

## 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

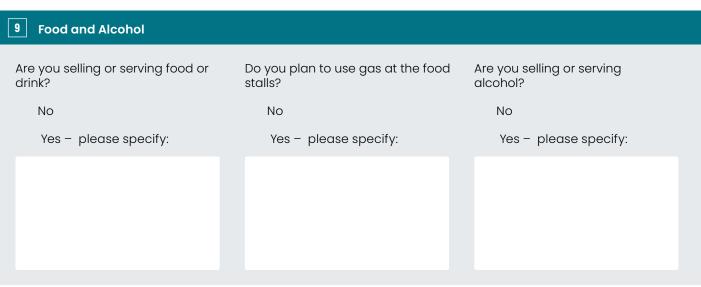
These details will be included on the permit and used by Council officers on market day.

Contact person Position title:

Best phone number to contact you on Email

6 Market details								
Market dates/time	Date commencing		Date ending					
	Time starting : A	.M PN	Time ending	AM	PM			
	Day		Frequency					
Set up date	Date of set up		Time starting			ne ending		
			:	AM	PM	:	AM	PM
Removal date	Date of removal		Time starting		Tim	ne ending		
			:	АМ	РМ	:	AM	PM
Estimated attendance	Attendees		Staff/Marshalls					
Target audience								
Entry fee	Adult		Child		Co	ncession		
	\$		\$		\$			
Stall fees								
Further information								
7 Market description								
Detailed description of the	market							
Provide a brief history of th	e market							

8 Road closures		
Traffic management plans will What road/s will be affected?	required if there is any disruption to traffic, parking or pedestrian safety con	icerns.
Time starting	Time ending	
: AM PM	: AM PM	
Other details		



## 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 Number Size Details Stage/s Number Size Details Fencing Number Size Details Other structures

11 Noise management		
	ds, drums, PA systems, horns, starter pi	elements that will be louder than general stols etc.)
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)	Total hours of music	Amplified spech or music via low-powered sound system (PA)
	Total House of Hause	Other. Please specify:
12 Assessment criteria		
Assessment criteriu		
The following section outlines the City of Port Phillip's Outdoor Even	e key selection criteria for Markets. Furthe ts Policy - http://www.portphillip.vic.gov.	er detail on what is required can be found in the au/events-promotions.htm
Community benefit and impact		
Economic impact		
Ability to produce market and p	revious experience	
Environmental impact and sust	ainability	

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