**Outdoor Commercial Recreation Activity Trailer Permit Application Form**

This Trailer Application Form aligns with City of Port Phillip’s Outdoor Commercial Recreation Policy that permits commercial activities in public space to provide a variety of opportunities to enhance resident and visitor experience and contribute to the development of a healthy and inclusive community.

Outdoor Commercial Recreation permit holders can apply for one trailer licence. This trailer is assessed based on need to support the provider’s operations and limited impact on local amenity.

**Commercial Recreation Policy**

Section 1.6 of the Commercial Recreation Policy stipulates, *‘Providers can apply, as part of a separate licence, for up to one onsite trailer at the same location as their Commercial Recreation Licence.* *This is subject to Council approval, and only some sites and businesses will be eligible. Conditions will be outlined in the permit and will include location and times of approval. If successful, onsite trailers will attract an annual trailer licence fee in addition to the providers annual licence fee.’*

**Onsite Trailer Compliance**

By submitting this application, the provider acknowledges and agrees upon the following conditions:

* A maximum of one onsite trailer is permitted per provider/business.
* Trailer parking must be at the same location as your approved commercial recreation activity.
* Trailers will only be permitted during peak operating season. These dates will be stipulated on the individual trailer permit if application is successful.
* Not all permitted activity areas have approved trailer parking sites; and only some approved locations permit providers to leave the trailer onsite throughout the peak operating season.
* Trailers must comply with the size limitations of the space in which they occupy to minimise impact of other uses. The proposed trailer must fit within either the:
* designated car space (max. 2.6m wide x 5.4m long); or
* delineated markers established in footpath zones (allowing a 2.5m pedestrian thoroughfare).
* Trailers cannot be parked on grassed areas.
* It is the responsibility of the provider to ensure the trailer is, at all times:
* registered and insured;
* removed in the instance of an event, maintenance, or capital works;
* well-presented and maintained (no flat tyres, extreme rust, or significant damage to the aesthetic of the trailer);
* displays marketing material that is only specific to the approved business and in line with relevant Council policies;
* kept in tidy surrounds, including sweeping/removing sand drift, litter, and leaf debris on a regular basis or upon request from Council officers; and
* not causing damage to property, Council assets or the environment resulting from the onsite trailer parking or its use.

**Application Details**

Your responses below will be assessed against the criteria for trailer requirements. Please include all relevant details to ensure this assessment is well informed.

|  |  |  |
| --- | --- | --- |
| Organisation Details | | |
| Business Name: | | |
| Contact Person: | | |
| Position Title: | | |
| Postal Address: | | |
| Email: | | |
| Suburb: | State: | Postcode: |
| Phone: | Alternate Phone: | |
| Trailer registration: | Trailer insurance expiry date: | |

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| Requirement for an onsite trailer |
| What type of equipment and/or infrastructure will the trailer house; and how does this relate to the recreation activity you provide? *Answer here.* |
| Detail the risk and safety measures you will put in place to ensure the onsite trailer has minimal impact on the community, local amenity, and environment (both during your activity and when used as storage). *Answer here.* |
| Please include a photo of the proposed trailer and a detailed site map of the proposed location to park your onsite trailer, including trailer dimensions, access points during operation, etc.  *Answer here if applicable and attached detailed images in email.* |
| What are your 2024 – 2025 dates of operation, identifying your peak season? *Answer here.* |
| If your trailer application isn’t approved, what would this mean for your business operations? |

**Onsite Trailer Management**

Subject to successful approval of this trailer permit application, onsite trailers must be managed by the provider via the following requirements:

* A full site inspection and risk assessment must be conducted prior to moving the trailer on and off site. Movement of the trailer must be done in a safe manner to ensure the safety of the community and local amenity;
* Only parked in compliance with the special conditions of the onsite trailer permit, including clearway to footpaths, bike paths and access points and as per the approved site map provided by Council;
* Only parked onsite during the specified ‘peak season’ of operation;
* Any issue areas to the parking site are reported immediately to Council; and
* Responsible for reinstatement or repair to any footpaths, natural turf, walls, or other Council assets that are damaged during the movement or use of the onsite trailer.

**Non-Compliance and Negligence**

In addition to any breach of permit condition, should through the operation or location of the trailer (moving or stationary), result in negligence causing bodily harm, property or environmental damage, Council reserves the right to issue a notice to comply or immediately revoke the trailer permit.

**Fees and Charges**

As of 2024/25, onsite trailer permits attract an annual fee. This is in line with commercial activation and occupation of public space.

The 2024/25 year trailer fee is $1,000 per site, per season.

An invoice will be issued if the application is successful in obtaining a permit.

**Please submit this form with relevant attachments to** [**recreation@portphillip.vic.gov.au**](mailto:recreation@portphillip.vic.gov.au)