



Temporary advertising signage

What you need to do

Before you start!

The fast and easy way to apply is online via

📧 portphillip.vic.gov.au/facilities

Otherwise complete this form and submit via email.



Complete and submit the form

Make sure all sections are complete and all required documentation is attached, and you submit via email below.



Further information

We will contact you if more information is required.



What comes next

Please allow 10 working days for the assessment of this application.

Read before starting

Please read the **Temporary Advertising Signage Guidelines** before completing this application.

How to apply

Submit this form and required supporting documentation:

📧 eventpermits@portphillip.vic.gov.au

📧 Events Services

City of Port Phillip
Private Bag 3
St Kilda VIC 3182

Further information

Further information may be required before a full assessment is made or a permit issued.

📞 ASSIST 03 9209 6777

📍 portphillip.vic.gov.au/explore-the-city

1 Declaration

I declare that I am the applicant; and that all information in this application is true and correct.

I have read and accepted the conditions for the placement of Temporary Community Advertising Signage in the City of Port Phillip.

I agree to comply with all permit conditions, local laws and all relevant legislation.

I will ensure that the permit is not sold, transferred or assigned to another party.

I acknowledge that failure to comply with these conditions will result in cancellation of the permit, a fine and/or legal action.

The signage supplier has read the Council's policy on temporary advertising signage and agrees to comply with the policy and all conditions outlined in the permit.

Privacy policy

The City of Port Phillip is collecting the personal information requested on this form for the purpose of determining Expressions of Interest for promotional permits. The personal information will be used solely by the City of Port Phillip for this primary purpose and the directly related secondary purpose of sending you any further information relating to this process. The applicant understands that the personal information provided is for these purposes and that they may apply to council for access and/or amendment of the information.

2 Applicant details

First name

Last name

Organisation name

Organisation address

Suburb

State

Postcode

Best phone number to contact you on Email

Website

3 Purpose of advertising

Please provide details of the purpose of advertising. If advertising an event please include the date of the event.

4 Location

Location/s: A maximum of two signage boards only per application or event will be permitted. Tick if applicable:

Sol Green Reserve, City Road, South Melbourne

Bay Street, Port Melbourne (Opp 317 & 334)

O'Donnell Gardens, St Kilda

Alma Park, St Kilda Bay Street, Port Melbourne (Opp 173)

Williamstown Road, Port Melbourne

St Kilda Town Hall

Jacka Bld Overpass, St Kilda

Beach Carpark Entry (Off Ormond Esplanade), Elwood

5 Event or activity details

Single day				Multiple days			
Date commencing				Date commencing		Date ending	
Time commencing		Time ending		Time commencing		Time ending	
AM	PM	AM	PM	AM	PM	AM	PM

6 Signage Suppliers

Details of the company that will be supplying the temporary signage, responsible for the setting up and removal of all signage and the cleaning of the site/s.

Contact person Organisation name

Best phone number to contact you on

Office use only

Application number	Date lodged
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For further information or a large print version

-  ASSIST 03 9209 6777
-  portphillip.vic.gov.au/explore-the-city
-  eventpermits@portphillip.vic.gov.au