



# Promotional flyers distribution

## 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.



### What comes next

Please allow 10 working days for assessment of application. We will contact you if more information is required.

## Read before starting

Please read the '**Promotional Flyers Distribution Guidelines**' before completing this application.

### Fees

Fees apply for the distribution of flyers. These are available on our [website](#).

### How to apply

Submit this form and required supporting documentation:

📧 [eventpermits@portphillip.vic.gov.au](mailto: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](https://portphillip.vic.gov.au/explore-the-city)

## 1 Declaration

I have included a copy of my Public Liability Insurance – Certificate of Currency (\$20M minimum)

I will be situated in front of a business or residence and have the consent of the property occupier

I have included a copy of all promotional material

I declare that all information in this application is true and correct

I have read and accepted the conditions for Promotional Flyers Distribution and 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

## Privacy policy

The personal information requested on this form is being collected by the Council for the purpose of assessing eligibility for promotional flyer distribution. 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. Requests for access or correction should be made to Council's Privacy Officer via ASSIST on 9209 6777.

## 2 Applicant details

First name

Last name

Organisation address

Suburb

State

Postcode

Best phone number to contact you on Email

Website

ABN

## 3 Activity Description

**Note:** Maximum of two (2) people. No samples or infrastructure, flyers only.

No. of people distributing flyers:

## 4 Event details

Single day

Date commencing

Time commencing

Time ending

**OR**

:

AM

PM

:

AM

PM

Multiple Days

Date commencing

Date ending

Time starting

Time ending

:

AM

PM

:

AM

PM

**5 Activity Supervisor**

Please provide details and contact numbers of the person who will be the supervisor of the promotional flyers distribution, responsible for the cleaning of the site.

Same as applicant

First name

Last name

Position / title

Phone number

Email

**6 Preferred location/s**

Include location, address, description or map

**7 Site Details**

Tick if applicable:

Roving promotion

Details:

Marquee

Details:

Vehicles

Details:

Signage

Details:

Other Infrastructure

Details:

Office use only

Application  
number

Date  
lodged