



# Expression of interest - Markets

## What you need to do



### Complete the form

Complete and submit form via email.



### More information

Interviews may be held and we will be in contact if necessary.



### Receive your invoice

Once your application is processed you will receive an invoice for the non-refundable application fee.



### What comes next

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

## Read before starting

An indicative **site plan** must be included with your application.

It is recommended that applicants read the following documents before applying:

- All applications will be assessed against the Outdoor Events Policy and Events Strategy.
- The Outdoor Events Guidelines provide operators with an outline of what is required to operate a market within the municipality.

### How to apply

Submit this form and required supporting documentation:

☎ 03 9209 6777

✉ [eventpermits@portphillip.vic.gov.au](mailto:eventpermits@portphillip.vic.gov.au)

🌐 [portphillip.vic.gov.au/explore-the-city](http://portphillip.vic.gov.au/explore-the-city)

## 1 Declaration

I declare that I am an authorised person to apply for the Market Permit and that all information in this application is true and correct

I have read the guidelines and accepted the conditions for Markets

I declare that all details provided are accurate and this Market will be organised and managed as described unless advised otherwise by the City of Port Phillip and/or its authorities

I agree to comply with all permit conditions, local laws and all relevant legislation

I understand that this Market Application does not constitute Market approval

## 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.

## 2 Documentation checklist

Timeframes for submission of this documentation will be outlined by your assigned Events Adviser. Please allow a minimum of 3 months for your market and documentation to be assessed.

### All Markets

### As requested

Copy of Certificate of Currency	Detailed Traffic Management Plan	Occupancy Permit/Siting Approval (Large Temporary Structures or Fencing)
Noise Management Plan	Detailed plan of foreshore access	Other approvals e.g. Vic Police, Parks Victoria, VicRoads
Detailed Site Plan	Liquor Licence details (if you intend to serve alcohol)	
Emergency Management Plan	Statement of Trade (if selling or serving food or drink) including registration with local Council	
Waste Management Plan	Signage Permits	
Risk Management Plan and COVID-19 Safe Plan		
Resident Notification Letter		

## 3 Market details

### Market title

### Preferred location

Note: The Events Team can assist in recommending locations or providing site maps.

Location information can be found on our [website](#)

## 4 Applicant details

Organisation name

Organisation ABN

Website

Organisation address

Suburb

State

Postcode

Contact person

Position title

Best phone number to contact you on Email

**5 Market details**

<b>Market dates/time</b>	Date commencing			Date ending		
	Time starting			Time ending		
	: <input type="text"/> AM	PM	:	<input type="text"/> AM	PM	
	Day			Frequency		

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<b>Set up</b>	Time starting			Time ending		
	: <input type="text"/> AM	PM	:	<input type="text"/> AM	PM	

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<b>Removal</b>	Time starting			Time ending		
	: <input type="text"/> AM	PM	:	<input type="text"/> AM	PM	

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<b>Estimated attendance</b>	Attendees	Spectators (if applicable)	Staff/Marshalls
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**Target audience**

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<b>Entry fee</b>	Adult	Child	Concession
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

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**Other participant charges** \$

**6 Market description**

**Detailed description of the market**

**Provide a brief history of the market**

## 7 Road closures

What road/s will be closed?

Time closing

: AM PM

Time reopening

: AM PM

Other details

## 8 Food and alcohol

Are you selling or serving food or drink?

Yes

No

Are you selling or serving alcohol?

Yes

No

## 10 Infrastructure

Mark any of the following that apply to your market and provide details.

Note: Details of all proposed infrastructure is to be included on the site map and incorporated into the various management plans requested. Council is not responsible for any infrastructure. Permission must be given prior to the pegging of any infrastructure. Underground irrigation lines must be identified by council officers before any pegging.

	Number	Details
Marquees		
	Number	Details
Stage/s		
	Number	Details
Fencing		
	Number	Details
Other structures		

## 11 Noise management

Complete this section if your market has any amplified sound or other elements that will be louder than general crowd noise (e.g. Speakers, bands, drums, PA systems, horns, starter pistols etc.)

A noise management plan may be required.

### Expected sound level

55dB(A) – 65dB(A)

Less than 55dB(A)

### Time

Time of music

Total hours of music

### Type of music

Live music with drums and / or sub-bass

Amplified speech or music via low-powered sound system (PA)

Other. Please specify:

**13 Assessment criteria**

The following section outlines the key selection criteria for Markets. Further detail on what is required can be found in the City of Port Phillip's Outdoor Events Policy [portphillip.vic.gov.au/explore-the-city/outdoor-events-and-activities/event-planning-resources/event-guidelines](http://portphillip.vic.gov.au/explore-the-city/outdoor-events-and-activities/event-planning-resources/event-guidelines)

**Community benefit and impact****Economic impact****Ability to produce market and previous experience****Environmental impact and sustainability**

**14 Reference details**

It is preferred that the referees are the approving authorities of other markets which you have held.

Market name

Market date

Organisation name

Contact name (referee)

Position (referee)

Contact number (referee)

Email (referee)

## Office use only

Application  
number

Date  
lodged