

Stallholder and Trader Permit Application

This application must be completed and submitted for assessment at least 14 days before the commencement of trade or 21 days if food or drink is to be sold. Please refer to the Activities in *Thoroughfares and Public Places Local Law 2020*, Part 9 Division 1 for exceptions and further details.

APPLICANT DETAILS - FULL NAME IN BLOCK LETTERS

Given Name: _____ Surname: _____

D.O.B: _____ Email: _____

Telephone (home): _____ (Work): _____ (Mobile): _____

Residential Address: _____

Suburb: _____ Post Code: _____

Postal Address (if different to above): _____

BUSINESS DETAILS

Business Name: _____

Business Address: _____

Please describe the stall / trading activity to be carried out: (canvassing on behalf of, goods to be sold, donations being sought etc.)

Note: All applicants who intend to sell food or drink will be subject to review and assessment by the City's

Environmental Health Department so applicants who intend to sell food or drink must allow a minimum of 21 days for the application to be processed.

Permit start date and duration (day / weekly / monthly / annually):

Days and times requested to trade / set up a stall:

Proposed location/s to which the permit applies: (please enter the specific location/address details)

Provide a plan of the structure / set up: (including tables, audio visual equipment, signage etc. can also be provided on a separate A4 page but must be included to enable assessment)

Proposed stallholder / trader assistants: (names, addresses and/or phone number of assistants (if known) to be engaged by the applicant in conducting the stall)

Business approval (required if stall or trading is set up or conducted adjacent to a business premise)

Business / trading name: _____

Street address: _____

Contact phone number: _____ Email: _____

I am the owner or person authorised on behalf of the owner of the business described in this section who currently trades in the City of Bayswater. I have read this application and provide support and consent for the activities described.

Signature: _____ Date: _____

Supporting documentation to be provided

- A current Certificate of Currency for your public liability insurance, minimum \$10 million.
- A current copy of the *Food Act* Registration Certificate – where applicable.
- A current copy of an ATO Exemption Certificate* - where applicable.

Permit Fees

Please select the preferred permit duration. Exemptions may apply*

A non-refundable application fee of \$53

- Day permit - \$12.50
- Three-month permit - \$255
- Six-month permit - \$510
- 12-month permit - \$1020

*Payment exemptions may apply – see part 9.3 of the City of Bayswater – *Activities in Thoroughfares and Public Places and Trading Local Law 2020*.

Declaration

If the applicant is not the stallholder/trader, I/we have notified the stallholder/trader about this application.

I/we are authorised to sign on behalf of the applicant/organisation. I understand by signing this agreement that the City of Bayswater does not accept any liability for any injury, damage or loss pertaining to the permit.

Signature of applicant: _____ Date: _____

Name of applicant: _____

Position of applicant: _____

On receipt of an application, the City's Community Safety team will contact the applicant for payment of the application fee. Once the permit is approved, an invoice for permit fees will be issued. Permits will not be issued until permit fees are paid. Permits can be issued by post, email or collected in person.

Contact the City's Community Safety team on 1300 360 333 for further information.

General Conditions of a Permit

Refer to City of Bayswater *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws 2020 Part 9 Division 1 - Stallholders and traders* for further information

Obligations of permit holder

A stallholder or any agent of the stallholder, while conducting a stall or a trader while trading shall:

- (a) display permit to do so in a conspicuous place on the stall, vehicle, or temporary structure, or if there is no stall, vehicle, or temporary structure, carry the permit with her or him while conducting a stall or trading.
- (b) not display a permit unless it is a valid permit; and
- (c) When selling goods by weight, carry and use for that purpose, scales tested and certified following the provisions of the *Weights and Measures Act 1915*.
- (d) leave the area in a clean and tidy condition.
- (e) ensure that any adjoining business owner has signed the Business Approval Section of the application before the commencement of trading.

A stallholder or any agent of the stallholder, while conducting a stall or a trader while trading shall not:

- (a) deposit or store any box or basket containing goods on any part of a thoroughfare to obstruct the movement of pedestrians or vehicles.
- (b) act in an offensive manner.
- (c) use or cause to be used any apparatus or device, including any flap or shelf, whereby the dimensions of a stall, vehicle, or structure are increased beyond those specified in the permit; or
- (d) in the case of a trader, carry on trading from a public place, unless there is adequate parking for customers' vehicles reasonably close to the place of trading.

This Permit may be cancelled at any time by an Authorised Officer of the City of Bayswater by notice to the Permit Holder or any of his/her agents.

Please refer to the City of Bayswater *Activities in Thoroughfares and Public Places and Trading Local Law PART 9 - TRADING IN THOROUGHFARES AND PUBLIC PLACES*.