

Please complete this form in block letters and return to:

Glenelg Shire Council
PO Box 152
PORTLAND VIC 3305

In Person:
71 Cliff Street
PORTLAND VIC 3305

Via Email:
locallawsadmin@glenelg.vic.gov.au
Phone: 03 5522 2208

Itinerant Trader ☐

Community Group ☐

Government Agency ☐

| Applicant Details | | | |
|----------------------------|-------------------|-----------|--|
| Name in Full: | | | |
| Trading/Organisation Name: | | | |
| Nature of Business*: | | | |
| Postal Address: | Street/Road Name: | | |
| | Town: | Postcode: | |
| Contact Details | BH: | Mobile: | |
| | AH: | Email: | |

* More Information for Food Sellers: http://www.glenelg.vic.gov.au/Temporary_Food_Events

| Vehicle Details | | | |
|------------------|--|-------------------------|--|
| Registration No: | | Colour: | |
| Make/Model: | | Type (Car/Trailer/Van): | |

Site proposed for mobile business:

Address: _____

Start Date: _____

| Operating Times | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------------|--------|---------|-----------|----------|--------|----------|--------|
| Opening Time | | | | | | | |
| Closing Time | | | | | | | |

Proposed Signage (if any): Wording: _____ Dimensions: _____x_____

Type of signage: Fixed to Vehicle/Mobile Equipment ☐ Freestanding/Moveable A Frame ☐

Note: Any advertising sign must be located in the area that the business is approved to operate from and must not exceed one sign per business. Signage must conform with Council's Itinerant Trading Policy.

Insurance: Attach a copy of current Public Liability Insurance Policy (\$10 Million minimum) ☐

Risk Management Plan: Attach ☐

Food Act Registration Certificate *Food Act 1984*: (Attach a copy if applicable*) ☐

**** PAYMENT OF AN APPLICATION FEE DOES NOT AUTOMATICALLY ENTITLE A PERMIT TO BE ISSUED ****

The issuing of this Permit is subject to:

1. The Applicant agreeing to the General Conditions of Permit as contained herein;
 2. The Applicant agreeing to any/all Special Conditions that the Council may determine and attach to this Permit;
 3. The Applicant completing the Permit Application Form and paying the prescribed fee in accordance with Council's Fees & Charges Schedule; (see attached Fee Schedule); and
 4. The Applicant providing to the Council evidence of insurance and any required registration by the General Conditions and/or the Special Conditions of the Permit.
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General Conditions of Permit:

The Applicant agrees:

1. For the term of the Permit, to comply with all applicable industry standards, health or safety standards, current standards of Standards Australia or any applicable Codes of Practice or legislative requirements.
2. To indemnify the Council its servants and/or agents against all actions costs, claims and demands for injury, loss or damage arising out of or in relation to the alteration to the road, the granting of this Permit and the General Conditions and Special Conditions contained herein and such indemnity shall be in addition to any statutory immunity in favour of the Council.
3. For the term of the Permit, to take out and keep current a public liability policy of insurance to a minimum of ten million dollars (\$10,000,000) level of cover per claim in respect of the Business, any alteration to the road or any activity arising out of or from the granting of this Permit by the Council (*where applicable*).
4. All food stalls/vans will have suitable containers for the storage of waste, which shall be removed by the operator.
5. The area and its surrounds will be left in a clean and tidy condition at the end of the period of trading.
6. A permit shall only be granted to an applicant for a period not exceeding three (3) months.
7. For the term of the Permit, all fixtures and equipment erected or installed are to be maintained in good condition and to recognised standards.
8. In the event that the Applicant has failed to comply with any of the conditions of Permit or for any other justifiable circumstance, including reinstatement, maintenance, repair or removal, the Council may revoke the Permit.
9. At the expiration or earlier termination of this Authorisation to remove, if directed by the Council, any structure or object erected or installed on the road and to reinstate the road to the satisfaction of the Council.
10. The permit is subject to the Applicant obtaining appropriate planning (*where applicable*) approvals under the *Planning Environment Act 1987* and building approvals under the *Building Act 1993* and *Building Regulations 2006*.

11. The Permit does not confer on the Applicant any exclusive right, entitlement or interest in the road and does not derogate from the Council's powers arising under the *Local Government Act 1989*.
12. The Permit will not come into operation until proof of insurance, risk management plan and any required registration or requested documentation has been provided, fee paid to the Council, and a copy of this document, signed by the Council has been returned to you. Council will advise in writing the decision to issue or not issue a permit. Refused permits will have the permit fee fully refunded.

2015/16 FEES FOR ITINERANT TRADERS

| | Incl Gst |
|----------------------------|-----------|
| Permit (4 hours or less) | \$ 5.00 |
| Permit (1 Day) | \$ 175.00 |
| Permit (2 – 14 days) | \$ 300.00 |
| Permit (15 days - 1 month) | \$ 500.00 |
| Permit (1 – 2 months) | \$ 750.00 |
| Permit (2 – 3 months) | \$ 900.00 |

13. The Permit shall be produced to any Authorised Officer of the Council on demand.
14. The hours of operation are to be in accordance with the application or as notified by Council.
15. A clear access path of at least 1500mm shall be maintained at all times for pedestrians and wheelchair access.

In making this application, I declare that the particulars provided are true and correct, and acknowledge that I have read, understand and agree to be bound by the Conditions of Permit.

Signature: _____

Date: ____/____/____

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

Office use only:

Application No: _____ Permit Approved ☐ Refused ☐

Name of Authorised Officer of Council: _____

Position: _____

Signature: _____ Date: ____/____/____

Fee Payable: \$ _____ Received Yes ☐ No ☐ N/A ☐ (Community/Charity Groups)