



Street stalls, raffles and collections

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 **Street Stalls, Raffles and Collections 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](tel:0392096777)

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 Street Stalls, Raffles and Collections.

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.

If you will be set up in front of a business or residence: I have the occupier's consent

2 Type of activity

Street stall

Raffle

Collection

Registered charity

Local community group

Local education provider

3 Permit checklist

Public Liability Insurance –
Certificate of Currency
(\$20M minimum)

Temporary Food Premises Permit
(if serving or selling food)
COVID-19 Safe Plan

Approval from VCGLR
(if conducting a raffle with prizes
exceeding \$5,000)

4 Applicant details

First name

Last name

Organisation

Address

Suburb

State

Postcode

Best phone number to contact you on Email

5 Purpose and description of activity

Fundraising or collections requesting bank details as part of an ongoing donation are not permitted.

Purpose

Description of Activity

6 Event details

Single day

Date commencing

Time commencing

AM PM

Time ending

AM PM

Multiple days

Date commencing

Date ending

Time commencing

AM PM

Time ending

AM PM

7 Locations

Acland Street, St Kilda

Carlisle Street, Balaclava

Clarendon Street, South
Melbourne

Bridport Street, Albert Park

Liardet Street, Port Melbourne

Bay Street, Port Melbourne)

Other, please specify:

8 Activity Supervisor

Please provide details and contact numbers of the person who will be the supervisor of the appeal/street stall and be responsible for the set-up and removal of any equipment and the cleaning of the site.

First name


Last name

Best phone number to contact you on Email

Office use only

Application
numberDate
lodged

For further information or a large print version

 ASSIST 03 9209 6777

 port Phillip.vic.gov.au/explore-the-city
 eventpermits@port Phillip.vic.gov.au

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.