

Street Stalls, Raffles & Collections - Guidelines

The Events team will issue temporary permits for the following activities: street stalls, raffles, and Collections (footpaths & reserves).

Before Applying

You will need to contact the permitting team to check availability and suitability. **This should be done 90 days before the desired dates.**

Please note the following:

- You must allow 10 business days for the assessment of this application. The assessment process begins only when all necessary supporting information and documentation are provided.
- Permits will only be issued after fees and charges are paid in full.
- If you are intending to apply for intersection or on road collections please contact the Transport Unit on 03 9209 6777 or transport@portphillip.vic.gov.au.

Fees and Charges

\$73.00 permit fee for each street stall, collection, or raffle.

Payments are accepted via BPay or credit card. A card payment fee applies. For current fee details, please visit the [Card fees - City of Port Phillip](#) page on our website.

When is a Permit Required?

- A permit is required in order to fundraise or have any form of street stall in Council managed open space.
- Property occupier's consent is required if a stall, raffle or collection is to be set up in front of a business or residence.
- A permit is not required if the fundraising is occurring on private property, in this case the permission of the property owner would be required.
- All fundraising must comply with all legislation and local laws.

Application process:

The applicant is required to:

- Your application must include the following support documentaton:

- Public Liability Insurance
- Proof of non-for profit or letter from not-for-profit partner
- Where relevant copies of the following will be required:
 - Temporary Food Premises Permit (serving food)
 - Minor Gaming Permit (raffles)
- Pay the permit fee.

Approved Locations:

Please see below the list of the approved footpath locations for street stalls, raffles and collections.

- Acland Street, St Kilda
- Carlisle Street, Balaclava
- Clarendon Street, South Melbourne
- Bridport Street, Albert Park
- Bay Street, Port Melbourne
- Liardet Street, Port Melbourne

Other areas may be approved at Council's discretion.

Limitations/Restrictions:

Fundraising will only be permitted for the following groups:

- Registered charity or not for profit organisations
- Local education providers
- Local community groups

Fundraising permits will only be issued once every three (3) months for each organisation.

A maximum of two (2) locations can be permitted for the same organisation on the same day.

The following activities are not permitted:

- Activities that do not meet the goals or objectives of the Council Plan or Events Strategy
- Fundraising or collections which request bank details as part of an ongoing donation
- The use of balloons (either helium or non-helium filled). This is because the City of Port Phillip has joined with Zoos Victoria in their campaign to replace balloons with other environmentally friendly alternatives.

Are there any other Permits Required?

Food permits: If you plan to serve or sell food a Temporary Food Premises Permit will be required. Contact Council's Health Services on (03) 9209 6777 or visit the Council website for an application form.

Raffles: if the total retail value of prizes exceeds \$5,000 your organisation may need to be:

- registered with the Victorian Gambling and Casino Control Commission (VGCCC)
- have gained approval to conduct raffles from the Victorian Gambling and Casino Control Commission (VGCCC)

Please see their website or contact them on 1300 599 759 for more information if applicable.

Conditions:

- All litter and rubbish emanating from or generated by the street stall shall be cleared regularly and the site shall be vacated in a clean and tidy condition.
- No member of staff or volunteer shall harass members of the public.
- The passage of pedestrians shall not be unduly obstructed.
- Every member of staff and/or volunteer directly participating in the activity shall wear clothing apparel or a name tag which identifies the organisation conducting the fundraising.
- No sign shall be placed on a building without the prior consent of the occupier.
- Furniture is restricted to one table no larger than 1000mm in length and 900mm in width and two (2) chairs.
- No street stall shall be set up in front of a building/premises without the prior consent of the occupier.
- Serving or selling of any food product must comply with regulations that strictly one (1) vendor only is to occupy and vend from the permit site at any one time.

Raffles

- That your organisation is registered with &/or has gained approval from the Victorian Casino & Gaming Authority (ph. 9651 3333) to conduct this raffle.

Collections

- Approval is not granted for highway or intersection collections.

Contact

Please contact the Event team should you have any questions. You can contact us on eventpermits@portphillip.vic.gov.au or 9209 6777.