**Promotional Flyers Distribution**

**Local Businesses**

Application

**Details:**

Please read the ‘Promotional Flyers Distribution Guidelines’ before completing this application.

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

**Note:** Further information may be required before a full assessment is made or a permit issued.

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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. | ABN: Click or tap here to enter text. |
| Relevant Website Link: Click or tap here to enter text. |  |

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| **Section 2: Activity Description –** *Maximum of two (2) people. No samples or infrastructure, flyers only.*  |
| No. of people distributing flyers: | Click or tap here to enter text. |

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| **Section 3: Preferred location/s –** *footpath outside of your own business or another place of business or roving distribution restricted to commercial shopping strips only.*  |
| Property Address: | Street Address: Click or tap here to enter text.Suburb: Click or tap here to enter text. State: Choose an item. P/C: Click or tap here to enter text. |
| Roving Location: | Click or tap here to enter text. |

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| **Section 4: 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 5: Activity Supervisor** Please provide details & contact numbers of the person who will be the supervisor of the promotional flyers distribution, responsible for the cleaning of the site. |
| Contact Person: Click or tap here to enter text. | Position Title: 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. |
| Email: | Click or tap here to enter text. |  |

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| **Section 6: Property Occupier’s Consent***Property occupier’s consent is required if flyers are to be distributed in front of a business or residence other than your own.* |
| 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 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 Promotional Flyers Distribution. 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 promotional permits. 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.

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| **[ ]** Certificate of Currency – $20M | **[ ]** Copy of promotional material  |

**Payment:**

**Payment is required before permits will be issued.**

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.’

A card payment fee applies. For current fee details, please visit [www.portphillip.vic.gov.au/card-fees.htm](http://www.portphillip.vic.gov.au/card-fees.htm)

**How to Apply:**

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

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