



Promotional activities

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.



Receive your invoice

Once your application is processed you will receive an invoice within 10 working days.

Read before starting

Please read the **Promotional Activities Factsheet** before completing this application.

How to apply

Submit this form and required supporting documentation:

📧 eventpermits@portphillip.vic.gov.au

📧 **Event 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.

📧 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 Promotional Activities.

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.

2 Permit Checklist

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

Copy of promotional material or sample of product

Images of any infrastructure and site layout

Temporary Food Premises Permit (if serving or selling food)

COVID-19 Safe Plan and Risk Assessment

3 Applicant details

First name

Last name

Organisation address

Suburb

State

Postcode

Best phone number to contact you on Email

Website

4 Event day contact

First name

Last name

Position / title

Best phone number to contact you on Email

5 Activity details

Include details of any samples, fliers and signage.

6 Event details

Date commencing

Time commencing

Date concluding

Time concluding

: AM PM

: AM PM

Bump in date

Bump in time

: AM PM

7 Preferred location/s

Include location, address, description or map

8 Site Details

Tick if applicable:

Roving promotion

Details

Marquee

Details

Vehicles

Details

Signage

Details

Other infrastructure

Details

Office use only

Application
number

Date
lodged

For further information or a large print version

☎ 03 9209 6777 🌐 portphillip.vic.gov.au/explore-the-city ✉ eventpermits@portphillip.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.