



Promotional activities

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.



Receive your invoice

Once your application is processed you will receive an invoice within 10 working days.

Read before starting

Please read the '**Promotional Activities Factsheet**' 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

Further information may be required before a full assessment is made or a permit issued.

- ☎ 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 Promotional Activities.

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.

2 Permit Checklist

Public Liability Insurance – Certificate of Currency (\$20M minimum)
Copy of promotional material or sample of product

Images of any infrastructure and site layout
Temporary Food Premises Permit (if serving or selling food)

Risk Assessment

3 Applicant details

First name

Last name

Organisation name

Organisation address

Organisation ABN

Suburb

State

Postcode

Phone number

Email

Website

4 Event day contact

First name

Last name

Position / title

Phone number

Email

5 Activity

Activity name

Activity description (Include details of any samples, fliers and signage.)

6 Event details

Date commencing	Time commencing	Date concluding	Time concluding
	: AM PM		: AM PM
Bump in date	Bump in time		
	: AM PM		
Bump out date	Bump out time		
	: AM PM		

7 Preferred location/s

Include location, address, description or map

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.

8 Site Details

Tick if applicable:

<input type="checkbox"/>	Roving promotion	<input type="checkbox"/>	Details:
<input type="checkbox"/>	Marquee	<input type="checkbox"/>	Details:
<input type="checkbox"/>	Vehicles	<input type="checkbox"/>	Details:
<input type="checkbox"/>	Signage	<input type="checkbox"/>	Details:
<input type="checkbox"/>	Other Infrastructure	<input type="checkbox"/>	Details:

Office use onlyApplication
numberDate
lodged**Privacy policy**

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