

ParkConnect Permit Portal User Guide – Weddings & Wedding Photography

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

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[Tour Operator](#)
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[Volunteer](#)
[What's On](#)

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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](#)

[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’**.

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[Register](#)

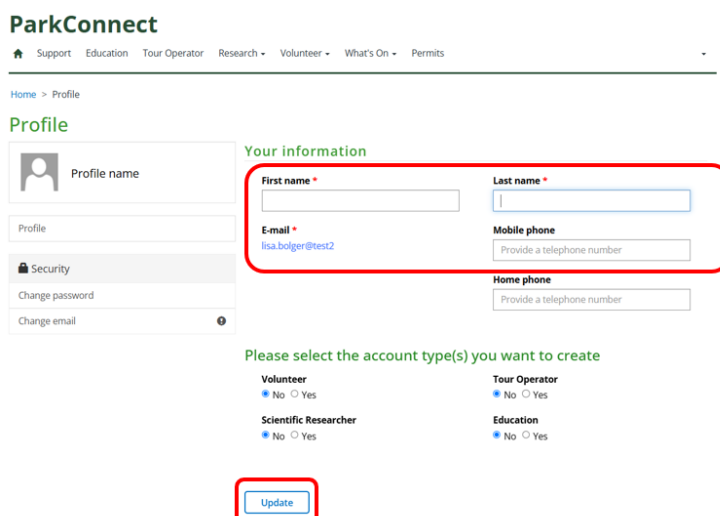
Register

[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

Home > Profile

Profile

Profile name

Profile

Security

Change password

Change email

Your information

First name *

Last name *

E-mail *

lisa.bolger@test2

Mobile phone

Provide a telephone number

Home phone

Provide a telephone number

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

Volunteer

☒ No ☐ Yes

Tour Operator

☒ No ☐ Yes

Scientific Researcher

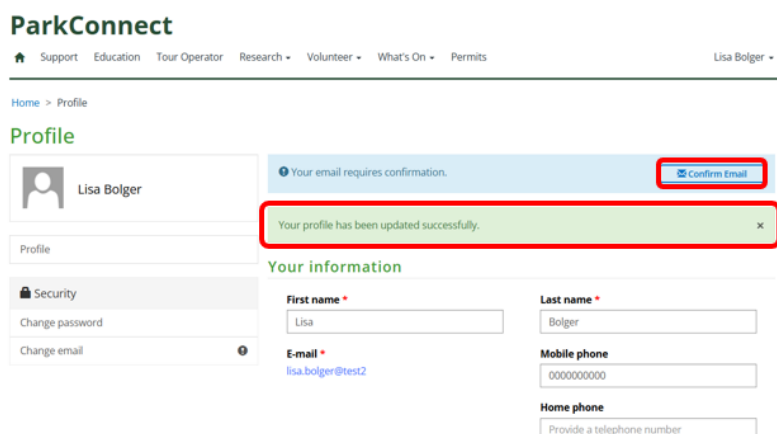
☒ No ☐ Yes

Education

☒ No ☐ Yes

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 *

Lisa

Last name *

Bolger

E-mail *

lisa.bolger@test2

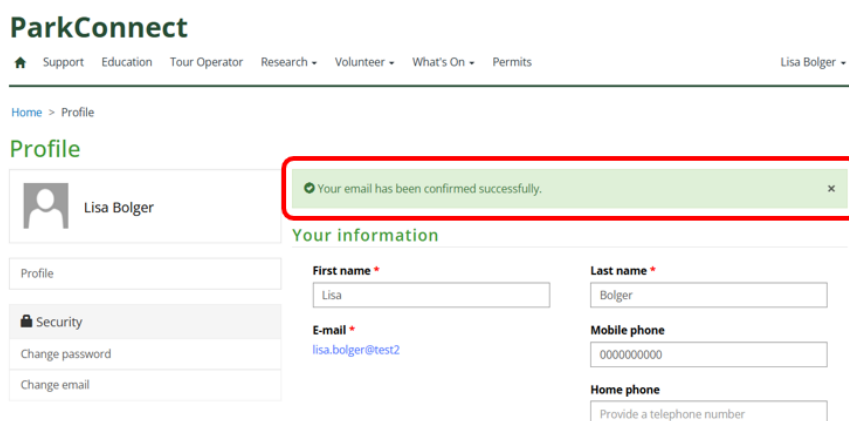
Mobile phone

0000000000

Home phone

Provide a telephone number

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 *

Lisa

Last name *

Bolger

E-mail *

lisa.bolger@test2

Mobile phone

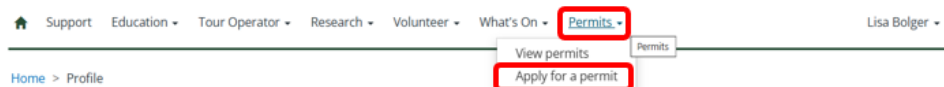
0000000000

Home phone

Provide a telephone number

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

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 *

Street address *

Street address 2

Street address 3

Suburb *

Postcode *

State *

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
v

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. 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

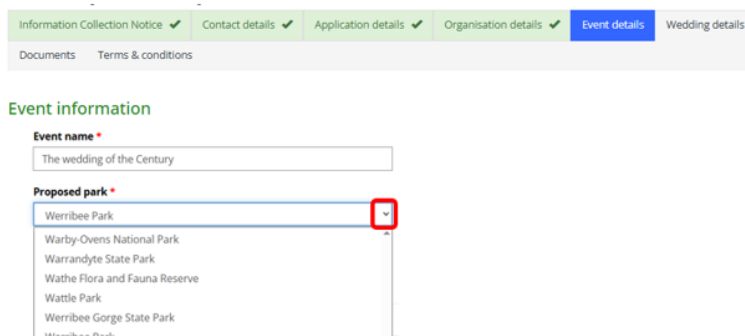
CAV registration number

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

Previous
Save & next

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



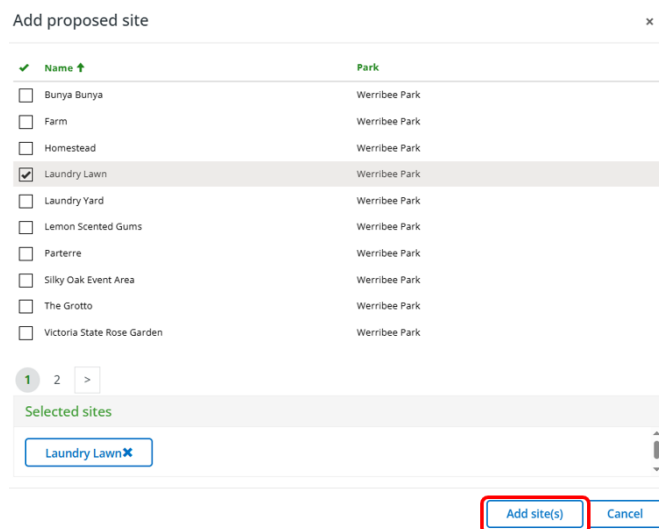
The screenshot shows the 'Event details' section of the application. At the top, there are tabs for 'Information Collection Notice', 'Contact details', 'Application details', 'Organisation details', 'Event details' (which is active), and 'Wedding details'. Below these are links for 'Documents' and 'Terms & conditions'. The 'Event information' section contains a text field for 'Event name' with the value 'The wedding of the Century'. Below it is a dropdown menu for 'Proposed park' with 'Werribee Park' selected. A red box highlights the dropdown arrow.

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



The screenshot shows the 'Proposed site(s)' section. It is currently empty. A red box highlights the 'Add site(s)' button.

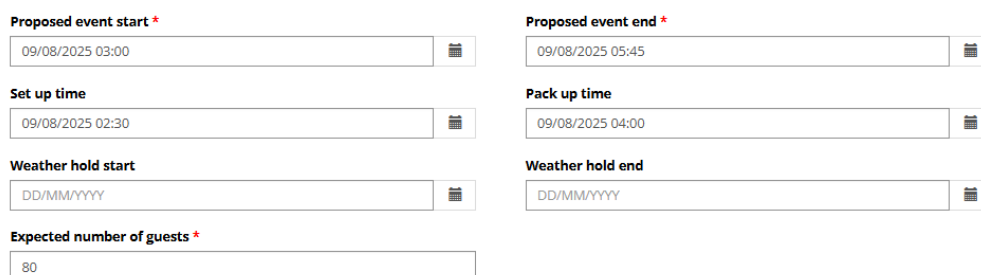
9.3. A pop out box will display with available sites within the chosen park. Check the box(s) next to the relevant sites and click **‘Add site(s)’**. You can choose multiple sites.



The screenshot shows the 'Add proposed site' pop-out box. It has a close button (x) in the top right. The box contains a table with two columns: 'Name' and 'Park'. The 'Park' column is set to 'Werribee Park'. The 'Name' column lists various sites, with 'Laundry Lawn' selected (checked box). Below the table is a 'Selected sites' section showing 'Laundry Lawn' with a close button (x). At the bottom, there are two buttons: 'Add site(s)' (highlighted with a red box) and 'Cancel'.

Name	Park
<input type="checkbox"/> Bunya Bunya	Werribee Park
<input type="checkbox"/> Farm	Werribee Park
<input type="checkbox"/> Homestead	Werribee Park
<input checked="" type="checkbox"/> Laundry Lawn	Werribee Park
<input type="checkbox"/> Laundry Yard	Werribee Park
<input type="checkbox"/> Lemon Scented Gums	Werribee Park
<input type="checkbox"/> Parterre	Werribee Park
<input type="checkbox"/> Silky Oak Event Area	Werribee Park
<input type="checkbox"/> The Grotto	Werribee Park
<input type="checkbox"/> Victoria State Rose Garden	Werribee Park

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



The screenshot shows the event details form. It contains several input fields with calendar icons for date and time selection:

- Proposed event start ***: 09/08/2025 03:00
- Proposed event end ***: 09/08/2025 05:45
- Set up time**: 09/08/2025 02:30
- Pack up time**: 09/08/2025 04:00
- Weather hold start**: DD/MM/YYYY
- Weather hold end**: DD/MM/YYYY
- Expected number of guests ***: 80

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
Arch/arbour	Wooden structure	1

Add infrastructure

Add infrastructure

Infrastructure type *

Submit

Infrastructure type *

Arch/arbour

Quantity

1

Detailed information

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

Wooden structure

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

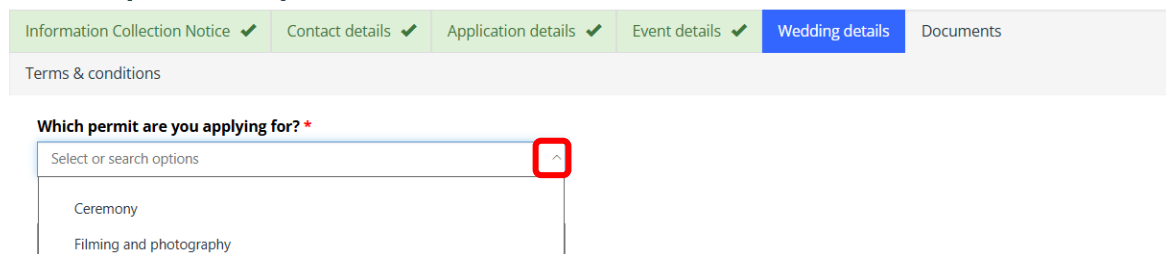
Previous

Save & next

10. You will now be taken to the **‘Wedding details’** section of the application form.

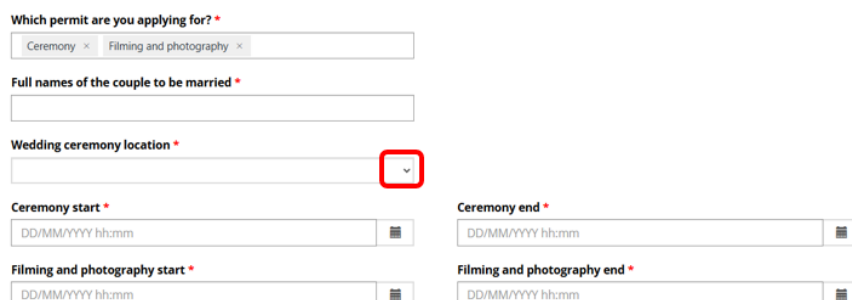
10.1. Confirm the type of wedding permit you will be applying for by using the drop down list, e.g. ceremony, filming and photography, or both. The remaining fields in the application will be populated based on your selection

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

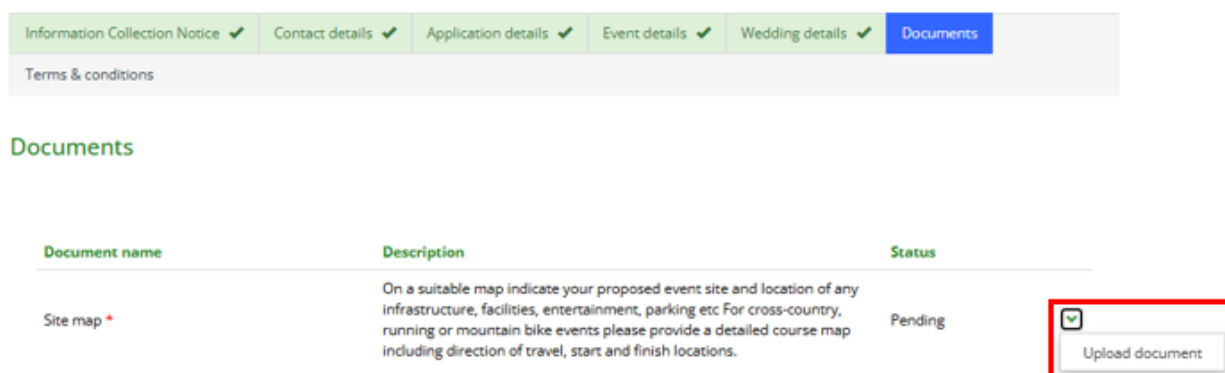


10.3. Click **‘Save & next’**



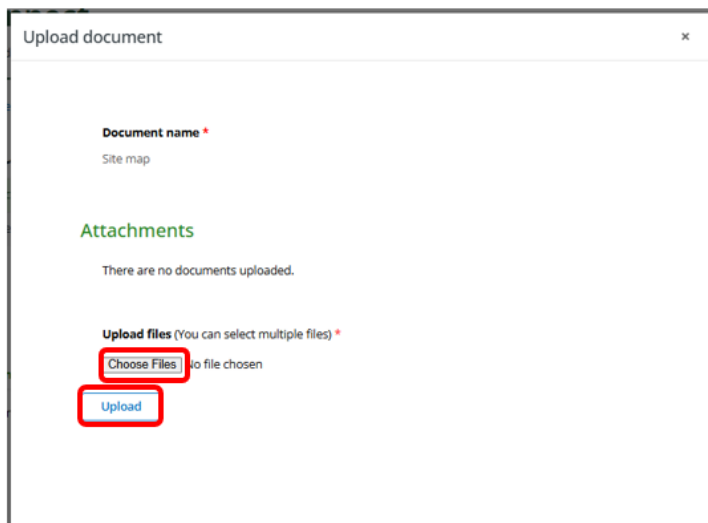
11. You will now be taken to the **‘Documents’** section where mandatory documents will need to be uploaded.

11.1. Click on the arrow to the right of the relevant document and select **‘Upload document’**



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’**.

Document name	Description	Status
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 are now taken to the **‘Terms & conditions’**, and final section of your application. Please read, select the box and click **‘Submit’**

Request a permit

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.

☒ 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 the below notification when your application has been successfully submitted

Request a permit

Your permit application was submitted successfully.

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

ParkConnect

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Catherine Johnston

[View permits](#)
[Apply for a permit](#)

View permits

My applications

[Apply for a permit](#)

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