

ParkConnect Permit Portal User Guide – Bays & Waterways Events

1. Go to <https://www.parkconnect.vic.gov.au/> and click Sign in

ParkConnect

[Home](#)
[Support](#)
[Education](#)
[Tour Operator](#)
[Research](#)
[Volunteer](#)
[What's On](#)

[Sign in](#)

2. If you have an existing account, enter your email and password and click **'Sign in'**

ParkConnect

[Home](#)
[Support](#)
[Education](#)
[Tour Operator](#)
[Research](#)
[Volunteer](#)
[What's On](#)
[Permits](#)

[Sign in](#)

[Sign in](#)
[Register](#)

Sign in

☐ Remember me?

[Sign in](#)

[Forgot your password?](#)

Not registered? [Create Profile](#)

3. If you do not have an existing account:

3.1. Click on **'Create Profile'**

[Sign in](#)
[Register](#)

Sign in

☐ Remember me?

[Sign in](#)

[Forgot your password?](#)

Not registered? [Create Profile](#)

- 3.2. Enter your email address, create a password and then re-enter your password to confirm and click **'Register'**.

ParkConnect

[Home](#)
[Support](#)
[Education](#)
[Tour Operator](#)
[Research](#)
[Volunteer](#)
[What's On](#)
[Permits](#)

[Sign in](#)
[Register](#)

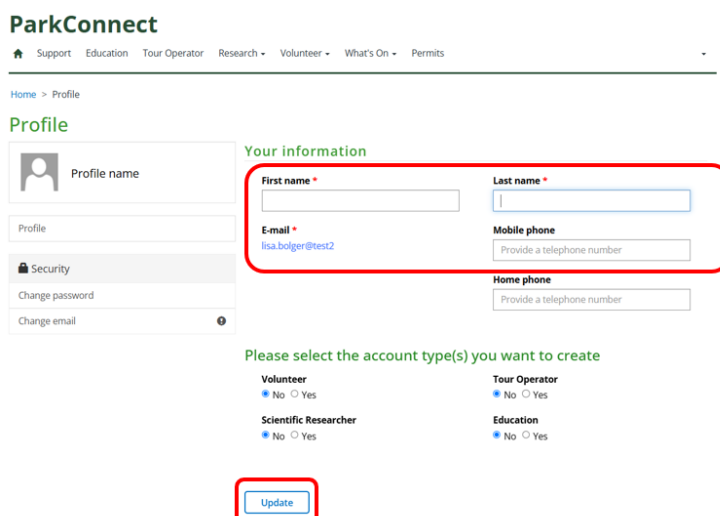
Register

[Register](#)

By clicking "Register", you agree to our [Terms of Use](#), and [Privacy Policy](#)

Already have a profile? [Sign in](#)

- 3.3. You will be redirected to your **'Profile'** page. Enter your first name, last name, mobile phone and click **'Update'**.



ParkConnect

Support Education Tour Operator Research Volunteer What's On Permits

Home > Profile

Profile

Profile name

Profile

Security

Change password

Change email

Your information

First name *

Last name *

E-mail *

Mobile phone

Home phone

Please select the account type(s) you want to create

Volunteer

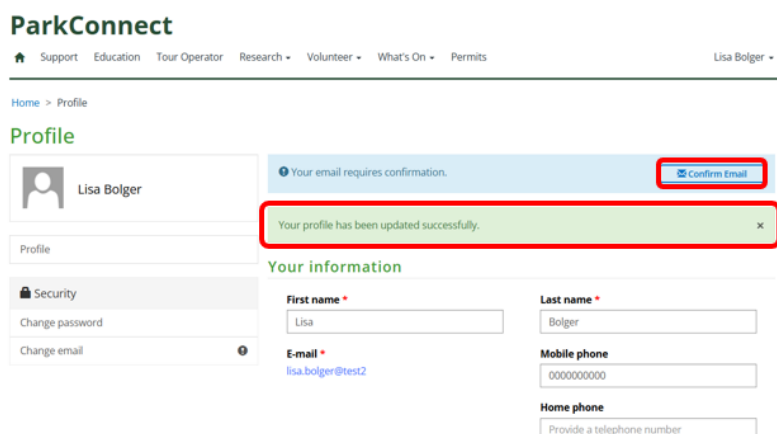
Tour Operator

Scientific Researcher

Education

Update

- 3.4. You will receive a notification that your profile has been updated successfully. Select the **'Confirm Email'** button to finalise the profile setup.



ParkConnect

Support Education Tour Operator Research Volunteer What's On Permits Lisa Bolger

Home > Profile

Profile

Lisa Bolger

Profile

Security

Change password

Change email

Your email requires confirmation. Confirm Email

Your profile has been updated successfully.

Your information

First name *

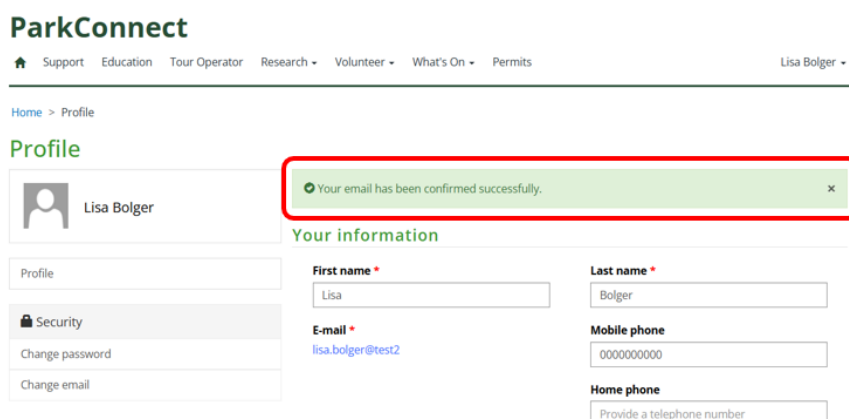
Last name *

E-mail *

Mobile phone

Home phone

- 3.5. You will receive an email with instructions on how to complete the registration process. Once the registration process is completed you be automatically taken back to your **'Profile'** page and receive a notification to advise that your email has been confirmed successfully



ParkConnect

Support Education Tour Operator Research Volunteer What's On Permits Lisa Bolger

Home > Profile

Profile

Lisa Bolger

Profile

Security

Change password

Change email

Your email has been confirmed successfully.

Your information

First name *

Last name *

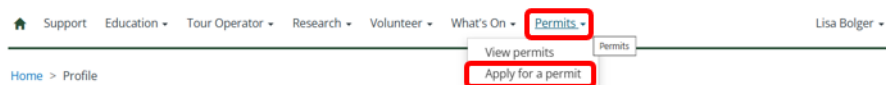
E-mail *

Mobile phone

Home phone

4. Hover over the **'Permits'** tab at the top of the page and select **'Apply for a permit'**
NOTE: Once you have commenced an application, you can exit and re-open the application to continue at any time by going to the **'View permits' section.**

ParkConnect



5. An **'Information Collection Notice'** will display, please read and click **'Agree and continue'**

Information Collection Notice
Contact details
Application details
Organisation details
Filming & photography details
Documents

Terms & conditions

Permit application Information Collection Notice

Parks Victoria collects information from applicants to administer and manage event and filming permits and the associated activities to meet the legislative, policy, governance and regulatory requirements of the areas that we manage.

How Parks Victoria manages this information

Parks Victoria will manage this information, primarily stored within the ParkConnect system, in accordance with legislation and statutory requirements including the Privacy and Data Protection Act 2014 and the Public Records Act 1973. Full details of the Parks Victoria Privacy Policy is available on our website <https://www.parks.vic.gov.au/privacy>

Who Parks Victoria may exchange your information with

If required, Parks Victoria may exchange your information or collect additional information from other Government Agencies, or other organisations (including Traditional Owner Corporations) associated with your application or who perform authorising functions for your application. Information may also be disclosed when required by law or when required for emergency management.

Providing information regarding third parties

If you provide information to Parks Victoria regarding other individuals, you must obtain their explicit consent to provide this information to Parks Victoria.

Updating & correcting information

You can update or correct information at any time by either directly updating this information in the ParkConnect Portal or by emailing info@parks.vic.gov.au It is a requirement of your event or filming permit that you maintain accurate complete and up to date details with Parks Victoria to ensure effective emergency management actions can occur if required.

Agree and continue

6. Next you will be taken to the **'Contact details'** page. Enter your phone number and address here if not already pre-populated and click **'Save & next'**.
Note: All fields marked with a red asterisk are mandatory.

Request a permit

Information Collection Notice
Contact details
Application details
Organisation details
Filming & photography details
Documents

Terms & conditions

Mobile phone *

0000000000

Street address *

Street address 2

Street address 3

Suburb *

Postcode *

State *

VIC

Previous Save & next

7. On the **'Application details'** page:

- 7.1. Confirm if you are applying as an individual or as a business (including sole traders) by using the drop-down arrow and selecting as relevant

Request a permit

Information Collection Notice ✓ Contact details ✓ Application details On site contact details

[Terms & conditions](#)

Please select one

I am applying *

Select
▼

Select

as an individual

for my organisation

- 7.2. Your **'Applicant Information'** will be pre-populated based on your profile

Applicant information

Primary applicant *

Lisa Bolger

Email

lisa.bolger@test2

Mobile

0000000000

- 7.3. Confirm the **'On Site Contact'** details for the permit, if the same as the applicant select **'Yes'**, if you need to provide alternate on-site contact details select **'No'** and enter the details as relevant

On-site contact details

Same as applicant

☒ No ☐ Yes

On-site contact full name *

On-site contact email *

On-site contact mobile *

Provide a telephone number

- 7.4. Select the type of permit you are applying for. If you select **'Yes'** to filming or photography, further questions will appear to ask if a drone is required & if the filming & photography is for a wedding. Select **'Yes'** or **'No'** as relevant

Permit type

Parks Victoria requires a minimum of 10 business days to process your filming and photography permit application once all documentation is received.

Will you be doing filming or photography? *

☐ No ☒ Yes

Is your filming and photography for a wedding?

☒ No ☐ Yes

Is a drone required?

Parks Victoria requires a minimum of 20 business days to process your filming and photography permit if the application includes drone/RPA filming once all documentation is received. Please refer to [our website](#) for mandatory documentation.

☒ No ☐ Yes

7.5. Select **‘Yes’** for **‘Are you holding an event?’**, use the drop down to select your event type from the list, and select **‘Save & next’**.

Are you holding an event?
☐ No ☒ Yes

Select
Boating/skiing/wakeboarding
Canoeing/rafting
Cycling
Festival/concert/fete/market
Fireworks/pyrotechnics
Fishing/angling
Motor vehicle/motor cycling
Other
Picnic/celebration/private
Running/walking/orienteering
Surfing/kiteboarding/SUP
Swimming
Wedding

nc

Select ▼

Previous

Save & next

8. If you are applying as a business, you will now be taken to the **‘Organisation details’** page.

8.1. Repeat applicants will have pre-filled information to review and can select **‘Save & next’**

8.2. New organisations will need to enter their details and signatory information

Information Collection Notice ✓
Contact details ✓
Application details ✓
Organisation details
Organisation contacts
Event details

Documents
Terms & conditions

Account name *

Entity type *
Select ▼

Trading name (as registered)

ABN

ACN

CAV registration number

Is your business a registered charity or not-for-profit organisation?
☒ No ☐ Yes

Previous

Save & next

9. You will now be taken to the **‘Event details’** section

9.1. Enter the **‘Event name’** and a detailed **‘Event description’** as relevant, please try to include as much detail as possible in the event description

Information Collection Notice ✓
Contact details ✓
Application details ✓
Event details
Documents
Terms & conditions

Event information

Event name *

Event description *

9.2. Select the relevant park from the drop down list

9.3. Once you have selected a park click on **Add site(s)** if you require a specific site in the park. A pop out box will display with available sites within the chosen park. **Check the box** next to your required site and **click Add site(s)**. You can choose multiple sites.

Proposed park *

If you are applying for one event that takes place across multiple parks, please enter the main park to be used in the field below and ensure an accurate map is attached in the documents section of this application showing the additional locations.

Select

Kerford Road and Lagoon Piers
Lake Moodemere Lake Reserve
Local Port of Port Phillip
Maribyrnong River
Middle Brighton Pier and Breakwater
Mordialloc Pier
Mornington Pier and Jetty
Mushroom Reef Marine Sanctuary

Add site(s)

Add proposed site

✓ Name ↑	Park ↑
<input type="checkbox"/> Aspendale - waters only	Local Port of Port Phillip
<input type="checkbox"/> Bonbeach - waters only	Local Port of Port Phillip
<input checked="" type="checkbox"/> Brighton - waters only	Local Port of Port Phillip
<input type="checkbox"/> Carrum - waters only	Local Port of Port Phillip
<input type="checkbox"/> Chelsea - waters only	Local Port of Port Phillip
<input type="checkbox"/> Dromana - waters only	Local Port of Port Phillip
<input type="checkbox"/> Eastern Beach Corio Bay - waters only	Local Port of Port Phillip
<input type="checkbox"/> Edithvale - waters only	Local Port of Port Phillip
<input type="checkbox"/> Elwood - waters only	Local Port of Port Phillip
<input type="checkbox"/> Frankston - waters only	Local Port of Port Phillip

1 2 3 4 >

Selected records

Brighton - waters only ✕

Add site(s) Cancel


9.4. Once sites are added, you can remove them by using the blue arrow

Proposed site(s)

[Add site\(s\)](#)

Name ↑

Brighton - waters only

 Remove site

9.5. Enter all remaining event information if applicable and as relevant to your event.

NOTE: Ensure you select the correct 'AM/PM' option on date/time selections

NOTE: If your event has multiple separate dates select 'Yes', and an 'Event dates' section will be displayed at the bottom of the page for additional dates to be entered.

NOTE: 'Bump in' and 'Bump out' refer to the time you will be entering and exiting the park to complete any setting up/packing up if different to the event times.

Proposed event start *

10/01/2026 09:00

Proposed event end *

10/01/2026 02:00

Does your application involve multiple dates?

☐ No ☒ Yes

Please enter the dates of the first event only in the above section, and any additional dates in the following 'Event dates' section.

Bump in

10/01/2026 08:00

Bump out

10/01/2026 02:30

Weather hold start

11/01/2026

Weather hold end

11/01/2026

Expected number of participants/spectators *

200

Please provide any details of event fees *

Ticketed

Has this event been held previously?

☒ No ☐ Yes

Have you met your obligations under the Working with Children Act 2005? *

If your event involves children under 18, you must meet your obligations under the Working with Children Act 2005.

☐ Not applicable ☒ Yes

9.6. Enter any event impacts if applicable and as relevant to your event

Impact

Will this event have fireworks? *

Fireworks will only be considered for events that are of local, state, international, or national significance.

☒ No ☐ Yes

How are you limiting your impact on the environment? *

Please detail your sustainability plans and waste management arrangements for your event.

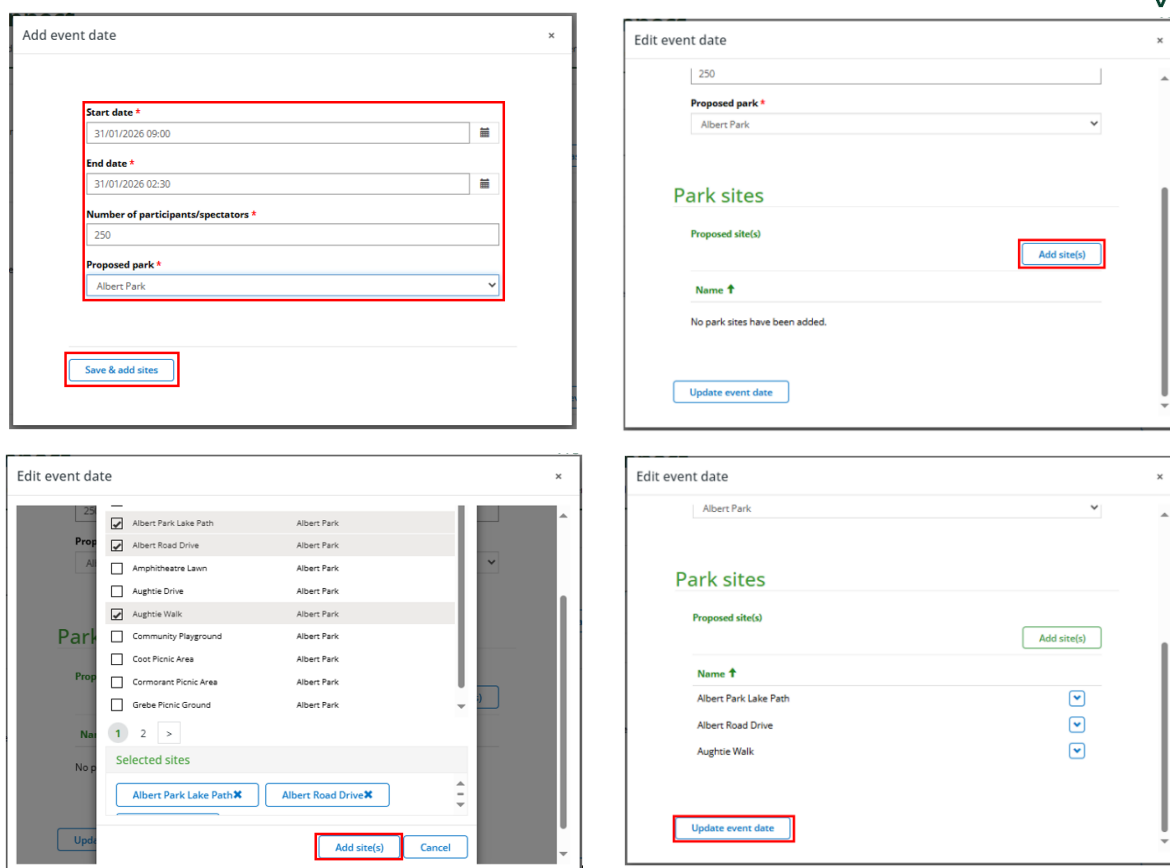
A basic waste management plan is a strategy for reducing, handling, and disposing of waste efficiently and responsibly

9.7. If you selected yes to the earlier 'Does your application involve multiple dates?' question, you will now be able to add the additional dates as relevant

Event dates

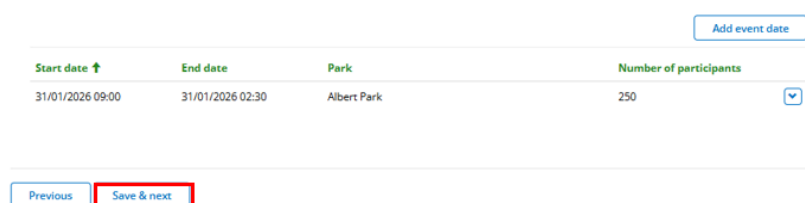
[Add event date](#)

Start date ↑	End date	Park	Number of participants
There are no records to display.			



9.8. Once all information has been entered, select **‘Save & next’**

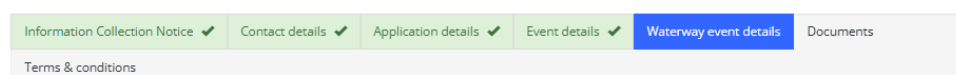
Event dates



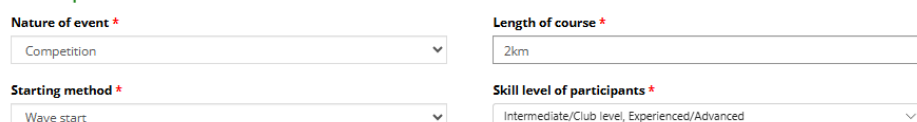
10. You will now be taken to the **‘Waterway event details’** section

10.1. Complete all event requirement information as applicable and if relevant to your event. Please provide as much detail as possible

NOTE: As you select yes/no, further fields will display for additional information to be provided



Event requirements



Types of participant/competing vessels *

N/A - swimming event

Types of rescue vessels (IRB, PWC, paddle, etc.) *

5 x LSV IRB
2 x LSV PWC
20 x LSV paddle boards

Please provide details of the vessels involved in managing the boating activity including registration.

3.5m IRB registration 111 AAA - safety
3.5m IRB registration 222 BBB - course monitoring
etc.

Is this event operating under the rules/safety management plan (SMP) of a national or state recognised body? *

e.g. Yachting Australia, Rowing Victoria, Australian Power Boat Association

☒ No ☐ Yes

What rescue, emergency, and first-aid services will be provided for this event?

Please provide details of the number, type (rescue boats, first aid officers), and how they will be identified.

5 LSV manned rescue vessels, 20 LSV paddle boarders - all first aid trained
2 x first aid officers on land
1 x ambulance on land
All identified at safety briefing and in high vis or LSV/Ambulance Vic uniform

What criteria was used to determine the type and number of rescue, emergency and first aid services provided?

e.g. the number of rescue vessels required to reach a number of people in the water at any one time, severity of injuries, etc.

Safety ratio as described in attached Safety Management Plan

What communication systems will you have to communicate with participants, event marshals, safety boats, the public, emergency services, and other vessel operators? *

Including communication on the day (e.g. signage, flags, buoys)

All safety/course vessels and event organizers will have UHF radios, channel 5

What measures will you implement if the communication systems (including emergency alarm) fail? *

Mobile phone lists disseminated
[Mega phones](#) available

What would trigger the suspension or cancellation of the activity/event and who is the person(s) responsible to make that decision? *

Indicate the trigger points such as wind strength, wave height, visibility, or other measurable factors.

Winds above x knots
Swell above x metres
Temperatures above x degrees
Refer to cancellation policy attached

Will your event utilise the land surrounding the water?

If yes, please ensure you have the relevant permissions from land managers.

☐ No ☒ Yes

Are you seeking an exclusion zone for any part of the waterway where your event will be held?

☐ No ☒ Yes

Are you applying for exemptions or modifications to the State waterway rules or specific Scheduled waterway rules as detailed in the Vessel Operating & Zoning Rules for the waterway?

☐ No ☒ Yes

Are you applying for exemptions or modifications for carrying recreational vessel safety equipment?

☒ No ☐ Yes

Are you applying for exemptions or modifications for any other legislation?

☒ No ☐ Yes

If applicable, additional fees may apply for Parks Victoria management of exclusion zone and/or installation of infrastructure. *

I understand

- 10.2. Add details of any on-water infrastructure, please provide as much information as possible.

Infrastructure

Please provide details of any on-water infrastructure.

Number, colour, type etc.

6 x white course buoys - inflatable, 2m x 2m
2 x orange course buoys - inflatable, 2m x 2m

Are you planning on hiring infrastructure from the local waterway team?

☒ No ☐ Yes

- 10.3. If you selected 'Yes' to any of the exclusion zone or exemption requirements, additional sections will be displayed and require completion at the bottom of the page.

- 10.4. If relevant, select 'Add exclusion zone' and complete the details required in the pop-out box with as much information as possible. Select 'Submit'

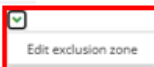
Exclusion zones

[Add exclusion zone](#)

Description	Start time ↑	End time
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Add exclusion zone × </div> <div style="border: 1px solid red; padding: 10px; margin-top: 10px;"> <p>Describe of the area(s) of water for which you are requesting exclusive use for your activity *</p> <p>At Brighton Beach extending 100m from shore, between Kinane St & Wellington St</p> <p>How will the zone be identified on the water? * i.e. type and quantity of signs/markers</p> <p>Marked by course & turning buoys Monitored by 2 x course marshal IRBs</p> <p>What procedure is in place for unauthorised vessels or persons entering the zone? *</p> <p>Event stopped, paddle boarders & PWCs to notify swimmers in the water Course monitoring vessel approaches unauthorised vessel, advises of exclusion zone and requests to leave Event to recommence once unauthorised vessel has left the exclusion zone</p> <p>How will the zone be communicated to waterway users ahead of the activity and during? *</p> <p>Signage at boat ramps On our website & social media</p> <p>Please advise the start time of the exclusion zone *</p> <p>10/01/2026 09:00</p> <p>Please advise the finish time of the exclusion zone *</p> <p>10/01/2026 02:00</p> <p>Provide exclusion zone boundary location coordinates in deg/dec/min format (WGS84) * Please ensure these are also noted on your uploaded map.</p> <p>37°55.22970'S, 144°59.24540'E 37°55.23070'S, 144°59.17450'E 37°54.93310'S, 144°59.12050'E 37°54.92910'S, 144°59.19130'E</p> </div> <div style="margin-top: 10px;"> Submit </div> </div>		

- 10.5. Once an exclusion zone is added, you can edit the information by using the blue arrow

Exclusion zones

Add exclusion zone			
Description	Start time ↑	End time	
At Brighton Beach extending 100m from shore, between Kinane St & Wellington St	10-Jan-2026 9:00 AM	10-Jan-2026 2:00 PM	

- 10.6. If relevant, select **'Add rule modification'** and complete the details required in the pop-out box with as much information as possible

Add rule modification

Exemption/modifications of state waterway rules sought *

Coastal or enclosed water

Coastal/enclosed waters exemption/modification/substitution sought *

Within 200m of the water's edge, Within 50m of wharf, jetty, slipway, diving platform, or boat ramp

Reason(s) for exemption/modification *

Rescue vessels may need to travel at these speeds and distances in the event of an emergency

Control measure(s) to mitigate hazard/safety risk *

Propeller guards fitted to all IRBs
Drivers hold qualifications XYZ
All participants and drivers briefed on process required for a rescue prior to the event


Specify clauses for any Scheduled waterway rules (at the waterway where the activity is being held)

1.5.2 East Port Phillip

Submit

- 10.7. Once a modification is added, you can edit the information by using the blue arrow

Waterway rule modifications

Add rule modification			
Waterway rule category ↑	Modification reason	Control measures	
Coastal or enclosed water	Rescue vessels may need to travel at these speeds and distances in the event of an emergency	Propeller guards fitted to all IRBs Drivers hold qualifications XYZ All participants and drivers briefed on process required for a rescue prior to the event	

- 10.8. As relevant, for **'Exemptions or modifications to the carrying of safety equipment'** and **'Exemptions or modifications to any other legislation'** please follow the above process.

- 10.9. Select **'Save & next'**

Previous

Save & next

11. You will now be taken to the ‘Documents’ section

11.1. On the ‘Documents’ step, upload all required documents by using the blue arrow and the pop-out box.

NOTE: These mandatory documents have been generated depending on the selections made throughout the application.

Information Collection Notice ✓
Contact details ✓
Application details ✓
Event details ✓
Waterway event details ✓
Documents

Terms & conditions

Documents

Document name	Description	Status
Site map *	On a suitable map indicate your proposed event site and location of any infrastructure, facilities, entertainment, parking etc For cross-country, running or mountain bike events please provide a detailed course map including direction of travel, start and finish locations.	Pending
Safety management plan *	An SMP is required outlining your approach to identifying, preventing and managing potential safety incidents and hazards.	Pending
Risk assessment *	Consider the risks/hazards associated with your event and show what control measures will be implemented to mitigate or reduce those risks/hazards.	Pending
Public liability insurance Certificate of Currency *	You must have a minimum of \$20m public liability insurance coverage for the event.	Pending
Map of exclusions zone(s) *	Please provide location details including latitude and longitude coordinates in DDM (deg/dec/min).	Pending

☒

Upload document

Upload document

Document name *

Site map

Attached documents

Note Text

No documents uploaded. Click the Upload button below to add a document.

Upload files(You can select multiple files)*

You can upload a maximum of 5 files, each up to 125MB.

Submit

Upload document

Document name *

Site map

Attached documents

Note Text

No documents uploaded. Click the Upload button below to add a document.

Upload files(You can select multiple files)*

You can upload a maximum of 5 files, each up to 125MB.

11.2. Once all documents have been uploaded, they will display a ‘Submitted’ status and you will be able to progress by selecting ‘Next’.

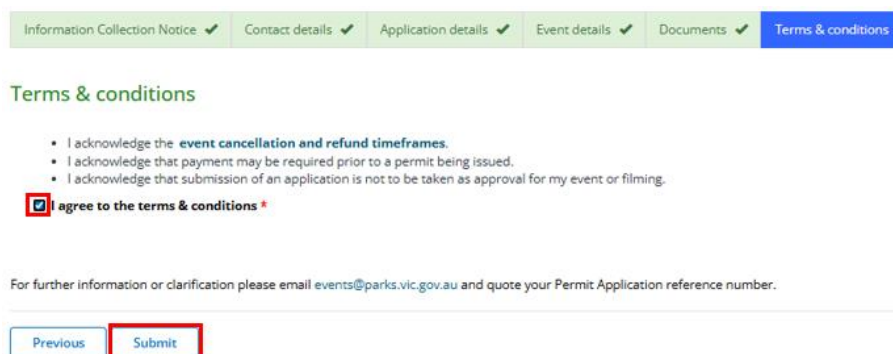
Document name
Description
Status

Site map *
On a suitable map indicate your proposed event site and location of any infrastructure, facilities, entertainment, parking etc For cross-country, running or mountain bike events please provide a detailed course map including direction of travel, start and finish locations.
Submitted

Public liability insurance Certificate of Currency *
You must have a minimum of \$20m public liability insurance coverage for the event.
Submitted

Previous
Next

12. You will now be taken to the **‘Terms & conditions’** section, read the information and **‘agree to the terms & conditions’** to **‘Submit’** your application



Information Collection Notice ✓ Contact details ✓ Application details ✓ Event details ✓ Documents ✓ Terms & conditions

Terms & conditions

- I acknowledge the **event cancellation and refund timeframes**.
- I acknowledge that payment may be required prior to a permit being issued.
- I acknowledge that submission of an application is not to be taken as approval for my event or filming.

☒ I agree to the terms & conditions *

For further information or clarification please email events@parks.vic.gov.au and quote your Permit Application reference number.

[Previous](#) [Submit](#)

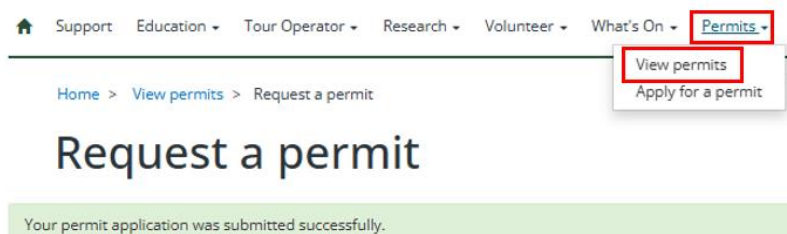
13. You will receive a confirmation that your application has been successfully submitted.

Request a permit

Your permit application was submitted successfully.

14. You will now be able to view and track the progress of your application in the **‘View permits’** section on ParkConnect

ParkConnect



Home > View permits > Request a permit

Request a permit

Your permit application was submitted successfully.