# Key Information

**Assessment timeframe**

* Opens Monday 23 November 2020
* Closes Friday 11 December 2020, 5.00 pm
* Assessment January to March 2021
* Decision March 2021

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

**Assessment**

* 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.

**Interviews**

* Interviews will be held in December 2020/ January 2021 - all applicants with new markets will be required to attend an interview
* Times for these interviews will be set in November/ December 2020.

**Application Fee**

* All applications will be subject to a non-refundable $100 application fee
* The application fee must be paid by Friday 11 December 2020
* An invoice will be issued upon receipt of application
* Applications will not be processed unless this fee is paid.

**Event fees**

* Market fees will be set as part of the regular budget process.
* For the 2021/22 season a Fee Subsidy Application form will also be provided with your provisional approval letter should you wish to request a fee discount or subsidy due to the impact of the COVID-19 Pandemic.

**Lodgement Details**

All applications are required to be emailed to[eventpermits@portphillip.vic.gov.au](mailto:eventpermits@portphillip.vic.gov.au)

Any provisional approval is subject to be changed in order to align with Council’s responsibility to safeguard public safety and respond to the current public health situation with the COVID-19 Pandemic.

**Enquiries**

Jane Lyon

Phone: (03) 9209 6657

Email: [jane.lyon@portphillip.vic.gov.au](mailto:jane.lyon@portphillip.vic.gov.au)

**Application 2021/22**

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| **Market Title:** | Click or tap here to enter text. |

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| **Location:** *The Events Team can assist in recommending locations or providing site maps.* | |
| Preferred Location: | Click or tap here to enter text. |

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| **Applicant Details** | | | |
| Name of Organisation: Click or tap here to enter text. (as per registered business name) | | ABN: Click or tap here to enter text. | |
| Postal Address: Click or tap here to enter text. | | | |
| Suburb: Click or tap here to enter text. | State: Choose an item. | | Postcode: Click or tap here to enter text. |
| Contact Person: Click or tap here to enter text. | Position: Click or tap here to enter text. | | |
| Phone: Click or tap here to enter text. | Alternate Phone: Click or tap here to enter text. | | |
| Email: Click or tap here to enter text. | Fax: Click or tap here to enter text. | | |
| Web Site: Click or tap here to enter text. | | | |

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| **Market Details:** | | | |
| Market Dates: | Start: Click here to enter a date. | Finish: Click here to enter a date. |
| Details | Day: Click or tap here to enter text. | Frequency: Click or tap here to enter text. |
| Market Times: | Start: Click or tap here to enter text. | Finish: Click or tap here to enter text. |
| Times | Set Up: Click or tap here to enter text. | Removal: Click or tap here to enter text. |
| Further information: | Click or tap here to enter text. | |

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| Estimated Attendance: | Participants: Click or tap here to enter text. | Spectators: Click or tap here to enter text. | Staff/Marshalls: Click or tap here to enter text. | |
| Target Audience: | Click or tap here to enter text. | | | |
| Entry Fee/Ticket Price: | Adult: $ Click or tap here to enter text. | Child: $ Click or tap here to enter text. | | Concession: $ Click or tap here to enter text. | |
| Other participant charges: Click or tap here to enter text. | | | | | |

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| **Market Description:** | |
| Aim/Purpose of the Market: | Click or tap here to enter text. |
| Detailed description of the Market: | Click or tap here to enter text. |
| Provide a brief history of the Market: | Click or tap here to enter text. |

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| **Road closures:** | | |
| What road/s will be closed? | Click or tap here to enter text. | |
| Times: | Close: Click or tap here to enter text. | Open: Click or tap here to enter text. |
| Other details: | Click or tap here to enter text. | |

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| **Food & Alcohol:** | |
| Selling or Serving Food or Drink | Selling or Serving of Alcohol |

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| **Infrastructure:**  *Details of all proposed infrastructure is to be included on the site map and incorporated into the various management plans requested.* | | |
| Marquees | Number: Click or tap here to enter text. | Details: Click or tap here to enter text. |
| Stage | Number: Click or tap here to enter text. | Details: Click or tap here to enter text. |
| Fencing | Details: Click or tap here to enter text. | |
| Other structures | Details: Click or tap here to enter text. | |

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| **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.**) | | | | | |
| Expected sound level | more than 65dB(A) | 55dB(A)- 65dB(A) | | less than 55dB(A) | |
| Type of sound: | Live music with drums/or sub-bass | | Amplified speech or music via low power sound system (PA) | | |
| Other: Click or tap here to enter text. | | | | |
| *A separate noise management plan may be requested in order to assess your application* | | | | |

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| **Market organiser’s experience -** *please provide information on previous experience you or your organisation has in delivering similar types of events.* |
| Click or tap here to enter text. |

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| **Other Information** |
| Click or tap here to enter text. |

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| **Reference Details**  *Provision of two referees with full contact details are to be provided*   * *It is preferred that the referees are the approving authorities of other Markets which you have held.* | |
| **Referee One:** | |
| Market: Click or tap here to enter text. | Market Dates: Click here to enter a date. |
| Organisation: Click or tap here to enter text. | |
| Contact Name: Click or tap here to enter text. | Position: Click or tap here to enter text. |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| **Referee Two:** | |
| Market: Click or tap here to enter text. | Market Dates: Click here to enter a date. |
| Organisation: Click or tap here to enter text. | |
| Contact Name: Click or tap here to enter text. | Position: Click or tap here to enter text. |
| Phone: Click or tap here to enter text. | Email: Click or tap here to enter text. |

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| **Supporting Documentation:** | |
| Initial Site Plan (including location of sound systems and speakers) | With application form |
| **Further Documentation** *may be requested in January/February to support your original application.* | |

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| **Agreement:** By submitting this form you are agreeing with the following conditions: | | |
| 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. | | |
| **Name:**  Click or tap here to enter text.  A signature is not required | **Position:**  Click or tap here to enter text. | **Date:**  Click here to enter a date. |
| **Privacy Notification**  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. | | |