

CHRISTMAS DECORATIONS AND LIGHTS IN CASEY

Guide for local residents

We support local residents creating Christmas lights and decorations that safely bring people together to celebrate the festive season.

If your display is small and stays on private property, event approval is usually not required.

If your display attracts crowds, uses public space or affects roads, footpaths, neighbours or public safety, contact us before making plans or promoting your display.

Is it a display or an event?

A simple Christmas display is usually decorations and lights on private property, with visitors viewing from the street or footpath. A display becomes more like an event when it includes extra activities, larger crowds or impacts outside the property.

LIKELY A DISPLAY	MORE LIKE AN EVENT
Decorations and lights on private property.	Road closure or traffic management requested.
Visitors pass by briefly by car or on foot.	Large crowds, promoted visitor activity or people staying for longer.
Free to view, with no trading or organised activities.	Food trucks, coffee vans, stalls, performers, games, movies or Santa interactions.
Small treats, such as lollies in a bucket, are provided safely from the property.	Donation tins, charity collections, fundraising or items for sale.
Activity stays within private property.	Activities, structures or entertainment on roads, footpaths or public land.

If it is a display, what should I do?

- **Talk to your neighbours:** Let them know the dates, times and what to expect. Give them a contact for questions or concerns.
- **Keep access clear:** Do not block driveways, footpaths, roads or emergency access.
- **Think about visitors:** Encourage people to park safely and respect nearby homes.
- **Check safety:** Look for trip hazards, electrical leads, wet weather risks and crowded areas.
- **Manage rubbish:** Have bins or a cleanup plan.
- **Set a finish time:** Choose a reasonable time for lights and visitor activity to finish each night.

- **Manage noise and sound:** Keep music, speakers and other sound low. Make sure noise does not disturb neighbours, especially later at night.
- **Respect privacy:** Be clear if visitors can enter your property or take photos. Get permission before taking photos or videos of other people.
- **Let police know:** Contact your local police station if you expect extra visitors. You can also register your gathering through [Victoria Police's PartySafe program](#) online.

If it is more like an event, what should I do?

If your display is more like an event, you need to go through Council's Event Approval Application Process. This assessment includes a number of requirements and some permits or approvals will have fees.

Fees vary depending on the scale and type of event, and the organiser is responsible for these costs.

Common requirements are listed below:

EVENT REQUIREMENT	WHAT YOU NEED TO PROVIDE OR DO
Event Approval Application	Submit an event application to Council. All event applications need a risk assessment, site map and public liability insurance.
Site Map	Provide a simple site map (see example) showing where key event elements will be located, including decorations, power, access points, parking, bins, food vendors, structures, public areas and emergency access.
Risk Assessment	Identify what could go wrong and how you will reduce the risk with a risk assessment (see example). This should cover things like traffic, crowds, trip hazards, electrical safety, weather, emergency access, rubbish, food vendors and activities on or near public land.
Public Liability	You will need to source Public Liability Insurance with coverage of at least \$20 million. Adequate insurance cover will also be required for event staff, volunteers, stallholders and entertainers. Visit Local Community Insurance Services for more information about event insurance for Community Groups
Neighbour notification	Tell impacted neighbours what is planned, including dates, times and expected impacts. Provide a contact for questions or concerns.
Public amenity, noise and operating times	Once the event dates, start time and finish times have been confirmed, you will need to also manage noise from music, amplified sound, generators and visitors so it does not unreasonably disturb neighbours. Noise must comply with the Environment Protection Act 2017 and Environment Protection Regulations. Learn more on the Environment Protection Agency (EPA) and Victoria Police websites.
Bins and rubbish	Plan how rubbish will be managed during and after the event. Council can sometimes support with rubbish bin provision.
Emergency services	As part of the Event approval process, Council will notify local emergency services if required.

IF YOU WANT TO...	YOU NEED TO...
Change traffic conditions	Get traffic management advice from a qualified provider and submit any required traffic plan to Council for approval. We will consider safety, access, neighbours, emergency vehicles, traffic impacts and whether the plan is suitable for the site.
Close a road	Complete the traffic management steps above. You also need written support from at least 75% of impacted homes and properties, including shops on the affected road.
Have food trucks or vendors	A permit to trade must be issued by Council before any food truck or vendor can operate. Food vendors must submit their application via FoodTrader and obtain their approved Statement of Trade . We will also consider impacts on neighbours and road users. Visit our website to learn more about roadside trading and footpath trading and business sign permits
Collect money or donations	If collections involve roads or traffic, you need to apply for a Highway Collection Permit . Donations also need to be managed clearly and responsibly in line with fundraising requirements. Visit Consumer Affairs Victoria for more information about fundraisers.
Run activities on public land	Get Council event approval before running activities on public land. Extra permits will depend on the activity.
Attract large crowds	Prepare a risk assessment, site plan and emergency plan. You will also need public liability insurance. As part of the event approval process, Council will notify local emergency services if required.

Frequently asked questions

- **Do I need approval for Christmas decorations and lights at my house?**

If your display is small, on private property and does not impact neighbours, the public or road users, event approval is usually not required.

- **When should I contact Council?**

Contact Council if your display attracts large crowds, affects traffic or parking, uses public land, includes performers, vendors, items for sale or donation collections.

- **Can I close my street?**

You need to complete the traffic management steps listed above and get written support from at least 75% of impacted homes and properties, including shops on the affected road.

- **Can I have food trucks?**

A permit to trade must be issued by Council before any food truck or vendor can operate. Council will also consider impacts on neighbours and local road users.

- **Can I collect donations?**

Contact Council before collecting money in a public place. If collections involve roads or traffic, you need to apply for a Highway Collection Permit. Donations also need to be managed clearly and responsibly.

- **What if my display keeps getting bigger?**

Contact Council early before confirming plans or promoting your display.

Need help or have questions?

If you are unsure whether your display needs to be assessed, or you have questions about approvals, before making plans or promoting your display, please contact:

City of Casey Community Events team at
events@casey.vic.gov.au



Contact the City of Casey:

Web: casey.vic.gov.au

Email: caseycc@casey.vic.gov.au

Phone: 03 9705 5200

Post: PO Box 1000, Narre Warren VIC 3805

NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive

Cranbourne: Cranbourne Park Shopping Centre

ABN: 43 320 295 742



TIS: 131450 (Translating and Interpreting Service) المترجم الفوري 翻译 مترجم شفاهى ਦੁਆਰਾ ਸ਼ਾਹਿਦ ਕਰੋ

CASEY.VIC.GOV.AU