

## OVERVIEW

This form is to apply for a permit to conduct a street stall. Council issues street stall permits:

- To not-for-profit organisations.

## LODGEMENT



**EMAIL:**  
caseycc@casey.vic.gov.au



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



### IN PERSON:

**Bunjil Place Customer Service**  
2 Patrick Northeast Drive, Narre Warren  
Open Hours: 8:30 am - 5:00 pm Mon – Fri

**Cranbourne Customer Service**  
Shop 61, Cranbourne Park Shopping Centre

Please refer to the City of Casey website for opening hours.

## 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 \$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.

### 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

## CONDUCT A STREET STALL APPLICATION FORM

### Food

If food is being sold, Food Act Forms listed below must be completed and returned

- Temporary Food Premises Registration
- Temporary Food Premises Notification

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## 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 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*.

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## 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](http://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](http://www.casey.vic.gov.au) or by calling on **9705 5200**.

## ORGANISATION DETAILS:

**Must be a charity or a “not for profit” organisation**

Name of organisation:

Street address:

Suburb:

Postcode:

Website address (if applicable)

Email address (if applicable)

Type of organisation (e.g. charity, football club, Lions Club etc)

**Will you be using volunteers?**

Yes

No

**Will you be using a marketing company?**

Yes

No

Name of contact person:

Title/role of contact person:

Mobile:

Email address:

## EVENT INFORMATION

Event Type:

Street Stall

Raffle ticket Sale

Sausage Sizzle \* refer Food

Appeal

Other (please specify)

Day:

Date:

9:00am – 1:00pm

9:00am – 5:00pm

1:00pm – 5:00pm

**CONDUCT A STREET STALL APPLICATION FORM**

<b>LOCATION:</b>	
Name of company stall will be in front of (if applicable)	
Street address of stall location	
Suburb:	Postcode:

