

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*.

IF LODGEMENT AND PAYMENT FOR THIS APPLICATION IS MADE WITHIN 14 DAYS OF WHEN IT IS REQUIRED, THE SHIRE OF EXMOUTH HOLDS THE RIGHT TO REFUSE ACCEPTING THE APPLICATION.

Applicant details

Applicant name _____

Name of Organisation _____ ABN _____

Position Held _____

Is the Applicant a Resident of Exmouth 6 plus months? Yes No

Postal address _____

Home phone _____ Work/mobile phone _____

Facsimile _____ Email address _____

Details of Proposed Activity

Charity	<input type="checkbox"/>	Carnival	<input type="checkbox"/>	Educational	<input type="checkbox"/>	Concert	<input type="checkbox"/>
Festival	<input type="checkbox"/>	Sport/Recreational	<input type="checkbox"/>	Literature Distribution	<input type="checkbox"/>	Function	<input type="checkbox"/>
Food Stall	<input type="checkbox"/>	Fundraising	<input type="checkbox"/>	Markets	<input type="checkbox"/>	Animals	<input type="checkbox"/>
Fete	<input type="checkbox"/>	Wedding	<input type="checkbox"/>	Mobile Vendor	<input type="checkbox"/>	Federation Park/Stage	<input type="checkbox"/>

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 i.e. 3 x 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 m² 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 (if applicable) Attached
- Notification for **Food** Stall & Temporary Food Business (if applicable) 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 _____

Notified Engineering Department (If required) Date _____

<u>OFFICE USE ONLY</u>			
Application fee	Application Fee (Once-Off) \$	Receipt No:	Date:
Permit fee	\$ _____	Receipt No:	Date: