose of the event
- the expected number of participants

- activities being conducted as part of the event
- what the likely disruptions to residents and businesses will be with respect to noise or transport
- detailed road closure information, including roads affected and times
- an event day contact number for further information or queries;
- that the event has been approved by the City of Port Phillip and Council contact details
- event day contact details.

Example notification letter:

NOTIFICATION OF EVENT

Dear Resident/Tenant,

This letter is to notify you that **(Company)** will be holding an event at **(location/s)** on **(Date)**.

Event Details:

- **Day and date**
- **Start and finish times**
- **Set up and pack down timings**
- **Brief description of events activities**
- **Expected attendance numbers**
- **Road closure details, including all affected roads and timings**

An application for an event permit has been approved by the City of Port Phillip and we will conduct our activities in accordance with the associated terms and conditions. Council can be contacted on 9209 6777 or eventpermits@portphillip.vic.gov.au during business hours.

If you would like further information please call **(event day contact and pre-event contact)** on **(mobile number)**. Additional information can be found on our website **(www.)**

We look forward to seeing you there and hope you enjoy the event.

Kind Regards,

(Event Manager Name and Title)

Temporary signage boards:

Council currently has a number of temporary signage board locations in highly visible areas across the municipality. For more information please see our [Temporary signage for community events](#) website page.

Promoting your event on the City of Port Phillip website:

Council has a [What's On](#) website page showcasing all the different activities and events happening across the municipality.

We encourage you to add your event to our listings. For more information please see our [‘How to Add an Event’ resource](#).

For further information:

Our Events Services team is here to help. You can [send us a message on My Port Phillip](#), email us via eventpermits@portphillip.vic.gov.au, or call our helpful ASSIST team on [03 9209 6777](tel:0392096777).