

ParkConnect Permit Portal User Guide – Land Events

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

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

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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'**.

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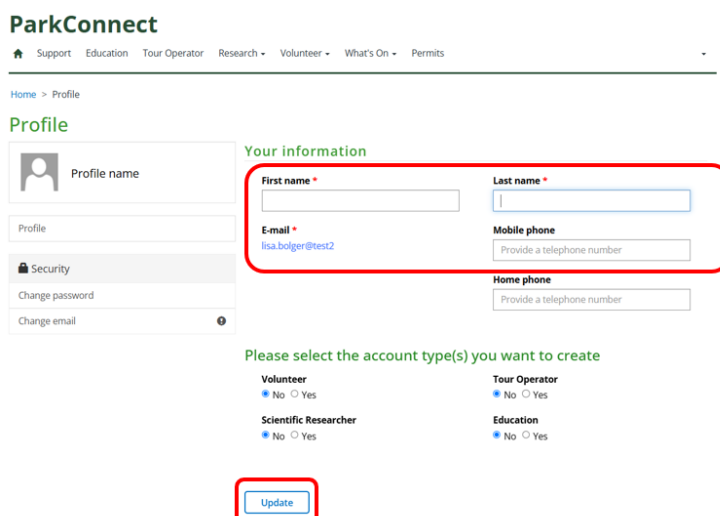
Register

[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

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

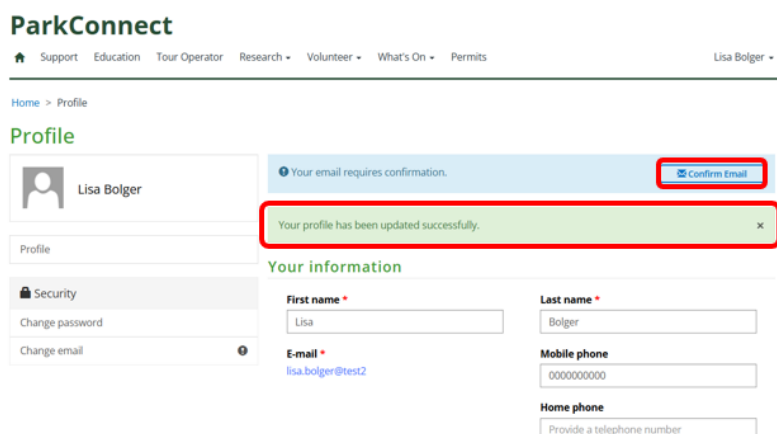
Tour Operator

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

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 *

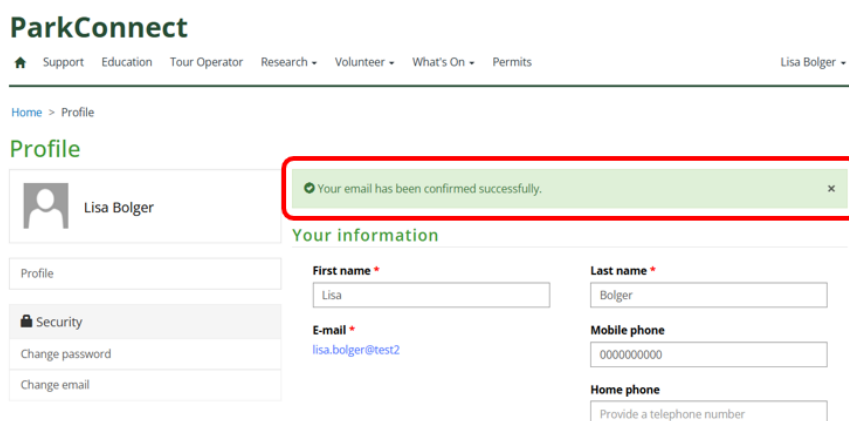
Last name *

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

Home > Profile

Profile

Lisa Bolger

Profile

Security

Change password

Change email

Your email has been confirmed successfully.

Your information

First name *

Last name *

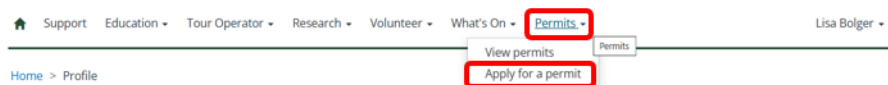
E-mail *

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

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 *

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

NOTE: Jells Park is part of the ‘Dandenong Valley Parklands’
Westerfolds Park is part of the ‘Yarra Valley Parklands’
Brimbank Park is part of the ‘Maribyrnong Valley Parklands’

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

▼

Select
Albert Park
Alfred National Park
Alfred Nicholas Memorial Gardens
Alpine National Park
Andersons Mill, Smeaton Historic Reserve
Anglesea Bushland Reserve
Anglesea Heath Park
Annuello Flora and Fauna Reserve

Add site(s)

Add proposed site

✓ Name ↑	Park ↑
<input type="checkbox"/> Albert Park Lake	Albert Park
<input checked="" type="checkbox"/> Albert Park Lake Path	Albert Park
<input type="checkbox"/> Albert Road Drive	Albert Park
<input type="checkbox"/> Amphitheatre Lawn	Albert Park
<input checked="" type="checkbox"/> Aughtie Drive	Albert Park
<input checked="" type="checkbox"/> Aughtie Walk	Albert Park
<input type="checkbox"/> Community Playground	Albert Park
<input type="checkbox"/> Coot Picnic Area	Albert Park
<input type="checkbox"/> Cormorant Picnic Area	Albert Park
<input type="checkbox"/> Grebe Picnic Ground	Albert Park

1
2
>

Selected records



Albert Park Lake Path✕
Aughtie Drive✕
Aughtie Walk✕

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 ↑	
Albert Park Lake Path	
Albert Road Drive	
Aughtie Walk	

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.

<p>Proposed event start *</p> <p>10/01/2026 09:00 </p>	<p>Proposed event end *</p> <p>10/01/2026 02:00 </p>
<p>Does your application involve multiple dates?</p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>Please enter the dates of the first event only in the above section, and any additional dates in the following 'Event dates' section.</p>	
<p>Bump in</p> <p>10/01/2026 08:00 </p>	<p>Bump out</p> <p>10/01/2026 02:30 </p>
<p>Weather hold start</p> <p>11/01/2026 </p>	<p>Weather hold end</p> <p>11/01/2026 </p>
<p>Expected number of participants/spectators *</p> <p>200</p>	<p>Please provide any details of event fees *</p> <p>Ticketed </p>
<p>Has this event been held previously?</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>	<p>Have you met your obligations under the Working with Children Act 2005? *</p> <p>If your event involves children under 18, you must meet your obligations under the Working with Children Act 2005.</p> <p><input type="radio"/> Not applicable <input checked="" type="radio"/> Yes</p>

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

NOTE: As you select yes/no, further fields will be displayed for additional required information. Please provide as much information as possible

Event requirements

Total number of vehicles *

Please enter number of participant and operational vehicles.

150

Will food and/or beverage be available at your event?

☐ No ☒ Yes

Please provide details of catering provisions: *

Food trucks, coffee van & a caravan bar

Will there be service of alcohol at your event?

Any event that intends to serve alcohol must seek permission from Parks Victoria before obtaining a liquor licence.

☐ No ☒ Yes

Do you propose having amplified noise/music for your event?

☐ No ☒ Yes

Please describe the expected sound level, type of sound *

Amplified solo musician using a PA at maximum 65 decibels

Will you require access to locked areas with or adjacent to the proposed event site?

☐ No ☒ Yes

Please provide details *

Access required behind the bollards for food vendor access

Does your event require access to power?

Access to power may not be available due to the individual site selected. Additional charges may apply.

☒ No ☐ Yes

Does your event require access to tap water?

Access to tap water may not be available due to the individual site selected. Water may not be suitable for drinking. Additional charges may apply.

☐ No ☒ Yes

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

Impact

Could your event impact the normal use of roads/carparks in and around your event?

☐ No ☒ Yes

Please provide additional information. *

You may also be required to supply a Traffic Management Plan.

Entire carpark will be needed for the event attendees. Roads will be impacted by traffic, a TMP has been provided

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.

All vendors will be using recyclable crockery and utensils
Additional bins will be provided and placed around the event area

9.8. Enter any signage and infrastructure if applicable and as relevant to your event.

Infrastructure

Will you be using signage at your event?

☐ No ☒ Yes

Please provide details on size, number, type, message, and proposed sites. *

A3 A-frame event signage - freestanding

Please add any infrastructure that you will be using in the below table.

Add infrastructure

Type

Description

Quantity

There are no records to display.

Add infrastructure

Infrastructure type *

Marquees

Quantity

2

Detailed information

If you selected any temporary infrastructure please provide detailed information here including size, style and numbers.

3m x 3m - entry and registration
3m x 6m - first aid

Submit

9.9. Once all infrastructure is added, you can edit your entry by using the blue arrow

Please add any infrastructure that you will be using in the below table:

Add infrastructure

Type	Description	Quantity	
Marquees	3m x 3m - entry and registration 3m x 6m - first aid	2	<div> Edit infrastructure </div>
Generators	Food/beverage vendors will have their own generators	5	
Temporary toilets	4 x rows of 5 cubicles 1 accessible toilet	21	<div> </div>

9.10. 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.			

Add event date

Start date *

31/01/2026 09:00

End date *

31/01/2026 02:30

Number of participants/spectators *

250

Proposed park *

Albert Park

Save & add sites

Edit event date

250

Proposed park *

Albert Park

Park sites

Proposed site(s)

Add site(s)

Name ↑

No park sites have been added.

Update event date

The left screenshot shows the 'Edit event date' interface. It features a list of park sites with checkboxes. The 'Selected sites' section at the bottom contains two items: 'Albert Park Lake Path' and 'Albert Road Drive'. A red box highlights the 'Add site(s)' button.

The right screenshot shows the 'Edit event date' interface. It features a dropdown menu for 'Albert Park'. Below it, the 'Park sites' section lists three sites: 'Albert Park Lake Path', 'Albert Road Drive', and 'Aughtie Walk'. A red box highlights the 'Update event date' button.

9.11. Once all information has been entered, select **'Save & next'**

Event dates

[Add event date](#)

Start date ↑	End date	Park	Number of participants	
31/01/2026 09:00	31/01/2026 02:30	Albert Park	250	▼

[Previous](#)
[Save & next](#)

10. You will now be taken to the **'Documents'** section

10.1. 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 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
Public liability insurance Certificate of Currency *	You must have a minimum of \$20m public liability insurance coverage for the event.	Pending

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

ParkConnect



Request a permit

Your permit application was submitted successfully.