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

**Promotional Activities**

Application

Please read the ‘Promotional Activities 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. |  |
| **Event Day Contact** |
| Contact person: Click or tap here to enter text. | Position Title: Click or tap here to enter text. |
| Relevant website link: Click or tap here to enter text. |
| Mobile Phone: Click or tap here to enter text. |  |  |
| Email: Click or tap here to enter text. |  |

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| **Section 2: Activity Description** *Include details of any samples, fliers and signage.*  |
| Click or tap here to enter text. |

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| **Section 3: Event Details** |
| Event Dates | Start: Click or tap to enter a date. | Finish: Click or tap to enter a date. |
| Event Times | Start: Click or tap here to enter text. | Finish: Click or tap here to enter text. |
| Bump In Dates | Start: Click or tap to enter a date. | Finish: Click or tap to enter a date. |
| Bump In Times | Start: Click or tap here to enter text. | Finish: Click or tap here to enter text. |

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| **Section 4: Preferred location/s** |
| Click or tap here to enter text. |

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| **Section 5: Site Details – please mark all that apply**  |
| **[ ]** Roving promotion | Details: Click or tap here to enter text. |
| **[ ]** Marquee | Details: Click or tap here to enter text. |
| **[ ]** Vehicles  | Details: Click or tap here to enter text. |
| **[ ]** Signage  | Details: Click or tap here to enter text. |
| **[ ]** Other Infrastructure | Details: Click or tap here to enter text. |

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| **Section 6: Activity Supervisor** Please provide details & contact numbers of the person who will be the supervisor of the promotional activity, 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. |

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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 Activities. 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.

|  |  |
| --- | --- |
| **[ ]** Certificate of Currency – $20M | **[ ]** Copy of promotional material or sample of product |
| **[ ]** Images of any infrastructure & site layout | **[ ]** Temporary Food Premises Permit (if serving or selling food) |
| **[ ]** COVID-19 Safe Plan and Risk Assessment |  |

**Payment:**

The fees for Promotional Activitiesvary. Please speak to an Events Adviser for an estimate for your event.

**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 the Card Fees page on our website.

**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. 9209 6320