

Street Trading Permit

Casey Community Local Law 2018



Overview

This form is to apply for a permit to perform any of the following on your Council land only, including land, roads, footpaths and nature strips:

- » Footpath trading and signage
- » Markets or car boot sales
- » Roadside trading

Selling food If selling food, you must be registered with Council under the *Food Act 1984*. If you are not already registered, you can apply using the Application to Register a Food Premises form available on the website.

Selling liquor If selling liquor, you must hold the appropriate liquor licence and the licence must extend to all trading areas.

Footpath trading If planning to conduct trading or place a sign on a footpath, the footpath must be a minimum of 3m wide. Permits cannot be issued for footpaths less than 3m.

Multiple locations If planning to conduct footpath trading or market/car boot sales on public land at various locations throughout Casey, you will need to complete a separate application form for each location/venue.

If you are unsure who owns the land, contact Council on 9705 5200.

Application fee

Application fee*	\$130.00 (non-refundable and payable at time of application)
Tables and chairs	\$130 per setting (1 table and 4 chairs, invoiced once permit is approved)
Additional items	\$130 each (e.g. heater, umbrella, invoiced once permit is approved)

Contact



Phone

03 9705 5200



NRS

133 677

(for the deaf, hearing or speech impaired)



TIS

131 450

(Translating and Interpreting Service)



[facebook.com/CityOfCasey](https://www.facebook.com/CityOfCasey)



[@CityOfCasey](https://twitter.com/CityOfCasey)

Lodgement



Email

caseycc@casey.vic.gov.au



Post

PO Box 1000
Narre Warren VIC 3805



In Person

Bunjil Place

2 Patrick Northeast Drive
Narre Warren

Open Hours: 10:00 am - 2:00 pm Mon - Fri

Cranbourne Customer Service

Shop 61, Cranbourne Park Shopping Centre
Open Hours: 10:00 am - 2:00 pm Mon - Fri

Offices not open on Public Holidays

Application Requirements

To be eligible for a permit, you must provide certain information specified in this checklist. Not providing the information will result in a delay or non-approval of your permit application.

- A copy of your Public Liability Insurance policy**

All applicants must hold the appropriate public liability insurance with a minimum coverage of \$10M.

Obligation to Insure
The Permit Holder shall at all times during the agreed Term, be the holder of a current Public Liability Policy of Insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the Permit Holder providing coverage for a minimum sum of \$10M (or more). The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Permit holder.

COUNCILS INDEMNITY
The Permit Holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Permit Holders performance or purported performance of its obligations under this Permit and be directly related to the negligent acts, errors or omission of the Permit Holder. The Permit Holders liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.
- Site plan for footpath trading and signage.** You must provide a site plan. Photographs and/or brochures may also be submitted to support your application. Minimum and maximum distances apply from the business shop front and roadside. Comprehensive information on footpath trading requirements is specified in the Street Trading site plan information booklet on the website. It is recommended you read the conditions before applying for a permit.
- Trading on VicRoads land/road.** If trading on VicRoads land/road a permit must be issued from Vic Roads before applying for a Council Permit and it must be provided with this application form.

Applicant declaration

By lodging this application, you declare that:

- » You are the applicant or are authorised by the applicant to lodge this application.
- » The information provided in this application form and all attachments is true and correct. You understand it is an offence to provide false information and penalties apply.
- » If selling food or liquor, you hold the appropriate registrations and licences under the *Food Act 1984* and the *Liquor Control Reform Act 1998*.
- » If conducting a market or car boot sale, all stall holders/car boot sellers have the required licences or permits to sell their products and conduct their business.
- » If the permit is granted, you will comply with all permit conditions and the City of Casey Community Local Law 2018.

Privacy Statement

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014*. All personal information collected by the City of Casey will only be used for the purpose outlined within our Privacy Policy. Council's Privacy Policy is available from our website www.casey.vic.gov.au and all Council Customer Service Centres. For further information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website www.casey.vic.gov.au or by calling on 9705 5200.

Applicant's details

Registered name (sole trader, company or organisation)

ABN

Registered business address (PO boxes not accepted)

Suburb

Postcode

Name of contact person

Title/role of contact person

Mobile

Telephone

Email

Property/Location details (where trading will occur)

Trading name same as registered name above or specify below

Trading address same as registered name above or specify below

Suburb

Postcode

Permit details

If granted, how would you like to receive your permit?

Email Post to registered business address

What type of permit are you applying for? (choose all that apply)

Footpath trading (alfresco dining, A-frame or other sign, goods on footpath) (Complete section 1)

Market/car boot sales (Complete sections 2)

Roadside trading (food van, flowers etc) (Complete sections 3)

Section 1 – Footpath Trading (alfresco dining, A-frame and goods on footpath)

What type of business are you?

Café/restaurant Fruit & Veg Retailer

Other Please specify

What are your business hours?

Monday to Friday From To

Saturday From To Sunday From To

Will you be providing any table and chairs on the footpath (alfresco dining)?

Typically 1 setting = 1 table and 4 chairs.

No Yes How many settings?

Will you be using any umbrellas on the footpath?

No Yes How many umbrellas?

Will you be using any gas heaters on the footpath?

No Yes How many gas heaters?

Will you be using any temporary barriers or screens on the footpath?

No Yes How many barriers/screens?
What is the size of the largest barrier or screen? (Height & Width)

Will you be placing any planter boxes on the footpath?

No Yes How many planter boxes?
What is the size of the largest planter box? (Height & Width)

Will you be placing any temporary signs (A-frame or other) on the footpath or nature-strip outside the business?

No Yes How many A-Frames?

What type of sign/s? A frame on footpath A frame on nature strip

Other (please specify)

Type/Description	Size (width & height)	Location (footpath/nature strip)

Will you be displaying any goods on the footpath?

No Yes

What type display stands? Shelves Table Card stand Box stand

Other Please specify

Section 2 - Market/Car Boot Sales

Are you proposing to conduct a market or a car boot sale?

Car Boot Sale Market (please specify)

What type of market? Farmers market Trash and Treasure Craft

Other Please specify

When do you propose to conduct the market or car boot sale?

Period or date/s	Day of the week	Start time (incl. set-up)	Finish time (incl pack-up)

What is the estimated number of stalls or cars?

Is the market or car boot sale to be held in a parkland, reserve or car park?

No Yes

Specify where Parkland Reserve Car Park

Will food be sold at the market or car boot sale?

No Yes

Section 3 – Roadside Trading

For how long are you applying for a roadside permit?

1 day/week 1 month 6 months 12 months

When do you propose to conduct roadside trading?

Period or date/s	Day of the week	Start time (incl. set-up)	Finish time (incl pack-up)

Do you propose to stay in one location or move around different locations within Casey?

One location Different locations

Specify the types of locations (i.e. building sites)