# Trading in Public Places Licence Application Form

**FIRST SCHEDULE**
**Local Government Act 1995**

*Shire of Serpentine Jarrahdale*

Local Laws Relating to Public Places and Local Government Property Local Law 2019
Application for Licence

## Applicant Details

| | | | |
|---|---|---|---|
| **Name of Applicant:** | | | |
| **Address:** | | | |
| **Postal Address:** | | | |
| **Work Telephone:** | | **Mobile Telephone:** | |

## Application Details

| | | |
|---|---|---|
| **Business Name:** | | |
| **Location of proposed trading activity:** *(A plan should be submitted indicating the precise location)* | | |
| **Nature of proposed trading activity:** *(Describe how the goods will be displayed, sold and/or services offered)* | | |
| **Details of proposed stall:** *(e.g. trailer, cart, table, vehicle – enclose a sketch or photograph)* | | |
| **Specifications of above:** | **Dimensions:** | |
| | **Colour/Material:** | |
| | **Vehicle Make & Registration NO:** | |

# Trading in Public Places Licence Application Form

| | | | | | |
|---|---|---|---|---|---|
| **Number and names of assistants to engage in trading:** | **1** | | | | |
| | **2** | | | | |
| | **3** | | | | |
| | **4** | | | | |
| **Proposed commencement date and, if applicable, other proposed date (s) of operation:** | | | | | |
| **Proposed hours of operation?** | **Monday** | am/pm | To | am/pm | |
| | **Tuesday** | am/pm | To | am/pm | |
| | **Wednesday** | am/pm | To | am/pm | |
| | **Thursday** | am/pm | To | am/pm | |
| | **Friday** | am/pm | To | am/pm | |
| | **Saturday** | am/pm | To | am/pm | |
| | **Sunday** | am/pm | To | am/pm | |
| **Is Public Liability Insurance Attached?** | ◯ Yes | | ◯ No | | |
| **If registered to another Local Government, has your Certificate of Registration been attached?** | ◯ Yes | | ◯ No | | |
| **Name and address of owner of land on which the stall is to be set up:** *(If applicable)* | **Name:** | | | | |
| | **Address:** | | | | |

# Trading in Public Places Licence Application Form

## Fee Information for Trading in Public Places

(Includes itinerant Food Vendors, does not apply to defined “Community Associations”)

| | Fee |
|---|---|
| Street traders - Application and administration fee | $133.00 |
| Street traders – Application for licence renewal | $50.00 |
| | |
| Street traders – Annual licence charge | $150.00 |
| Street traders – Operating on Shire Land, per Annum<br>(For traders who require a licence every day of the year until expiration of licence) | $1000.00 |
| Street traders – Operating on Shire Land, per Day | $10.00 |
| Street traders – Operating on Shire Land, per Week | $50.00 |
| Street traders – Operating on Shire Land, per Month | $100.00 |

## Payment options:

### Option 1

Payment may be made by either cash or cheque, made payable to Shire of Serpentine Jarrahdale and quote cost centre HIA213.

### Option 2

Payment made by credit card, telephone 9526 1111 with your credit card details and quote cost centre HIA213, or

Complete the details below and send in with application

| | |
|---|---|
| Name on card: | |
| Card number: | |
| CCV – credit card verification (3 digit number on back of credit card): | Expiry date: |
| Amount: | Signature: |

# Trading in Public Places Licence Application Form

## Has the supporting documents been attached? (please tick):

| | |
|---|---|
| Site plan of location of proposed trading activity | ☐ |
| Sketch or photograph of proposed stall | ☐ |
| Up to date Public Liability Insurance | ☐ |
| Copy of current Certificate of Registration of Food Business (if applicable) | ☐ |
| Permission and signature of landowner to utilise the space (if applicable) | ☐ |

## Signature of Applicant

**Signature:**……
**Date:**……

The above mentioned owner of the land on which the stall is to be set up hereby consents to this application.

## Signature of Land Owner

**Signature:**……
**Date:**……