



live local

Trader applications for public spaces

Assessment criteria and fees

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As part of our Live. Love. Local. 'Support Port Phillip' initiative, the City of Port Phillip is delighted to offer opportunities for our hospitality traders to activate our parks, reserves and foreshore.

We know that many traders have been affected by the COVID-19 indoor patronage restrictions so we want to increase the number of people they can serve outdoors to help position them for a safe and profitable summer.



A fair approach

It's important that we apply an equitable approach so our community can continue enjoying sufficient access to our outdoor spaces.

Application criteria

The following criteria for all applications reflect this balance.

Nature of permit

Public space permits will be granted for an initial three month period with the opportunity to extend for an additional three months pending community feedback being amenable.

Service must conclude at 9 pm in the case of parks and reserves and 10 pm in the case of the foreshore.

The purpose of this program is to support extension of trade rather than additional trading opportunities. This means we will permit initiatives that provide additional seating capacity for patrons; rather than additional infrastructure for venues (no fully enclosed marquees, kitchens and bars etc).

This program is about providing outdoor opportunities so structures that bring people 'indoors' such as fully enclosed marquees will not be approved.

Equity

When assessing a request for a public space we do need to consider whether other traders may have a similar claim - everyone needs an equitable opportunity to continue operations so we can't let one trader take over a park or reserve if others are also bordering without consulting.

If we approve one trader and another asks for a similar opportunity, the first trader will need to be flexible in us trying to accommodate that - this could mean the initial trader is asked to reduce their space or consider other options if required.

We need to assess that the public would still have sufficient access to a park or reserve before allowing a trader to set up - this means we won't approve applications that involve the entire space being taken over, but we would consider giving over part of the space - especially if tables, chairs and other furniture could be removed when not in use. Sufficient space for the community must always prevail.

Fee structure

The intent of this program is to try and replicate or come close to a venue's existing patronage capacity.

Trading capacity

Applications that accommodate for up to 50 per cent of a trader's normal capacity won't be charged. Applications that exceed 50 per cent of normal capacity will be charged. This will be reviewed on a monthly basis due to the likelihood that indoor capacity restrictions will change over time.

Trading area

Applications that exceed a certain square meterage will require a bond.

Priority locations

We will categorise our public spaces into priority foreshore, prime inland and local, with different fee structures for each.

Priority foreshore

- All foreshore areas including sand and public reserves.

Priority inland

- Alma Park
- St Kilda Botanical Gardens
- JL Murphy Reserve
- Peanut Farm
- St Vincent Gardens.

Local

- Any parks or reserves that are in close proximity to residents.

Priority location permits

Waiver value	Permit fee	Bond required
If operating less than 50 per cent of venue capacity.	Sliding scale if operating greater than 50 per cent of venue capacity. Review building footprint or fee in the event building and event space capacity exceeds building capacity pre-COVID-19.	Sand No bond required. Grass Subject to damage and required repair.

Considerations

Priority foreshore

- Foreshore businesses only
- Extension of trading - set up and pack up each day
- Incorporating community activation expected
- Fees and capacity reviewed monthly
- Located directly adjacent to business and designed to limit impact to broad public use
- Any non-dining activation ideas would be subject to an event permit and coastal consent.
- Trading until 10 pm allowed, subject to amenity assessment
- Strategies to ensure safe physical distancing in and around permitted area, including appropriate queue management
- No permanent infrastructure such as outdoor televisions or marquees that don't directly support dining.

Priority inland

- Businesses that complement the focus of the park
- Could be outdoor dining or other businesses
- Must be underutilised spaces
- Fees and capacity reviewed monthly
- Strategies to ensure safe physical distancing in and around permitted area, including queuing
- Permit supports safe activation of the park and attracts patronage away from foreshore
- Trading until 9 pm allowed, subject to amenity assessment
- No permanent infrastructure such as outdoor televisions or marquees that don't directly support dining.

Local

- Business directly adjacent to local public land
- Must be underutilised spaces
- Must not occupy greater than 50 per cent of local space
- Strategies to ensure safe physical distancing in and around permitted area, including queuing
- Trading until 9 pm allowed, subject to amenity assessment
- No permanent infrastructure such as outdoor televisions or marquees that don't directly support dining.

Business parklets permits

Co-locate with other permits to reduce impact on traffic where possible.

Waiver value	Permit fee	Bond required
No fee	Consider if greater than two (2) car parks	Not required

Public space fees

Daily event site fees

Event	Impact / risk	Fee
Small	Minimal	\$305
Intermediate	Low to medium	\$690
Medium	Medium	\$1,325

Local trader fees

All fees are 90 per cent discount. Capped at 100 per cent normal capacity.

	Small / local extension to trade area	Intermediate / prime inland extension to trade area	Medium / prime foreshore extension to trade area
50 % to 70 % of normal capacity			
Per month	\$30.50	\$69	\$132.50
Three month total	\$91.50	\$366	\$397.50
70 % to 90 % of normal capacity			
Per week	\$30.50	\$69	\$132.50
Three month total	\$366	\$828	\$1,590
90 % to 100 % of normal capacity			
Per day	\$30.50	\$132.50	\$132.50
Three month total	\$91.50	\$1,590	\$11,925

Site bond

Refundable site bond for turf replacement cost - \$22 per m².

Requirement to charge bond assessed case by case, considering:

- risk of damage or required repair
- location (heritage or non-heritage)
- per m² usage
- amount of infrastructure and impact
- consultation with Parks Services.

Potential for added community benefit

We will consider applying a discount to applications where added community benefit is demonstrated. This could include the provision of 'inclusion zones' for vulnerable people who need less crowded and extra physically distanced spaces or opportunities for local artists and musicians to exhibit or perform.

We will also look favourably on applications where the space could be made available to the community when not in use by the business.

COVID-19 safe environment

It is the responsibility of the business to provide a COVID-19 safe environment. COVID-19 safe risk plans will be required before the Public Space Trader permit is approved.

For more information and additional resources:

Latest information on COVID-19

[dhhs.vic.gov.au](https://www.dhhs.vic.gov.au)

Industry restrictions

[vic.gov.au](https://www.vic.gov.au)

COVID safety - best practice

[businesseventsvictoria.com](https://www.businesseventsvictoria.com)

For more information or to apply for the Public Space Trader permit

[ASSIST 03 9209 6777](tel:0392096777)

eventpermits@portphillip.vic.gov.au

[portphillip.vic.gov.au](https://www.portphillip.vic.gov.au)



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- TTY users dial 133677, then ask for **03 9209 6777**
- Speak & Listen users **1300 555 727**, ask for **03 9209 6777**

Language assistance

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