



PO Box 21  
 Exmouth WA 6707  
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## APPLICATION FOR PERMIT Activities on Local Government Property

Application reference:    Date received:    Receipt #:  
 PE\_\_\_\_/22    \_\_\_\_\_    \_\_\_\_\_

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 all 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 2021/22**

<b>Application fee</b>	\$50.75 (non-refundable)
<b>Permit amendment application fee</b>	\$30.00 (non-refundable)
<b>Itinerant Traders permit fees:</b> per hour <u>per standard hire space</u> (10 sqm)	
Town Centre & Federation park (incl power, bin usage where applicable)	\$6.25
Town Beach & Payne Street (incl power, bin usage where applicable)	\$3.25
Murat Rd and Yardie Creek Rd turnoff	\$1.50
Tantabiddi boat ramp, Lighthouse precinct, Dunes & Hunters carparks	\$1.50
<b>Wedding permit:</b> per permit	\$121.75
<b>Activity on Local Government Property:</b> <u>per sq.m per day</u>	
Coastal	\$1.00
Parks (other than Federation)	\$1.00
Federation Park	\$5.00
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 (\$50)

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](mailto: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.

**OFFICE USE ONLY**

<i>Permit fee calculation</i>		<b>TOTAL permit fee:</b>	
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## 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.