

# STREET TRADING PERMIT APPLICATION FORM

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)

**Seats:** \$32.50 each

**Structures:** \$130 each (e.g. heater, umbrella, shelves, etc)

## LODGEMENT



**EMAIL:**  
[caseycc@casey.vic.gov.au](mailto: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  
Open Hours: 9:00 am - 5:00 pm Mon – Fri  
Open Hours: 9:00 am - 12:00 pm Saturday

*Offices not open on Public Holidays*

### Contact the City of Casey:

**Web:** [casey.vic.gov.au](http://casey.vic.gov.au)  
**Email:** [caseycc@casey.vic.gov.au](mailto: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

## 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.

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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**.

<b>APPLICANT'S DETAILS:</b>	
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:	

<b>PROPERTY / LOCATION: (where trading will occur)</b>	
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:

<b>PERMIT DETAILS:</b>	
<b>If granted, how would you like to receive your permit?</b>	
<input type="checkbox"/> Email	<input type="checkbox"/> Post to registered business address
<b>What type of permit are you applying for? (choose all that apply)</b>	
<input type="checkbox"/>	Footpath trading (alfresco dining, A-frame or other sign, goods on footpath) - Complete section 1
<input type="checkbox"/>	Market/car boot sales - Complete section 2
<input type="checkbox"/>	Roadside trading (food van, flowers etc) - Complete section 3



## SECTION 1: FOOTPATH TRADING

(alfresco dining, A-frame and goods on footpath)

**What type of business are you?**

<input type="checkbox"/> Café/restaurant	<input type="checkbox"/> Fruit & Veg	<input type="checkbox"/> Retailer	<input type="checkbox"/> Other - Please specify:
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**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)?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many umbrellas?	
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**Will you be using any gas heaters on the footpath?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many gas heaters?	
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**Will you be using any temporary barriers or screens on the footpath?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many barriers/screens?	
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What is the size of the largest barrier or screen? (height & width)

**Will you be placing any planter boxes on the footpath?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many planter boxes?	
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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?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many A-frames?	
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What type of sign/s?	<input type="checkbox"/> A-frame on footpath	<input type="checkbox"/> A-frame on nature strip	<input type="checkbox"/> Other, please specify:
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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?**

<input type="checkbox"/> Shelves	<input type="checkbox"/> Table	<input type="checkbox"/> Card stand	<input type="checkbox"/> Box stand	<input type="checkbox"/> Other, please specify:
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## SECTION 2: MARKET/CAR BOOT SALES

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

<input type="checkbox"/>	Car Boot Sale	<input type="checkbox"/>	Market (please specify)

What type of market?

<input type="checkbox"/>	Farmer's market	<input type="checkbox"/>	Trash and Treasure	<input type="checkbox"/>	Craft	<input type="checkbox"/>	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?

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

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Specify where:	<input type="checkbox"/>	Parkland	<input type="checkbox"/>	Reserve	<input type="checkbox"/>	Car Park
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Will food be sold at the market or car boot sale?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
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## SECTION 3: ROADSIDE TRADING

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

<input type="checkbox"/>	1 day/week	<input type="checkbox"/>	1 month	<input type="checkbox"/>	6 months	<input type="checkbox"/>	12 months
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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?

<input type="checkbox"/>	One location	<input type="checkbox"/>	Different locations, please specify:
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