



Short-term markets

What you need to do

Before you start!

The fast and easy way to apply is online via

[portphillip.vic.gov.au/
pay-apply-report](https://portphillip.vic.gov.au/pay-apply-report)

Otherwise complete this form to apply via email.



Complete and submit the form

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



Receive your invoice

Once your application is processed you will receive an invoice.



What comes next

We will notify you of the outcome of your application.

Read before starting

Read the **Outdoor Event Guidelines** and **Outdoor Events Policy** before completing this form.

All applications will be assessed against the Outdoor Events Policy and Events Strategy.

How to apply

Submit this form and required supporting documentation:

eventpermits@portphillip.vic.gov.au

Further information

03 9209 6777

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

1 Declaration

I declare that I am an authorised person to apply for the Market Permit and that all information in this application is true and correct.

I have read the guidelines and accepted the conditions for Markets.

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

I declare that all details provided are accurate and this Market will be organised and managed as described unless advised otherwise by the City of Port Phillip and/or its authorities.

I understand that this Market Application does not constitute Market approval.

Privacy policy

The City of Port Phillip is collecting the personal information requested on this form for the purpose of determining the provision of Markets within the City of Port Phillip. 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 Documentation checklist

Timeframes for submission of this documentation will be outlined by your assigned Events Adviser. Please allow a minimum of 3 months for your market and documentation to be assessed.

Copy of Certificate of
Currency

Noise Management Plan

Detailed Site Plan

Emergency Management Plan

3 Market details

Market title

Preferred location

Note: The Events Team can assist in recommending locations or providing site maps.

4 Applicant details

First name

Last name

Organisation name

Contact person

Position

ABN

Organisation address

Suburb

State

Postcode

Best phone number to contact you on Email

Website

5 Market day contact

These details will be included on the permit and used by Council officers on market day

Contact Person

Position Title

Phone number

Email

6 Market details

Market dates/time

Date commencing

Date ending

Time starting

Time ending

:

AM

PM

:

AM

PM

Day

Frequency

Set up date

Date of set up

Time starting

Time ending

:

AM

PM

:

AM

PM

Removal date

Date of removal

Time starting

Time ending

:

AM

PM

:

AM

PM

Estimated attendance

Attendees

Staff/Marshalls

Target audience

Entry fee

Adult

Child

Concession

\$

\$

\$

Stall fees

Further information

7 Market description

Detailed description of the market

Provide a brief history of the market

8 Road closures

Note: Traffic management plans will be required if there is any disruption to traffic, parking or pedestrian safety concerns.

What road/s will be affected?

Time starting

: AM PM

Time ending

: AM PM

Other details

9 Food and Alcohol

Are you selling or serving food or drink?

No Yes – If yes please specify:

Do you plan to use gas at the food stalls?

No Yes – If yes please specify:

Are you selling or serving alcohol?

No Yes – If yes please specify:

10 Infrastructure

Mark any of the following that apply to your market and provide details

Note: Details of all proposed infrastructure is to be included on the site map and incorporated into the various management plans requested.

	Number	Size	Details
Marquees			
Stage/s			
Fencing			
Other structures			

11 Noise management

Complete this section if your market has:

- any amplified sound or
- other elements that will be louder than general crowd noise (e.g. Speakers, bands, drums, PA systems)

Note: A noise management plan may be required.

Expected sound level	Type of sound	Other
More than 65dB(A)	Live music with drums/or sub-bass	
55dB(A) - 65dB(A)		
Less than 55dB(A)	Amplified speech or music via low power sound system (PA)	

12 Assessment criteria

The following section outlines the key selection criteria for Markets. Further detail on what is required can be found in the City of Port Phillip's Outdoor Events Policy - <http://www.portphillip.vic.gov.au/events-promotions.htm>

Community benefit and impact**Economic impact****Ability to produce market and previous experience****Environmental impact and sustainability**

13 Reference details

It is preferred that referees are the approving authorities of other markets which you have held.

Market name

Market date

Organisation name

Contact name (referee)

Position (referee)

Contact number (referee)

Email (referee)

Office use only

Application
number

Date
lodged