ParkConnect Permit Portal User Guide – Weddings & Wedding Photography

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

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

3. If you do not have an existing account,
   3.1. Click on **'Create Profile'**

   3.2. Enter your email address, create a password and then re-enter your password to confirm and click **'Register'**.
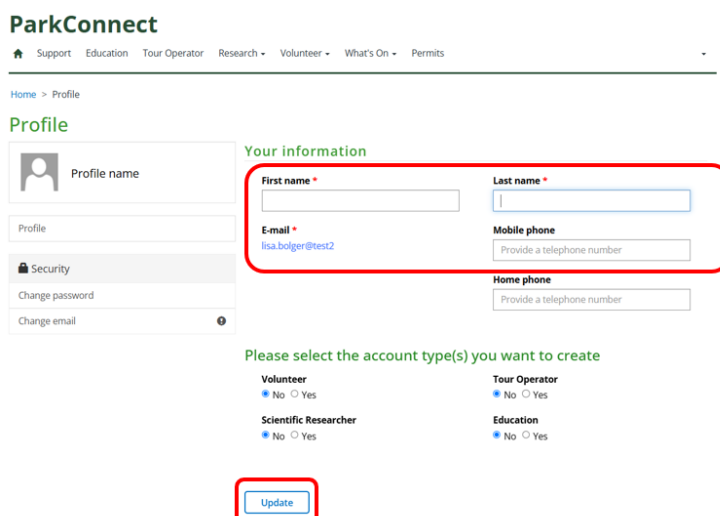
3.3. You will be redirected to your **'Profile'** page. Enter your first name, last name, mobile phone and click **'Update'**.
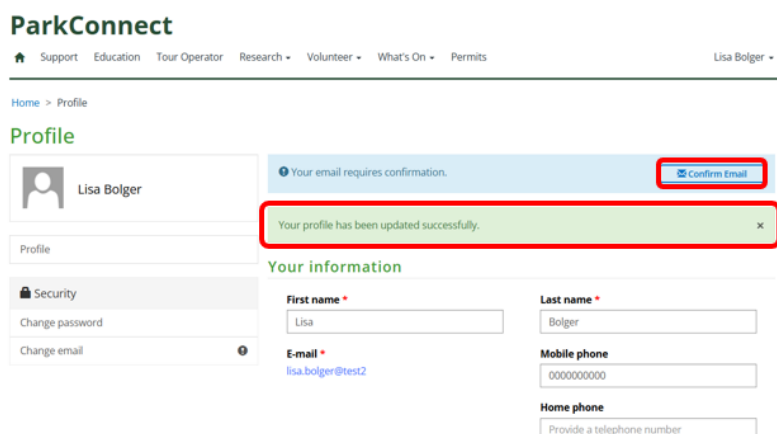

3.4. You will receive a notification that your profile has been updated successfully. Select the **'Confirm Email'** button to finalise the profile setup.
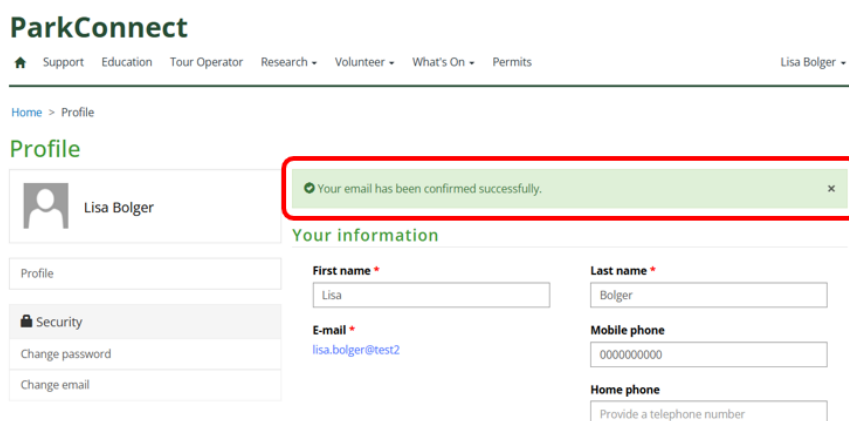
3.5. You will receive an email with instructions on how to complete the registration process. Once the registration process is completed you be automatically taken back to your **'Profile'** page and receive a notification to advise that your email has been confirmed successfully

4. Hover over the **'Permits'** tab at the top of the page and select **'Apply for a permit'**

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

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

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

   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

   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.

7.5. If you will only be conducting your photography in the park, you can now select **'Save & next'**

7.6. If you will be conducting your ceremony or reception (Point Nepean only) in the park, select **'Yes'** and use the drop down to select **'Wedding'** from the event type 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
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 *

Select

Trading name (as registered)

ABN

ACN
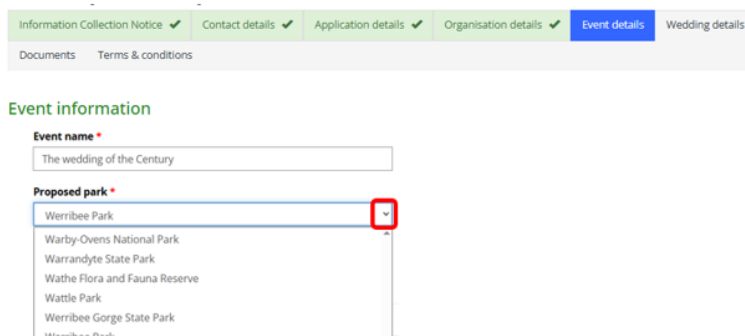
CAV registration number

Is your business a registered charity or not-for-profit organisation?
● No ○ Yes

Previous   Save & next

UNOFFICIAL

9. If applying as an individual, or once the organisation details have been completed, you will now be taken to the **'Event details'** section

   9.1. Enter the **'Event name'** (e.g. The wedding/photography of Sarah & John) and select the relevant park from the drop down list

   9.2. Once you have selected the park, click on **'Add site(s)'** if you require a specific site in the park.

   9.3. A pop out box will display with available sites within the chosen park. Check the box(s) next to the relevant sites and click **'Add site(s)'.** You can choose multiple sites.

   9.4. Enter your event dates, times and number of guests as relevant

9.5. Enter vehicle details and any catering information

Event requirements

Expected number of guest vehicles

Will food and/or beverage be available at your event?
○ No ● Yes

Please provide details of catering provisions: *

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

Facilities to be used

Could your event impact the normal use of roads/carparks in and around your event?
● No ○ Yes

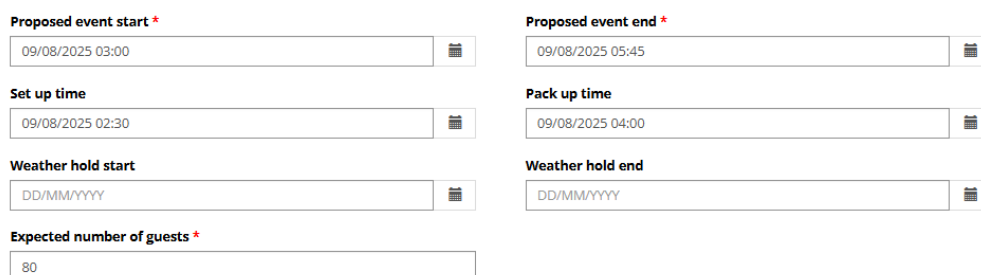9.6. Enter any signage and infrastructure that will be used during the event. To add infrastructure, click on **'Add infrastructure'**, select from the drop-down list and provide any additional details. Click **'Submit'**.

Infrastructure

Will you be using signage at your event?
○ No ● Yes

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

Add infrastructure

Type	Description	Quantity

Add infrastructure   Add infrastructure

Infrastructure type *   **Infrastructure type** *
Select   Arch/arbour
Select   **Quantity**
Aisle/carpet runners   1
Amplified sound
Arch/arbour   **Detailed information**
Marquees   If you selected any temporary infrastructure please provide detailed information here
Other   including size, style and numbers.
Temporary seating   Wooden structure

Submit   Submit

The selected infrastructure will be displayed in a list. To edit an infrastructure item, click on the arrow beside the item and select **'Edit infrastructure'**. A pop out box will display allowing amendments.

Type	Description	Quantity	
Arch/arbour	Wooden structure	1	▼
			Edit infrastructure

9.7. Click **'Save & next'**

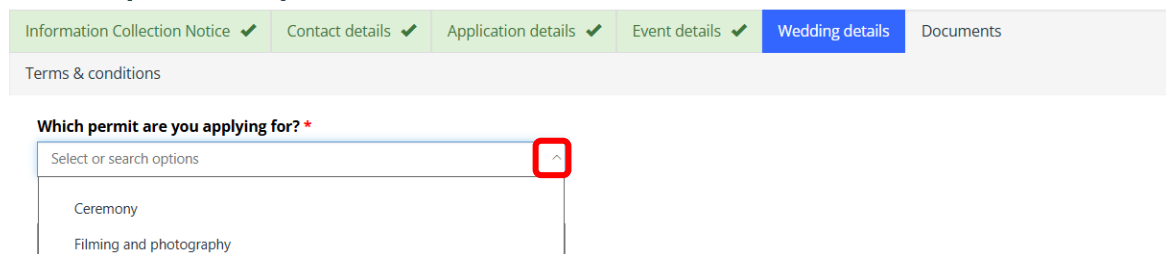| Type	Description
Arch/arbour	Wooden structure

Previous   Save & next

UNOFFICIAL

10. You will now be taken to the **'Wedding details'** section of the application form.
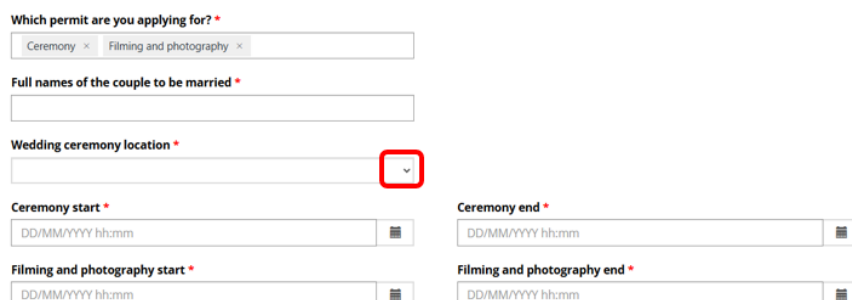   10.1.   Confirm the type of wedding permit you will be applying for by using the drop down list, e.g. ceremony, filming and photography, or both. The remaining fields in the application will be populated based on your selection
    NOTE: Receptions are only permitted at Point Nepean National Park

    10.2.   Provide the names of the couple, the location by using the drop down list and the times/details for all selections.
    NOTE: The fields will be populated as relevant to your selected location
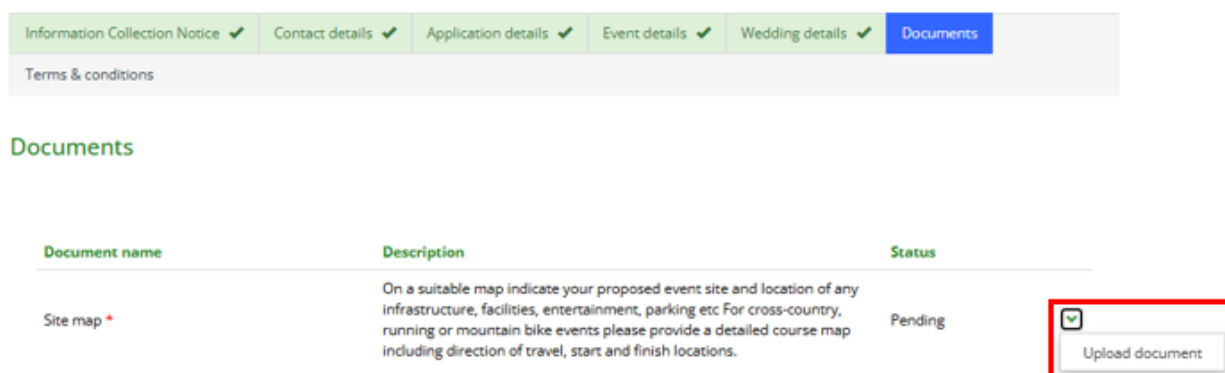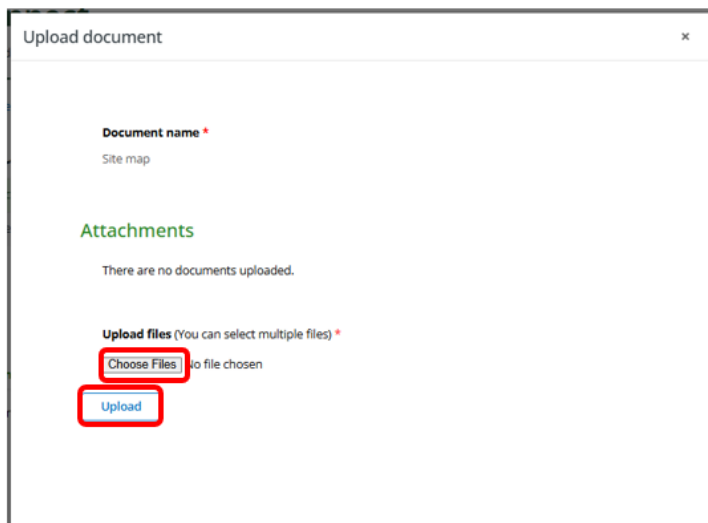

    10.3.   Click **'Save & next'**

11. You will now be taken to the **'Documents**' section where mandatory documents will need to be uploaded.
    11.1.   Click on the arrow to the right of the relevant document and select **'Upload document'**

UNOFFICIAL

11.2.   A pop-up box will display where you can **'Choose Files'** from your own documents and **'Upload'**

Note: The expiry dates for a Certificate of Currency will also need to be entered

11.3.   Once all documents are in a **'Submitted'** status, you can click **'Next'**.

12. You are now taken to the **'Terms & conditions'**, and final section of your application. Please read, select the box and click **'Submit'**

13. You will receive the below notification when your application has been successfully submitted

14. You will now be able to see & track the progress of your application in **'View permits'** section of the portal

ParkConnect

🏠 Support Education Tour Operator ▾ Research ▾ Volunteer ▾ What's On ▾ Permits ▾   Catherine Johnston ▾

> View permits
> Apply for a permit

Home > View permits

View permits

My applications

<div align="right">

Apply for a permit

</div>

Application number	Name	Organisation	Application status	Start date	End date	Created on ↑	
PA-0001113	Surfing in the Bay - TC17 Scenario 1	Water Event Company	Submitted	19-Aug-2025 10:00 AM	19-Aug-2025 2:30 PM	05-Aug-2025 10:01 AM	⌄

In review

Application number	Name	Organisation	Start date	End date	Created on ↑

There are no records to display.

My active permits

☰ My active permits ▾

Application number	Name	Organisation	Start date	End date	Created on ↑

There are no records to display.

My historical permits