



Street Stalls, Raffles & Collections Guidelines

Please allow 10 working days for the assessment of this application.

The following temporary permits are issued by the Events Team:

- Street Stalls
- Raffles
- Collections (footpaths & reserves)

Please contact the Transport Unit on 03 9209 6777 or transport@portphillip.vic.gov.au to apply for intersection or on road collections.

The assessment process begins once 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:

\$66.00 permit fee for *each* street stall, collection, or raffle.

When is a Permit Required?

- A permit **is required** in order to fundraise or have any form of street stall in Council managed open space.
- Property occupier's consent is required if a stall, raffle or collection is to be set up in front of a business or residence.
- A permit **is not required** if the fundraising is occurring on private property, in this case the permission of the property owner would be required.
- All fundraising must comply with all legislation and local laws.

Application Process:

The applicant is required to:

- Contact the permitting team to check availability and suitability.
- Complete an application form.
- Pay the permit fee.
- Provide a copy of current Public Liability Insurance.
- Provide a COVID-19 Safe Plan
- Proof of non-for profit or letter from not-for-profit partner.
- Where relevant copies of the following will be required:
 - Temporary Food Premises Permit (serving food).
 - Minor Gaming Permit (raffles).

Approved Locations:

The following are the approved locations for street stalls, raffles and collections. Other areas may be approved at Council's discretion.

Footpath:

- Acland Street, St Kilda
- Carlisle Street, Balaclava
- Clarendon Street, South Melbourne
- Bridport Street, Albert Park
- Bay Street, Port Melbourne
- Liardet Street, Port Melbourne

Limitations/Restrictions:

Fundraising will only be permitted for the following groups:

- Registered charity or not for profit organisations.
- Local education providers.
- Local community groups.

Fundraising permits will only be issued once every three (3) months for each organisation.

A maximum of two (2) locations can be permitted for the same organisation on the same day.



The City of Port Phillip has joined with Zoos Victoria in their campaign to replace balloons with other environmentally friendly alternatives. Therefore, your promotional permit will include the requirement not to use balloons (either helium or non-helium filled).

The following activities are not permitted:

- Activities that do not meet the goals or objectives of the Council Plan or Events Strategy.
- Fundraising or collections which request bank details as part of an ongoing donation.

Are there any other Permits Required?

Food permits - If you plan to serve or sell food a Temporary Food Premises Permit will be required. Contact Council's Health Services on (03) 9209 6777 or visit the Council website for an application form

Raffles - Your organisation must be registered with &/or have gained approval from the Victorian Commission for Gambling & Liquor Regulation (VCGLR) to conduct raffles if the total retail value of prizes exceeds \$5,000. Contact 1300 182 457.

Payment:

- Payments are accepted via BPay, 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'.

A card payment fee applies. For current fee details, please visit the Card Fees page on our website.

Conditions:

All fundraising permits:

- A copy of the permit must be retained at the fundraising site and produced for inspection upon request by Victoria Police or an authorised Council Officer.
- Latest DHHS COVID-19 directions to be followed <https://www.dhhs.vic.gov.au/coronavirus>
- All litter and rubbish emanating from or generated by the activity shall be cleared regularly and the site shall be vacated in a clean and tidy condition.
- No member of staff or volunteer shall harass members of the public.
- A 1.5m passage must be made available for pedestrians at all times.
- Every member of staff and/or volunteer directly participating in the activity shall wear clothing apparel or a name tag which identifies the organisation conducting the fundraising.
- No sign shall be placed on a building without the prior consent of the occupier.
- Furniture is restricted to one table no larger than 1000mm in length and 900mm in width and two (2) chairs.
- Serving or selling of any food product must comply with regulations.

Raffles:

- Your organisation must be registered with and/or have gained approval from the VCGLR to conduct raffles if the total retail value of prizes exceeds \$5,000.

Collections:

- Approval is not granted for highway or intersection collections.

Street Stalls:

- Prior consent if required from any business/resident if setting up in front of an occupied property.

How to apply:

Forms to be returned to:

Event Services

Post: City of Port Phillip, Attention Event Services, Private Bag 3, St Kilda PO VIC 3182

Email: eventpermits@portphillip.vic.gov.au

Ph. 03 9209 6320