



Promotional Activities Application Guidelines

It will take a minimum of 10 days to approve all promotional permits

Application forms can be downloaded from the City of Port Phillip website at:
www.portphillip.vic.gov.au/permits_licences

Please note that for all applications, no assessment will be undertaken unless all necessary supporting information, documentation and application fees are provided. Permits will only be issued after fees and charges are paid in full.

Fees and Charges:

The fees for Promotional Activities vary, please speak to the permitting officer for an estimate for your event.

When is a permit required?

A permit is required for all promotional activities in open space within the City of Port Phillip.

Application Process

The applicant is required to:

- Complete an application form, and
- Provide any requested information, including:
 - Current Public Liability Insurance
 - A copy of promotional material or sample of product giveaways
 - Pictures of the site layout and any promotional structures, signage or vehicles.

Assessment Process

It will take a minimum of 10 days to process an application

During this time you may be contacted for further information or clarification. Large promotions will be required to complete further application forms.

Once all the information is received it will be assessed and you will be contacted regarding the outcome.

Locations:

A number of locations are available across the municipality. Please indicate your preference. If you are not familiar with the area indicate your requirements (e.g. High pedestrian traffic) and permitting officers will assist.

Limitations/Restrictions

The following activities are not permitted:

- Activities involving tobacco, gambling or alcohol promotion or advertising
- Activities or promotion of activities which are deemed illegal, or could promote violence
- Activities that do not meet goals of objectives of the Council Plan

Amplified music

Activities which include amplified music may not be permitted if it is determined that the noise will adversely effect the amenity of residents or other open space users.



Food

Please note the following restrictions on promotions involving free food or drink samples:

- If you plan to serve or sell food to the public you will also need to obtain a Temporary Food Premises Permit from Council. Contact Council's Public Health division on ph. 9209 6292 or visit the council website for an application form www.portphillip.vic.gov.au. A permit will not be issued without evidence of this permit.
- All drinks and other food products used for the promotion must be of sample size

Bump in out

A 30 minute bump in/out either side of your promotion will be included in your permit.

Roving promotions

For roving promotions, you will not be restricted to one location and may have a number of staff as part of the promotion. Please confirm numbers of staff with the permitting officer.

Conditions:

Park Management

1. All temporary structures must be weighted and not pegged when on grassland
2. It is the responsibility of the event organiser to:
 - Leave the event area in a clean and tidy condition.
 - Ensure that there is no damage to property or the environment resulting from the conduct of the event and/or its associated activities.
3. Event organisers will be required to reimburse council for the cost of any restoration or repairs which are required as a result of the event and/or its associated activities.
4. All infrastructure must be placed beyond tree canopies.
5. Unless otherwise specified - Vehicles can only access the site to off-load equipment and for pack-up. Outside these times, all vehicles associated with the event must park in the designated roadside or car parking spots

Noise Management

6. Noise and music must be kept at acceptable levels at all times creating as little disturbance as possible to surrounding residences. Acceptable levels include those specified by EPA, any authorised Council Officer or the Victorian Police during the conduct of the event.
7. Any amplified PA system used at any time must have speakers facing seaward, away from residential areas.

Health & Amenity Management

8. Advertising of tobacco, gambling or alcohol is not permitted
9. The selling of food or drink by wandering vendors is not permitted.
10. The permit holder comply with any relevant legislation, regulations or local laws and shall always conduct themselves in a proper and orderly manner and be considerate to other reserve users and adjacent residents;

Waste Management

11. It is the event organiser's responsibility to ensure that all waste is removed from the event site and is correctly disposed of at the conclusion of the event.
12. No waste associated with the event (such as advertising material) is to go into Council waste containers. This does not include general waste such as food and drink containers.

Communications Management

13. All signage and promotional material approved by this permit must not be varied from the approved plan.
14. Organisers may be asked to notify neighbouring businesses of their upcoming activity



Risk Management

15. The event organiser is required to hold public liability insurance to the value of \$20 million indemnifying Council against any liability arising from the event. A cover note to be given to Council before the permit is issued
16. The event organiser is to provide a detailed map of the area lay-out proposed

Occupational Health & Safety and Security

17. The event organiser is responsible for the safeguarding of the public against injury and for maintaining the site during the conduct of the event in a safe condition at all times.
18. That the Event Organiser must notify CoPP representative immediately after an accident or any incident involving injury or property damage.
19. Should your event be conducted on or adjacent to Council's bike path, you are required to provide a suitable number of crowd controllers to ensure public safety.
20. A minimum walking space of 1.5 metres must be left on the footpath for pedestrians
21. To enable Emergency access, the event area must provide a clear 2.5 metre walkway for other pedestrian traffic at all times.
22. Water based events can only take place when water pollution falls below recommended EPA safe levels.

Parking:

23. No parking is permitted on the foreshore, reserves or the promenade
24. All parking and vehicle usage is subject to Council parking restrictions, local laws and state road rules.

Payment

Payments are accepted via credit card, cheque or money order. Cash and EFTPOS payments are also accepted at St Kilda and Port Melbourne Town Halls or 222 Bank Street, South Melbourne. Cheques to be made payable to 'The City of Port Phillip'.

An invoice will be sent to you once your application has been successful

How to apply:

Forms to be returned to:

Jess Hall
Events Permitting Officer
Private Bag No 3
PO St Kilda 3182

Email: eventpermits@portphillip.vic.gov.au

Ph: 9209 6782
Fax: 9536 2724