Application for Permit

Activities on Local Government Property

This application is for Stallholder/Trader permit under the Shire of Exmouth *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law*. Food stalls must complete a *Notification for Food Stall & Temporary Food Business*.

Applicant details

Applicant name _____

Name of Organisation _____

Position Held _____

Postal address _____

Home phone _____ Work/mobile phone _____

Facsimile _____ Email address _____

Details of Proposed Activity

Charity	☐	Carnival	☐	Educational	☐	Concert	☐
Festival	☐	Sport/Recreational	☐	Literature Distribution	☐	Function	☐
Food Stall	☐	Fundraising	☐	Markets	☐	Animals	☐
Fete	☐	Wedding	☐	Mobile Vendor	☐		

Other (specify) ☐ _____

Is the stall part of a public event ❒ **- Yes** ❒ **- No**

If YES please ensure you have completed and submitted an *Event Information & Application Package*

Is the stall selling food ❒ **- Yes** ❒ **- No**

If YES please ensure you have completed a *Notification for Food Stall & Temporary Food Business*

Goods /Services (Specify the proposed goods /services to be sold or offered for sale)

_____

_____

Activity Summary (Summary of proposed activity and its operation including any equipment being used ie. 3.3m marquee, trestle table, 2 x chairs)

_____

_____

Please include a detailed **site plan.**

Preferred location 1 _____

Preferred location 2 (back up location in event of bad weather): _____

Proposed area in m^2 to be occupied _____Number of people working at activity _____

Duration Day(s) _____ Week(s) _____ Month(s) _____ Year _____

Date required from _____ Date required to _____

Time required from _____ Time required to _____

Public liability insurance: The permit holder must have Public Liability insurance (minimum cover $5,000,000) relating to the approved activity. **A copy of the Public Liability insurance must be attached with this**

Processing time

Please allow a minimum of 14 business days for the processing of your application. Changes and variations made within 14 days of the event may be refused.

Required Forms:

- Public Liability Insurance Attached ☐
- ***Event*** Information and Application Package Attached ☐
- Notification for ***Food*** Stall & Temporary Food Business Attached ☐
- Detailed Site Plan Attached ☐

  (Applicable Festivals, Carnivals, Fete, Markets)

Applications will not be accepted until all relevant documentation is attached.

I certify that the above information is true and correct and acknowledges that in making this application, I have read, understand and agree to be bound by the permit conditions including the payment of any applicable fee.

Name: _____

Signature_____ Date _____

OFFICE USE ONLY			
Application fee (please circle)	One-off permit application $16.50 Annual permit application $55.50	Receipt No:	Date:
Permit fee	$_____	Receipt No:	Date:

Fee Waivers noted to donation account		
Application Fee	E118702	$
Permit Fee	E118702	$
Executive Manager Town Planning Signature – fee waiver approval		