



# Street stalls, raffles and collections

## What you need to do

### Before you start!

The fast and easy way to apply is online via

[venues.portphillip.vic.gov.au/#/facility](https://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 or payment is required.



### What comes next

Please allow 10 working days for the assessment of this application.

## Read before starting

Please read the **'Street Stalls, Raffles and Collections Guidelines'** before completing this application.

### How to apply

Submit this form and required supporting documentation:

- ✉ eventpermits@portphillip.vic.gov.au
- ✉ Event Services  
City of Port Phillip  
Private Bag 3  
St Kilda VIC 3182

### Further information

- ☎ 03 9209 6320
- 🌐 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 Street Stalls, Raffles and Collections.

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.

If you will be set up in front of a business or residence: I have the occupier's consent

## 2 Type of activity

Street stall

Raffle

Collection

### 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.

**3 Permit Checklist**

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

Temporary Food Premises  
Permit (if serving or selling  
food)

Approval from VGCCC  
(if conducting a raffle with  
prizes exceeding \$5,000)

**4 Applicant details**

Contact person

Last name

Organisation

Registered charity

Local community group

Local education provider

Address

Suburb

State

Postcode

Phone number

Email

**5 Purpose and Description of Activity**

Fundraising or collections requesting bank details as part of an ongoing donation are not permitted.

Purpose

Description of Activity

**6 Event details**

Single day	Date commencing	Time commencing	Time ending
<b>OR</b>		: AM PM	: AM PM
<hr/>			
Multiple Days	Date commencing	Date ending	
	Time starting	Time ending	
	: AM PM	: AM PM	

**7 Locations**

Acland Street, St Kilda	Bridport Street, Albert Park	Other, please specify:
Carlisle Street, Balaclava	Liardet Street, Port Melbourne	<input type="text"/>
Clarendon Street, South Melbourne	Bay Street, Port Melbourne)	

**8 Activity Supervisor**

Please provide details and contact numbers of the person who will be the supervisor of the appeal/street stall and be responsible for the set-up and removal of any equipment and the cleaning of the site.

First name	Last name
Phone number	Email

Office use only

Application number	Date lodged
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