



Temporary advertising signage

What you need to do

Before you start!

The fast and easy way to apply is online via

✉ venues.portphillip.vic.gov.au/#/facility

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.



Further information

We will contact you if more information is required.



What comes next

We will notify you of the provisional approval of your application.

Read before starting

Please read the **'Temporary Advertising Signage Guidelines'** before completing this application.

How to apply

Submit this form and required supporting documentation:

✉ 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

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 the placement of Temporary Community Advertising Signage in the City of Port Phillip.

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.

The signage supplier has read the Council's policy on temporary advertising signage and agrees to comply with the policy and all conditions outlined in the permit.

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.

2 Applicant details

First name Last name

Organisation name

Registered charity Local community group Local education provider

Organisation address

Suburb State Postcode

Phone number Email

Website

3 Purpose of Advertising

If advertising an event please include the date of the event.

4 Location

Location/s: A maximum of two signage boards only per application/ event will be permitted.

Tick if applicable:

Sol Green Reserve, City Road,
South Melbourne

Alma Park, St Kilda

Dundas Place, Albert Park

O'Donnell Gardens, St Kilda

Bay Street, Port Melbourne
(Opp 173)

Head Street Reserve, Elwood

Williamstown Road, Port
Melbourne

St Kilda Town Hall

Marine Parade (Beach side
of intersection at Glen Huntly
Road), Elwood

Jacka Bld Overpass, St Kilda

Beach Carpark Entry,
(Off Ormond Esp), Elwood

Robinson Reserve (Corner of
Marine & Barkly Street), Elwood

Bay Street, Port Melbourne
(Opp 317 & 334)

5 Signage installation

Signs will be installed for a maximum of 14 days.

Installation date

Removal date

6 Signage Suppliers

Details of the company that will be supplying the temporary signage, responsible for the setting up and removal of all signage and the cleaning of the site/s

Contact person

Organisation name

Phone number

Office use only

Application
number

Date
lodged