PO Box 21
Exmouth WA 6707
Tel: (08) 9949 3000
Fax: (08) 9949 3050

APPLICATION FOR PERMIT
Activities on Local Government Property

Application reference: PE____/25

Date received: _____

Receipt #: _____

This Application is to be used for Itinerant Trader or Activity on Local Government Property Permits under the Shire of Exmouth *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law* and/or *Local Government Property Local Law.* Applications should be lodged at least 14 days prior to trading or activity commencement. **APPLICATIONS LODGED WITH INSUFFICIENT INFORMATION OR LESS THAN 14 DAYS NOTICE MAY NOT BE ACCEPTED OR REFUSED**.

The permit applicant must have Public Liability insurance (minimum cover $20,000,000) relating to the approved activity. **A COPY OF THE PUBLIC LIABILITY INSURANCE MUST BE ATTACHED WITH THIS APPLICATION.**

PART A – APPLICANT DETAILS

Name of Organisation (if applicable)

Applicant name/s

Position held ABN (if applicable)

Postal Address Post code

Phone (work) (mobile) (fax)

Email Contact Person

Signature/s Date

This application will not proceed without the applicants' signature(s), which is the persons/business as per Certificate of Currency of Public Liability Insurance.

PART B – DETAILS OF PROPOSED ACTIVITY

Which categories best describe the proposed activity? (please tick <u>all</u> relevant boxes)

Applicant is a charity, community group, not for profit organisation or the Shire of Exmouth ☐

Mobile Vendor ☐ Food stall/van ☐ Sport/Recreation ☐ Educational ☐

Fundraising ☐ Wedding ☐ Private Function ☐

Other (specify) : _____

Does the activity include sale/distribution of food? **Yes ☐** **No ☐**
If YES please ensure you have completed a *Notification for Food Stall & Temporary Food Business*

Does the activity include consumption of alcohol? **Yes ☐** **No ☐**
If YES please provide the details:

_____

GOODS or/and SERVICES (specify the proposed goods/services to be sold or offered)

_____

ACTIVITY SET-UP SUMMARY (specify number of people working or attending (if wedding/function), any equipment being used (including approximate dimensions and quantities)

_____

PART C – LOCATION AND SCHEDULE

PREFERRED LOCATION _____

(if Itinerant Trader, please refer to the list of locations approved by Council ***Policy 6.9 – Itinerant Trading***)

BACK UP LOCATION _____

AREA IN SQUARE METERS TO BE OCCUPIED _____

SCHEDULE OF ACTIVITY below (dates, days of week, time) or attach details to this application:

PART D – FEES 2024/25

Application fee	$60 (non-refundable)	
Permit amendment application fee	$35 (non-refundable)	
Itinerant Traders Approved Locations permit fees:	Local Businesses	Non-Local Businesses
Per Day	$100	$150
Per Week	$500	$750
Per Month	$1,050	$2,250
6 Months	$2,450	
Annual	$3,500	
Wedding permit: per permit	$145	
Activity on Local Government Property: per sq.m per day Coastal	$1	
Parks (other than Federation)	$1	
Federation Park	$5.50	
Busker/Raffle tickets	$2.25	

APPLICATION CHECK-LIST:

☐ Completed and signed application form

☐ Copy of Public Liability Insurance Certificate of Currency (min cover $20mil)

☐ Detailed Site-plan (showing the location and any equipment set-up)

☐ Payment of application fee ($60)

The application can be submitted to the **Shire of Exmouth in person, via post to PO box 21, Exmouth WA 6707** or via e-mail to info@exmouth.wa.gov.au. Upon receipt of the application an officer will contact you to arrange the payment of the application fee. Please note that the date of payment is considered as the date the application received.

Permit fee calculation		***TOTAL permit fee:***	

IMPORTANT NOTE:

Activity on Local Government Property / Itinerant Trader Permit may be subject to the following minimum conditions:

- □ Permit being displayed in a conspicuous place at all times of trading/activity;
- □ Permit must be made available for inspection upon request by a Council officer or a police officer;
- □ No permit is transferrable;
- □ Failure to comply with any condition of the permit will result in the permit being revoked;
- □ Permit holder must abide by all state and federal legislation. The issue of this permit does not absolve the permit holder or their agents from any other overriding legislation;
- □ Permit holder not occupying an area greater than requested;
- □ A clear path for pedestrian and vehicular access being maintained at all times;
- □ Permit holder being responsible for maintaining the area in a clean and sanitary condition to the satisfaction of the Shire's Environmental Health Officer;
- □ Permit holder having Public Liability Insurance (min cover $20,000,000) relating to the approved activity;
- □ Permit holder indemnifying the Shire of Exmouth in respect of any injury to any person or damage to any property that may occur in connection with the use of the Public Place;
- □ Permit is valid only for the times and dates stated on the permit;
- □ Permit conditions may be amended at any time by the issuing authority with or without consultation with the permit holder;
- □ Any changes to circumstances that would affect the validity of the permit must be notified to the Shire of Exmouth immediately;
- □ Members of the public must not be harassed.