



STREET TRADING PERMIT APPLICATION FORM

Casey Community Local Law 2025

OVERVIEW

This form is to apply for a permit to perform any of the following in or on any public place, Council Land, reserve or road, including footpaths and nature strips:

- Footpath trading and signage
- Roadside trading
- Mobile Food Vendor
- Mobile Dog Washing and Grooming
- Mobile Nail and Make up Services
- Other mobile services

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 street trading 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: \$155 (non-refundable and payable at time of application)

Annual Permit Fees

Footpath Trading Permit

Seats: \$36.50 each
Structures: \$146 each (e.g. heater, umbrella, shelves, etc)

A-Frame sign: \$155 each

Roadside Trading

Trading on Council Land: \$11,430
Trading on VicRoads Land: \$3,260

Mobile Services: \$3,260

- **Mobile Food Vendor (coffee / ice cream)**
- **Mobile Dog Washing & Grooming**
- **Mobile Nail and Make up Services**
- **Other Mobile Services**

Contact the City of Casey:

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren VIC 3805
NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive
Cranbourne: Cranbourne Park Shopping Centre
ABN: 43 320 295 742



TIS: 131450 (Translating and Interpreting Service) المترجم الفوري 翻译 مترجم شفاهي ਦੁਆਰਾ ਸੇਵਾ ਪ੍ਰਦਾਨ

CASEY.VIC.GOV.AU

LODGEMENT



EMAIL:
caseycc@casey.vic.gov.au



IN PERSON:

Bunjil Place Customer Service
2 Patrick Northeast Drive, Narre Warren

Cranbourne Customer Service
Shop 61, Cranbourne Park Shopping Centre
Refer to the City of Casey for Opening Hours



MAIL:
City of Casey
PO Box 1000,
Narre Warren, VIC 3805

PAYMENT METHODS



Online

www.casey.vic.gov.au/payments



By Phone

Visa And Mastercard payments only
Call 1300 665 200 to make your payment

By Mail (cheque or Money Order only)
Send the payment slip with your cheque or
Money order payable to 'City of Casey'
Mail to:

City of Casey
PO Box 1000
Narre Warren VIC 3805



In Person

Bunjil Place
2 Patrick Northeast Drive
Narre Warren VIC 3805

Cranbourne Customer Service
Shop 61, Cranbourne Park Shopping Centre
Cranbourne VIC 3977

Refer to the City of Casey website for opening hours

PRIVACY STATEMENT:

☐ I have read and agree to City of Casey's Privacy Policy accessible at **<https://www.casey.vic.gov.au/privacy>**. We will only use the personal information provided by you for the purposes for which it was collected and any other authorised use. The information we collect may also be used for our planning and research purposes to improve the services to the community. We will never reveal personal information we collect to third parties unless disclosure is required or authorised by law. If you have any queries or need further information on privacy-related matters, please contact Council's Privacy Officer."

☐ I consent that the City of Casey ("Council") will collect my personal information, where Council believes it is reasonable to undertake functions for the use, disclosure, and operational requirements carried out by Council

and/or including, but not limited to, third parties and other agencies. I understand and accept that Council is not liable for third-party disclosure, distribution, copying, or misuse of the information contained in this form.

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.

- ☐ **Applications must be submitted at least 14 days before the requested permit date**
- ☐ **A copy of your Public Liability Insurance policy**

All applicants must hold the appropriate public liability insurance with a minimum coverage of \$20M.

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 \$20M (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 that meets that permit conditions. The permit conditions are listed on the City of Casey website. Minimum and maximum distances apply from the business shop front and roadside. Photographs and/or brochures may also be submitted to support your application.

- ☐ **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.

APPLICATION 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 the permit is granted, you will comply with all permit conditions and the *Casey Community Local Law 2025*.

APPLICANT'S DETAILS:

Registered Name (sole trader, company or organisation):	ABN:
Registered business street address (PO boxes not accepted):	
Suburb:	Postcode:
Name of contact person:	Title/role of contact person:
Mobile:	Telephone:
Email:	

PROPERTY / LOCATION: (where trading will occur)

Is the trading name the same as the registered name above?	Yes - or please specify below:
Suburb:	Postcode:
Trading address same as registered name above?	Yes - or please 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
☐	Roadside trading (food van, flowers etc) - Complete section 2
☐	Mobile Services (mobile food van, dog washing and grooming, Nail & Make up services etc) - Complete section 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)?

☐	Yes	☐	No	How many umbrellas?	
--------------------------	-----	--------------------------	----	---------------------	--

Will you be using any gas heaters on the footpath?

☐	Yes	☐	No	How many gas heaters?	
--------------------------	-----	--------------------------	----	-----------------------	--

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

☐	Yes	☐	No	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?

☐	Yes	☐	No	How many planter boxes?	
--------------------------	-----	--------------------------	----	-------------------------	--

What is the size of the largest planter box? (height and width)

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

☐	Yes	☐	No	How many A-frames?	
--------------------------	-----	--------------------------	----	--------------------	--

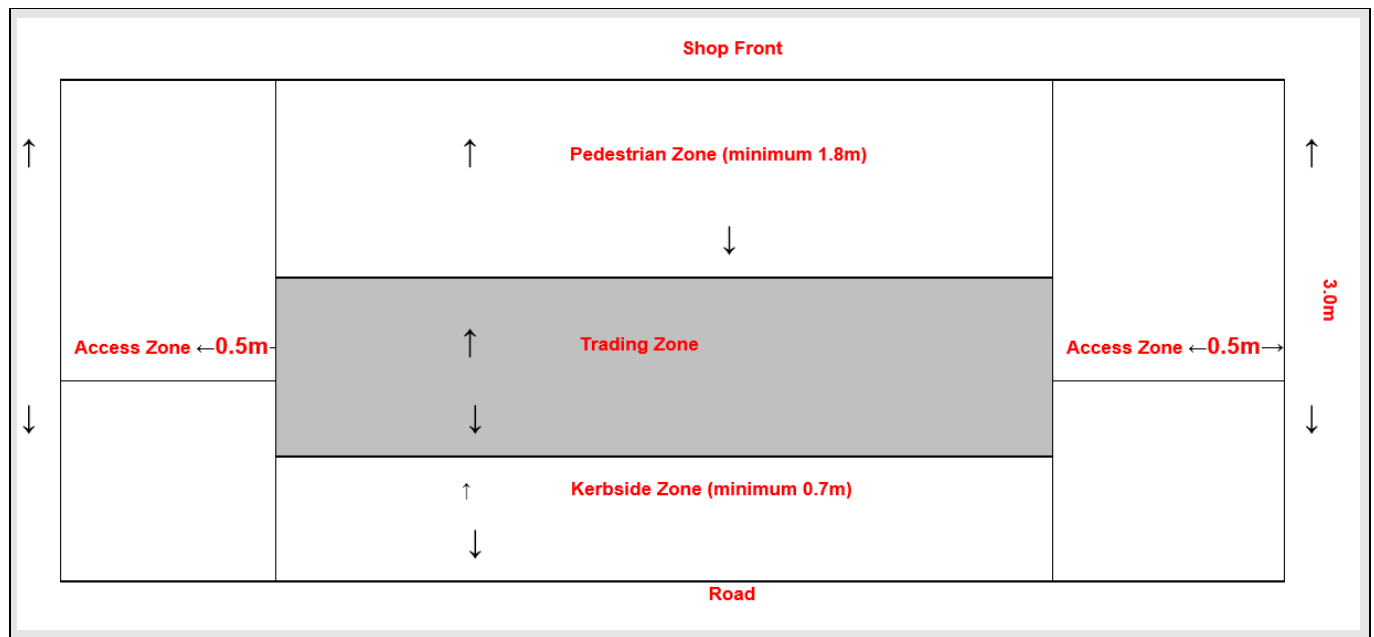
What type of sign/s? ☐ A-frame on footpath ☐ A-frame on nature strip ☐ Other, please specify:

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

Will you be displaying any goods on the footpath? ☐ Yes ☐ No**What type of display stands?**

☐	Shelves	☐	Table	☐	Card stand	☐	Box stand	☐	Other, please specify:
--------------------------	---------	--------------------------	-------	--------------------------	------------	--------------------------	-----------	--------------------------	------------------------

Minimum and Maximum distances for trading zone



SECTION 2: ROADSIDE TRADING

Permits issued for less than 12 months are not renewable. If trading is to continue, a new application and permit fees are required. Permit fees for short-term permits are charged on a pro-rata basis, with one-day or non-consecutive day trading charged at the weekly rate.

How long do you intend to conduct Roadside Trading?

1 day/week *Conditions apply		1 month *Conditions apply		3 months		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)

Provide location for Roadside Trading

	One location	
	Different locations, please specify	

* 1-week permits are available for single-day trading (e.g. Mother's Day, Valentine's Day and other approved special events).

* 1-month permits are available for new traders, and ongoing traders must apply for a 3, 6 or 12-month permit.

SECTION 3: Mobile Services

Permits issued for less than one (1) year are not renewable and require a new application with applicable application and permit fees if trading continues; only annual permits are renewable; short-term permits are charged pro-rata.

What services are you offering?

☐	Ice-cream / Coffee Mobile Vendor	☐	Dog Washing and Grooming	☐	Mobile Nail and Make up Services	☐	Other mobile services
--------------------------	-------------------------------------	--------------------------	-----------------------------	--------------------------	-------------------------------------	--------------------------	-----------------------

If Other mobile services, describe the service

--

Proposed Trading Locations (Mobile Services traders may trade at one location for up to 60 mins)

1.	
2.	
3.	
4.	

Additional information

--

How long do you intend to conduct Mobile Services?

☐ 1 month	☐	☐ 3 months	☐	☐ 6 months	☐	☐ 1 year	☐
----------------------------------	--------------------------	-----------------------------------	--------------------------	-----------------------------------	--------------------------	---------------------------------	--------------------------

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)

CREDIT CARD AUTHORISATION**CARDHOLDER'S DECLARATION**

I declare that I am the authorised cardholder of this credit card and understand it is an offence to provide false information and penalties apply.

CREDIT CARD DETAILS:	
Type of credit card	
☐ Mastercard	☐ Visa
Name of Cardholder:	
Contact Phone (business hours):	
Card Number:	
Expiry Date:	CCV:
Amount (\$):	