



Expression of interest - Markets

What you need to do

Before you start!

The fast and easy way to apply is online via

📧 portphillip.vic.gov.au/pay-apply-report

Otherwise complete this form to apply via email.



Complete and submit the form

Make sure all sections are complete and documentation is attached, and submit via email below.



Receive your invoice

Once your application is processed you will receive an invoice for the non-refundable application fee.



What comes next

We will notify you of the provisional approval of your application.

Read before starting

An indicative site plan must be included with your application.

It is recommended that applicants read the following documents before applying:

- All applications will be assessed against the Outdoor Events Policy, Events Strategy and draft Creative Port Phillip Strategy.
- The Outdoor Events Guidelines provide operators with an outline of what is required to operate a market within the municipality.

How to apply

Submit this form and required supporting documentation:

📞 03 9209 6777

✉ eventpermits@portphillip.vic.gov.au

🌐 portphillip.vic.gov.au/explore-the-city

1 Declaration

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 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 agree to comply with all permit conditions, local laws and all relevant legislation

I understand that this Market Application does not constitute Market approval

Privacy policy

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.

2 Documentation checklist

Timeframes for submission of this documentation will be outlined by your assigned Events Adviser. Please allow a minimum of 3 months for your market and documentation to be assessed.

All Markets

Copy of Certificate of Currency
Noise Management Plan
Detailed Site Plan
Emergency Management Plan
Waste Management Plan
Resident Notification Letter

As requested

Detailed Traffic Management Plan
Detailed plan of foreshore access
Liquor Licence details (if you intend to serve alcohol)
Statement of Trade (if selling or serving food or drink) including registration with local Council

Signage Permits
Occupancy Permit/Siting Approval (Large Temporary Structures or Fencing)
Other approvals
e.g. Vic Police, Parks Victoria, VicRoads

3 Market details

Market title

Preferred location

Note: The Events Team can assist in recommending locations or providing site maps.

Location information can be found on our **website**

4 Applicant details

Organisation name

Organisation ABN

Website

Organisation address

Suburb

State

Postcode

Contact person

Position title

Phone number

Email

5 Market details

Market dates/time

Date commencing

Date ending

/ /

/ /

Time starting

Time ending

:

AM

PM

:

AM

PM

Day

Frequency

Set up

Time starting

Time ending

:

AM

PM

:

AM

PM

Removal

Time starting

Time ending

:

AM

PM

:

AM

PM

Estimated attendance

Attendees

Spectators (If applicable)

Staff/Marshalls

Target audience

Entry fee

Adult

Child

Concession

\$

\$

\$

Other participant charges

\$

6 Market description

Detailed description of the market

Provide a brief history of the market

7 Road closures

What road/s will be closed?

Time closing

:

AM

PM

Time reopening

:

AM

PM

Other details

8 Food and alcohol

Are you selling or serving food or drink?

Yes

No

Are you selling or serving alcohol?

Yes

No

10 Infrastructure

Mark any of the following that apply to your market and provide details.

Note: Details of all proposed infrastructure is to be included on the site map and incorporated into the various management plans requested. Council is not responsible for any infrastructure. Permission must be given prior to the pegging of any infrastructure. Underground irrigation lines must be identified by council officers before any pegging.

	Number	Details
Marquees		
	Number	Details
Stage/s		
	Number	Details
Fencing		
	Number	Details
Other structures		

11 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.)

Note: A noise management plan may be required.

Expected sound level

More than 65dB(A)

55dB(A) – 65dB(A)

Less than 55dB(A)

12 Noise management (Continued)

Type of sound

What type of music?

Live music with drums and/or sub-bass

Amplified speech or music via low-powered sound system (PA)

Other (specify):

13 Assessment criteria

The following section outlines the key selection criteria for Markets. Further detail on what is required can be found in the City of Port Phillip's Outdoor Events Policy portphillip.vic.gov.au/explore-the-city/outdoor-events-and-activities/event-planning-resources/event-guidelines

Community benefit and impact

Economic impact

Ability to produce market and previous experience

Environmental impact and sustainability

14 Reference details

It is preferred that the referees are the approving authorities of other markets which you have held

Market name

Market date

Organisation name

Contact name (referee)

Position (referee)

Contact number (referee)

Email (referee)

Office use only

Application
number

Date
lodged