Department of Transport

Event Notification Process Guide for Events

Affecting Public Transport

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Event Notification Process

Notify Department of Transport of your Event

If you’re organising an event in Melbourne or Regional Victoria that will impact on Public Transport, Part VI, Division 10 of the Transport (Compliance and Miscellaneous) Act 1983 (the Act) requires you to notify the Department of Transport.

**Planning an event? Let us know**

Every year there are around 1500 special events in Victoria. Victoria’s events legislation encourages early discussions between event organisers and Public Transport Operators to ensure minimal impact on public transport.

The events legislation is part of the [*Transport (Miscellaneous and Compliance) Act 1983*](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/95c43dd4eac71a68ca256dde00056e7b/f01448b7691eed06ca257cda000c2207!OpenDocument).

## What are the benefits of notifying Department of Transport of my event?

* More people can attend your event if you let us know early on so we can cater for increased demand.
* People will be more positive about your event if their travel isn’t disrupted.

If you don’t advise us of your event plans in writing, you may be fined.

If you’re organising an event in Melbourne or Regional Victoria, there are steps you need to take to avoid disrupting public transport.

**What you need to do**

**1**. **Register on our Special Events Management System**

The Special Events Management System (SEMS) is a free event management tool. Simply visit the [SEMS website](https://ptv.resolvecloudbase.com.au/Ecx.Web/login/main2.html?type=login&ReturnUrl=%2fEcx.Web).

You will need to register to use SEMS and create an account. Click the *Register* button and enter your details, and our Special Events team will email your temporary login details within 24 hours. The first time you log in, you will then choose a new password, as your temporary password only lasts 24 hours.

**2. Submit an Event Notification**

Submit your notification as early as possible, even if you don’t know all the details of the event yet.

* Less than 10,000 people expected to attend - 120 days’ notice
* More than 10,000 people expected to attend - 150 days’ notice

The notification process includes a scenario analysis tool to work through and find out if your event will impact public transport.

**3**. **Read our Impact Assessment**

After you’ve submitted your notification, we’ll carry out an impact assessment within seven days. We’ll let you know whether you need to prepare a Public Transport Plan or attend a planning meeting.

**4. Develop a Public Transport Plan**

The Public Transport Plan shows how we’ll manage your event’s impact on public transport. The most important element of the Plan is that you advise both local Councils and Public Transport Operators of your event and its expected impact. The Public Transport Plan should show that you’ve negotiated with Councils and Public Transport Operators on how to best handle that impact.

**5**. **Get approval**

We’ll provide feedback or approval within one month of receiving your Public Transport Plan. Your Public Transport Plan needs to be approved by Department of Transport, and the relevant Councils and organisations.

## Cost recovery and fees

There’s no administration fee from Department of Transport for handling your Event Notification, providing an impact assessment and assessing your Public Transport Plan.

We reserve the right to recover event-related costs, for both Department of Transport and on behalf of Public Transport Operators. These include rearranging services, particularly if they weren’t included in a cost recovery agreement as part of your Public Transport Plan.

It’s in your best interests to prepare a thorough Public Transport Plan and comply with proposed timings, to reduce the risk of cost recovery. If you fail to notify Department of Transport of an event that impacts public transport, you may be liable for a large fine under section 204 Transport (Compliance and Miscellaneous) Act 1983.

## Develop a Public Transport Plan (PTP)

**The Public Transport Plan (PTP) shows how we’ll manage your event’s impact on public transport. The most important element of the PTP is that you advise both local councils and transport operators of your event and its expected impact. The PTP should show that you’ve negotiated with councils and transport operators on how to best handle that impact, and the arrangements are documented accordingly.**

A PTP forms part of either the Event Management Plan (EMP) or the Traffic Management Plan (TMP). If you do not have a separate Traffic Management Plan, then the PTP should be incorporated into your Event Management Plan to provide the transport and traffic details.

Your PTP records how an event impacts on regular public transport services (i.e. deviation, delay, replacement, supplementation, cancellation, stop closures, level crossing management) and how public transport will be managed before, during and after your event.

Your PTP documents arrangements agreed at meetings (e.g. A-Team, Y-Team, council meetings, etc.), via email or telephone discussions between you and a Public Transport Operator.

## Submitting your PTP

In order to submit your PTP for review and approval by Department of Transport, you will need to do so via the SEMS portal. If you haven’t registered to use SEMS before, refer to page 3 for details on how to do this.

1. Login to SEMS to select your event file
2. Select the Public Transport Plans tab within your file.
3. By selecting New Plan and completing the steps to activate your SEMS Public Transport Plan, you can complete the subsequent tabs to compile your plan and upload your documents via the subsequent Documents Tab.
4. Select Submit to PTO (Public Transport Operators).  This will notify the affected Public Transport Operators to review and endorse your plans.
5. Once you have received endorsement from all affected PTOs, select Submit to PTV (Department of Transport) for final review and approval.

## Timelines

Please note that Department of Transport will require a copy of your PTP to be submitted no less than six weeks out from your event date. This is to ensure that Public Transport Operators have enough time to plan alternative or additional service’s and staff, including any changes to their timetable, signal pathway’s (particularly for train services) and staff roster’s.

## Roads - What Impact will your Event have?

Although both PTV and VicRoads are now part of the Department of Transport you must **still apply separately** for permission to conduct an event, or film, on an arterial road.

For further information regarding the notification and application process for events and filming on Arterial Roads, please refer to **Appendix D: Department of Transport Event Notification Process for Events Affecting Arterial Roads.**

## For more information

**Public Transport**

Further information regarding Part VI, Division 10 of the Transport (Compliance and Miscellaneous) Act 1983 (the Act) can be found on online at:

<https://www.legislation.vic.gov.au/in-force/acts/transport-compliance-and-miscellaneous-act-1983/216>

For further consultation regarding the Event Notification Process and Public Transport Planning, please contact our Special Events team directly at:

[event.notification@ptv.vic.gov.au](mailto:event.notification@ptv.vic.gov.au)

For further information regarding the Special Events Management System (SEMS) and/ or user support, please contact our Special Events team directly to request a copy of the **SEMS User Guide for Event Organisers and Public Transport Operators.**

Alternatively, you canspeak with a team member directly to arrange a one on one guidance session of SEMS, and work through a real time scenario of submitting your event notification and public transport plan.

For further information regarding the Public Transport Plan, please refer to the supporting Appendices for the **Department of Transport Sample Public Transport Pan.**

**Councils**

For a list of Victorian Metropolitan and Regional Councils, please follow the below link:

<https://www.vec.vic.gov.au/Files/LocalityFinder.pdf>

You are encouraged to keep an eye on the **Big Build** website as you plan your event, to ensure there will be no conflict.

<https://bigbuild.vic.gov.au/disruptions>

Special Events Team

**Planned Disruptions**

**Department of Transport**

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