**Details:** Click or tap here to enter text.

**Street Stalls, Raffles & Collections**

Application

Please read the ‘Street Stalls, Raffles and Collections Guidelines’ before completing this form.

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

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| Street Stall | Raffle | Collection |
| Registered Charity | Local Community Group | Local Education Provider |

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| **Section 1: Applicant Details** | | |
| Contact Person: Click or tap here to enter text. | Organisation: Click or tap here to enter text. | |
| Organisation’s 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. |
| 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. |  | |

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| **Section 2: Purpose and Description of Activity**  *Fundraising or collections requesting bank details as part of an ongoing donation are not permitted.* |
| Click or tap here to enter text. |

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| **Section 3: Dates** | | |
| Single Day | Date: Click or tap to enter a date. | Between hours of: Click or tap here to enter text. |
| **Or** Multiple Days: | Date From: Click or tap to enter a date. | Date To: Click or tap to enter a date. |
| Between hours of: Click or tap here to enter text. | |

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| **Section 4: Location/s** | |
| Acland Street, St Kilda | Bridport Street, Albert Park |
| Carlisle Street, Balaclava | Liardet Street, Port Melbourne |
| Clarendon Street, South Melbourne | Bay Street, Port Melbourne |
| Other: | |

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| **Section 5: Property Occupier’s Consent**  *Property occupier’s consent is required if a stall, raffle or collection is to be set up in front of a business or residence.* | |
| I Click or tap here to enter text. | |
| Being the occupier of the property situated at Click or tap here to enter text. | |
| Hereby consent to this activity being conducted adjacent to the above property. | |
| Signature of Occupier: Click or tap here to enter text. | Date: Click or tap to enter a date. |

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| **Section 6: Activity Supervisor**  Please provide details & contact numbers of the person who will be the supervisor of the appeal/street stall and be responsible for the set-up and removal of any equipment and the cleaning of the site. | | | |
| Contact Person: Click or tap here to enter text. | | | |
| Permit day contact numbers: | (1): Click or tap here to enter text. | (2): Click or tap here to enter text. | |
| I declare that I have read Council’s policy on street stalls, raffles and collections and agree to comply with the policy and any conditions outlined in the permit. | | | |
| Signature: Click or tap here to enter text. | | | Date: Click or tap to enter a date. |

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| **Section 7: Statement of Acceptance –** this section must be completed by all applicants. | |
| I declare that I am the applicant; and that all information in this application is true and correct. I have read and accepted the conditions for Street Stalls, Raffles and Collections. I agree to comply with all permit conditions, local laws and all relevant legislation. I will ensure that the permit is not sold, transferred or assigned to another party. I acknowledge that failure to comply with these conditions will result in cancellation of the permit, a fine and/or legal action. | |
| Signature: Click or tap here to enter text. | Date: Click or tap to enter a date. |

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| **Privacy Notification**  The City of Port Phillip is collecting the personal information requested on this form for the purpose of determining Expressions of Interest for street stalls, raffles or collections. 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. |

**Permit Documentation Checklist:**

Please supply a copy of the following documentation.

Certificate of Currency – $20M

Temporary Food Premises Permit (if serving or selling food)

Approval from VCGLR (if conducting a raffle with prizes exceeding $5,000)

COVID-19 Safe Plan

**Payment:**

Payment is required before permits will be issued. All fees are fully refundable in the event of your permit application being rejected by Council.

A card payment fee applies. For current card fee details, please visit <https://www.portphillip.vic.gov.au/council-services/card-fees>

**How to Apply:**

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

Forms to be returned to:

Event Services

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

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

Ph. 03 9209 6320