



Stallholder and Traders Permit Application

This application is to be completed and submitted for assessment at least 14 days prior to commencement of trade or 21 days if food or drink is to be sold. Please refer to the [Activities in Thoroughfares and Public Places and Trading Local Law 2020](#) Part 9 Division 1 for exceptions and further details.

Applicant details:

Name: _____

Address: _____

Business / trading name (if applicable): _____

Business address (if applicable): _____

Contact phone number: _____ Email: _____

Preferred contact method: Phone: Email:

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 I set up: (including tables, audio visual equipment, signage etc. Plan 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 premises)

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 – contact ATO Ph:132 861

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, City of Bayswater Rangers and Security 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 of Bayswater Rangers and Security on 9272 0972 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 her or his 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 in accordance with the provisions of the Weights and Measures Act 1915.
- (d) leave the area in a clean and tidy condition.
- (e) ensure any adjoining business owner has signed the Business Approval Section of the application prior to 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 so as 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*