



# Short-term markets

## What you need to do



### Complete the form

Complete and submit form to **eventpermits@portphillip.vic.gov.au**



### Further documentation

Further documentation may be requested to support your original application.



### Receive your invoice

Once your application is processed you will receive an invoice.



### What comes next

We will notify you of the outcome of your application.

## Read before starting

Read the **Outdoor Event Guidelines** and **Outdoor Events Policy** before completing this form.

All applications will be assessed against the Outdoor Events Policy and Events Strategy.

### Further information

📞 ASSIST 03 9209 6777

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

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 understand that this Market Application does not constitute Market approval.

## 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.

Copy of Certificate of Currency

Detailed Site Plan

Noise Management Plan

Emergency Management Plan

### 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 Market details

Market title

Preferred location

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

### 4 Applicant details

First name

Last name

Organisation name

Contact person

Position

ABN

Organisation address

Suburb

State

Postcode

Best phone number to contact you on   Email

Website

### 5 Market day contact

These details will be included on the permit and used by Council officers on market day.

Contact person

Position title:

Best phone number to contact you on   Email

**6 Market details**

<b>Market dates/time</b>	Date commencing	Date ending	
	Time starting	Time ending	
	: AM PM	: AM PM	
	Day	Frequency	

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<b>Set up date</b>	Date of set up	Time starting	Time ending
		: AM PM	: AM PM

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<b>Removal date</b>	Date of removal	Time starting	Time ending
		: AM PM	: AM PM

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<b>Estimated attendance</b>	Attendees	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"/>

**Stall fees**

**Further information**

**7 Market description**

Detailed description of the market

Provide a brief history of the market

**8 Road closures**

Traffic management plans will be required if there is any disruption to traffic, parking or pedestrian safety concerns.

What road/s will be affected?

Time starting

Time ending

: AM PM

: AM PM

Other details

**9 Food and Alcohol**

Are you selling or serving food or drink?

Do you plan to use gas at the food stalls?

Are you selling or serving alcohol?

No

No

No

Yes – please specify:

Yes – please specify:

Yes – please specify:

**10 Infrastructure**

Details of all proposed infrastructure is to be included on the site map and incorporated into the various management plans requested.

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

	Number	Size	Details
Marquees			
Stage/s			
Fencing			
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	Time	Type of music
55dB(A) - 65dB(A)	Time of music	Live music with drums and / or sub-bass
Less than 55dB(A)		Amplified speech or music via low-powered sound system (PA)
	Total hours of music	Other. Please specify:
		<div style="border: 1px solid black; height: 60px; width: 100%;"></div>

## 12 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 - <http://www.portphillip.vic.gov.au/events-promotions.htm>

### Community benefit and impact

### Economic impact

### Ability to produce market and previous experience

### Environmental impact and sustainability

**13 Reference details**

It is preferred that 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