



Outdoor commercial recreation activity 2023 - 26

What you need to do



Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



Submit application

This form and supporting documents must be submitted via email below.
Late applications will not be accepted.



Further information

We will contact you if more information is required.



Payment

Payment will be required annually as per Councils fees and charges.

Read before starting

A limited number of licenses are issued for a three year period at locations across the municipality, to ensure safety and risk management practices. Please attach selection criteria responses and supporting documents.

How to apply

Submit this form and required supporting documentation to

✉ recreation@portphillip.vic.gov.au

All applications should be clearly marked in the subject line:

Outdoor Commercial Recreational Activity Application Form 2023-2026

Special conditions

For those commercial recreation operators that have a desire to utilise an onsite trailer to support their business functions, the operator may request authorisation for the trailer to remain at their allocated site.

CoPP will review the application and consider suitability and fee. Please provide a statement if you wish to proceed.

Fees

An annual Council fee will apply. For more information on fees see our website.

Further information

☎ 03 9209 6777

🌐 portphillip.vic.gov.au/explore-the-city/sport-and-recreation/commercial-recreation-activities

1 Declaration

I certify that all details supplied in this application form and in the attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of the applicant organisation or auspicing body.

I agree to contact the City of Port Phillip in the event that any information regarding this application changes or is found to be incorrect.

I have read all the terms and conditions associated with this licence and will abide by them in full.

I confirm that there is no conflict of interest or that I have completed the [Conflict of Interest](#) declaration.

I have read and understood the [Outdoor Commercial Recreation Activity Key Information](#) on the City of Port Phillip website.

Privacy policy

The information requested on this form is being collected by the City of Port Phillip. The personal information will be used solely by council for participation purposes. The City of Port Phillip may disclose this information to Council and/or maintenance officers.

Part 1

2 Application checklist

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

Detailed Site Plan/s

Membership / Accreditation
(Contingent on recreational
activity)

Staff qualifications
(Contingent on recreational
activity; First Aid and CPR etc)

Business Chart / organisation chart

Safety Induction protocol for
participants

Equipment fit for purpose
(relevant documentation)

Commercial Recreation Risk
Management and Sustainability
Document (Council form)
attachment 4. Additional
attachments required and
specified on document

Annual report and/or audited
accounts

WorkCover Certificate of Currency

Occupational Health and Safety
Procedures

Letter of Comfort and financial
documents

Child Safe Standards
(if applicable)

I have included the Selection Criteria for:

Criterion 1: Business overview and
site suitability

Criterion 2: Community and
educational benefit

Criterion 3: Tourism, visitation and
economic benefit

Criterion 4: Safety and risk
management

Criterion 5: Environmental and
sustainability benefit

Criterion 6: Child Safe standards
(if applicable)

Criterion 7: Experience

Criterion 8: Finance

3 Applicant details

Organisation name

Name of Business Owner

Name of contact person

Position Title

ABN

Postal address

Suburb

State

Postcode

Best phone number to contact you on Email

I'm willing to have my business details published on Council's website (such as business name, activity and contact details) and distributed to people wishing to engage my services.

Please provide the information you wish to be published.

4 Activity description

Description of activity

Expected yearly operating period (eg: Oct to March)

Days of operation

Monday

Tuesday

Wednesday

Thursday

Saturday

Sunday

Hours of operation

Time starting

: AM PM

Time ending

: AM PM

Daily bump in (not before 7am) Daily bump out (not after 8 pm)

: AM PM

: AM PM

If you wish to extend hours of operation during daylight savings, please provide justification for this

Further information

Estimated participants

per day

per week

full season

5 Site details

Note: Separate site plan/s to be attached as per checklist

- No available parking for staff vehicles.
- Vehicles required for daily operations are not allowed to remain on site overnight unless authorisation has been granted by Council.
- Signage is limited to one A-Frame sign and one flag or banner (no larger than four metres high).

How many sites would you like to operate?

Single

Multiple

If your site/s includes use of the beach and water please outline what activities occur on each site:

Beach

Water

Note: You will also need to apply to Parks Victoria for use of the water area.

6 Referee details

Provision of two referees with full contact details are required.

Note: One referee must be from a peak governing body or state sporting association of the activity.

Referee 1

Contact person

Organisation name

Position

Best phone number to contact you on

Referee 2

Contact person

Organisation name

Position

Best phone number to contact you on

Please ensure the **Selection Criteria** section is completed.

Part 2: Selection criteria

Applicants are required to address and meet each of the selection criteria.

Selection criteria

Criterion 1: Business overview and site suitability

This criterion relates to the operators business structure, memberships and qualifications that may enhance the safety, management and operation of activities.

Site Plan and Membership to relevant professional organisation/governing body will be included as part of this criterion

Provide an overview of your business

Outline and provide evidence of relevant memberships and qualifications

Provide a business structure/organisation chart outlining the principle business owner and activity instructors.

This can be an attachment

Outline the reason for your activity and chosen site(s)

Other comments (optional)

Criterion 2: Business overview and site suitability

This criterion relates to the applicant's commitment to ensuring the activity provides a benefit to the community and to providing access and inclusion for all citizens in the delivery of their activity

How does your activity provide an educational benefit to the community?

How will your business improve the health and wellbeing of residents and visitors?

How will your business cater to being inclusive; children, older adults and people with disabilities?

Outline your businesses user demographics including junior and female participation numbers?

Other comments (optional)

Criterion 3: Tourism, visitation and economic benefit

This criterion relates to the benefits the applicant's business will bring to the City of Port Phillip

How will your business deliver an economic benefit to Port Phillip businesses and community groups?

How will your business attract visitors to the City of Port Phillip and enhance their experience within the city?

Other comments (optional)

Criterion 4: Safety and risk management

This criterion relates to the safety measures each operator will implement to minimise risk and keep participants and the community safe.

- Relevant qualifications and Insurances (Public Liability Certificate of Currency and Work Cover Certificate of Currency) are required as part of this criterion
- Emergency management and risk management plans will be assessed as part of this criterion

What risk management and safety processes and procedures does your business have in place?

Provide evidence that this is/will be undertaken

Outline your participant safety induction process.

Provide evidence that this is/will be undertaken.

Are there first aid supplies and qualified level 2 first aid person on site at all times?

If your activity is reliant on tides or other external conditions, what are the safety measures that are in place to control this?

Outline your activity's general set up locations, procedures and water entry points (if applicable).

Provide evidence that it is/ will be undertaken.

Is all your equipment fit for purpose and meets all required regulations?

Provide evidence and attach relevant documents if required

In the event of a participant or a bystander being injured, what is your incident response and reporting process?

Criterion 4: Safety and risk management (continued)

List and provide the following information:

Relevant qualifications required to deliver the recreation based activity

(Eg: Certification, First aid and CPR)

Relevant insurance documents

(Eg: Public liability and WorkCover)

Staff accreditation and evidence of training

OH&S guidelines and details of the business' OH&S representative

Other comments (optional)

Criterion 5: Environmental and sustainability benefit

This criterion relates to how the applicant will minimise the impact of the activity on the environment and the community

All licences will require organisations to:

- Avoid single use plastic bags, straws and balloons
- Recycle or compost all single use cutlery and crockery
- Waste management plan and Sustainability plan will be assessed as part of this criteria

What actions will your organisation take to reduce the environmental impact of your proposed activities?

Eg: Waste, water use, car travel.

How will your proposed activities educate and support participants to reduce their own environmental impact?

Eg: Appreciation of nature, participation in caring for the site?

What actions does your organisation take to reduce the environmental impact of its overall operations?

Eg: Commitment to greenhouse gas reduction, sustainable office practices.

What arrangements are in place to address issues of public access and residential amenity?

Other comments (optional)

Criterion 6: Child Safe standards (if applicable)

If your service involves or has access to children and young people, please complete Criterion 6.

The City of Port Phillip has zero tolerance for child abuse and we are a committed Child Safe organisation.

Our commitment is to ensure that a culture of child safety is embedded across our community to safeguard every child and young person accessing City of Port Phillip. All Commercial Recreation Operators that work directly with children and young people are required to comply with legislation and regulations relating to child safety including but not limited to the Working with Children Act 2005 and the Working with Children Regulations 2016 and the Victorian Child Safe Standards (CSS).

All Commercial Recreation EOI applications that work directly with children and young people that are not compliant with the Victorian Child Safe Standards or be actively working towards compliance to the satisfaction of the Commission for Children and Young People, will not be eligible to receive a license for Commercial Recreation.

For more information on the [Victorian Child Safe Standards](#) please refer to the attached link.

For more information on how CoPP is creating a child safe Port Phillip please contact:

Samantha Neville, Child Safe Standards Project Officer on 9209 6746 or samantha.neville@portphillip.vic.gov.au

Have you developed or in the process of developing procedures/policies that align with the Victorian Child Safe Standards?

If you are currently working towards compliance with the CSS when do you estimate this will be complete?

Are children and young people active participants in the programs you offer?

If so, please state how?

Other comments (optional)

Criterion 7: Experience

This criterion relates to the applicant's history and experience in conducting outdoor recreational activities. Please provide details and any supporting documentation.

What is your history / previous experience conducting similar activities at:

City of Port Phillip

Other Councils

Have you ever received a written warning or breached conditions of use of a licence at:

City of Port Phillip

Other Councils

How have you worked cooperatively with Council in the past?

City of Port Phillip

Other Councils

Other comments (optional)

Criterion 8: Finance

This criterion relates to the operator's ability to meet the financial requirements.

- References and Letter of Comfort will be assessed as part of this criterion
- Letter of Comfort is a letter from certified accountant advising business is viable, has no tax liabilities overdue and is able to pay debts when they fall due
- Annual report and/or audited accounts will be assessed as part of this criterion
- Attach financial documents

All Operators are subject to successful financial background checks.

Provide proposed price structure for all activities proposed within the application (including any concession rates):

Other comments (optional)