

Stallholder and Trading Permit Application

Submission Deadlines

Submit at least 14 days before the commencement of trade. • Submit at least 21 days before commencement if food or drink is to be sold (subject to Environmental Health Department review). Refer to *Activities in Thoroughfares and Public Places and Trading Local Law 2020*, Part 9 Division 1 for exceptions.

1 · APPLICANT DETAILS – FULL NAME IN BLOCK LETTERS

Given Name

Surname

Date of Birth (DD/MM/YYYY)

Email Address

Telephone (Home)

Telephone (Work)

Telephone (Mobile)

Residential Address

Suburb

Post Code

Postal Address (if different to above)

2 · BUSINESS DETAILS

Business Name

Business Address

3 · TRADING DETAILS

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

Will food or drink be sold or supplied? ☐ Yes ☐ No
If yes, provide details.

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How will rubbish and waste generated by the stall be managed and removed from site?

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 (Enter the specific location/address details)

Will a vehicle, trailer, caravan, food van or mobile structure be used? ☐ Yes ☐ No

Registration Number:

Vehicle Type:

4 · STALL / SETUP PLAN

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.

5 · PROPOSED STALLHOLDER / TRADER ASSISTANTS

Names, addresses and/or phone numbers of assistants (if known) to be engaged by the applicant

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6 · BUSINESS APPROVAL

Required if the 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.

Business Owner Signature

Date

7 · SUPPORTING DOCUMENTATION & PERMIT FEES

Evidence of public liability insurance, minimum \$20 million or such amount as required by the City.

Supporting Documentation Required

- ☐ A current Certificate of Currency for public liability insurance, minimum \$20 million.
- ☐ A current copy of the Food Act Registration Certificate – where applicable.
- ☐ A current copy of an ATO Exemption Certificate – where applicable.

Fee Type	Amount	Select
Application fee (non-refundable)	\$53.00	—
Day permit	\$12.50	☐
Three-month permit	\$255.00	☐
Six-month permit	\$510.00	☐
12-month permit	\$1,020.00	☐

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

What Happens Next?

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 Community Safety team on 1300 360 333 for further information.

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8 · DECLARATION

- ☐ The information provided is true and correct.
- ☐ I will comply with the conditions of any permit issued.
- ☐ I will comply with the City of Bayswater *Activities in Thoroughfares and Public Places and Trading Local Law 2020*.
- ☐ I acknowledge that approval may be withdrawn if permit conditions are breached.
- ☐ I understand the City accepts no liability for loss, damage or injury arising from the activity.

Signature of Applicant

Date

Name of Applicant

Position of Applicant

9 · STANDARD COLLECTION NOTICE

The City of Bayswater collects personal information, including sensitive personal information where applicable, for the purpose of assessing, determining, administering and monitoring Stallholder Trading Permit applications and associated trading activities within the City.

Personal information is collected under the authority of the *Local Government Act 1995 (WA)*, the City of Bayswater *Activities in Thoroughfares and Public Places and Trading Local Law 2020*, and the City's functions as a local government. The information is used to assess permit applications, determine whether approval should be granted, administer permit conditions, undertake compliance and enforcement activities, respond to enquiries and complaints, and regulate trading activities conducted on local government land and in public places.

The types of information collected may include the applicant's name, business name, residential and postal address, telephone number, email address, Australian Business Number (ABN), details of the proposed trading activity, location information, trading dates and times, food business information (where applicable), public liability insurance details, photographs, supporting documentation, correspondence, and any other information reasonably required to assess the application.

Personal information may be disclosed to authorised City officers, contractors and service providers engaged by the City, government agencies, emergency services, insurers, landowners, regulators, or other parties where authorised or required by law, or where reasonably necessary to assess, administer, monitor or enforce the permit.

Providing the requested information is mandatory. If the requested information is not provided, the City may be unable to assess the application, issue a permit, or administer and monitor approved trading activities.

The City takes reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure. Information is retained in accordance with the *State Records Act 2000 (WA)*, approved retention and disposal schedules, and the City's information management practices.

The City does not use automated decision-making processes to determine the outcome of Stallholder Trading Permit applications. All applications are assessed by authorised City officers.

For more information about how the City manages personal information, the Privacy and Information Handling Policy can be found here. To access or correct personal information, contact the City of Bayswater on (08) 9272 0622 or email mail@bayswater.wa.gov.au.

★ FOR OFFICE USE ONLY ★ – Do not write below this line

Date Received

CRM / Reference Number

Permit Number

Assigned Officer

Branch / Team

Date Permit Issued

Food / Health Review Required ☐ Yes ☐ No

Permit Expiry Date

Outcome ☐ Approved ☐ Refused

Insurance Verified ☐ Yes ☐ No

Food Cert Verified ☐ Yes ☐ No

Payment Received ☐ Yes ☐ No

Notes / Comments

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9 · GENERAL CONDITIONS OF 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 – PERMIT HOLDER SHALL:

a	Display the permit in a conspicuous place on the stall, vehicle, or temporary structure, or carry the permit while conducting a stall or trading if no structure is present.
b	Not display a permit unless it is a valid permit.
c	When selling goods by weight, carry and use scales tested and certified following the provisions of the National Measurement Institute and the <i>National Measurement Act 1960</i> .
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.

OBLIGATIONS – PERMIT HOLDER 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.
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.

Permit Cancellation

This Permit may be suspended, amended or cancelled by an Authorised Officer where the permit holder fails to comply with permit conditions, the Local Law, or where the activity causes a nuisance, obstruction or safety concern.