

## APPLICATION FOR ITINERANT TRADING PERMIT

**Expires 31<sup>st</sup> March 2018**

### Information for Applicants:

In addition to this application form, the applicant is required to provide Council with a copy of the following:

- A **Certificate of Currency** of a public risk insurance policy with a minimum cover of \$10 million, listing the City of Ballarat as an Interested Party. This document can be obtained by contacting your insurance provider (**please note that a tax invoice, a schedule of insurance or any other similar document is not a certificate of currency**).
- A full description of the nature of the business, **details and pictures of the vehicle proposed to be located on Council controlled land and a site plan of the location.**
- Any other information that the issuing officer deems necessary or requests as part of the application.

Please note, a permit application will be refused if this form is not completed *In Full* by the applicant and all required/requested information is not supplied.

### Payment and Fees:

On receipt of your application, a Council officer will undertake a review of your proposal and conduct an inspection to determine the suitability of the site. If the site is suitable, a schedule of fees requesting payment will then be sent to you, along with an Asset Pre-Commencement Report form. Once payment has been received and the form returned to Council's Asset Management Section, the permit will be issued, and trading can commence. The Permit Fee is **\$540.00**.

**Permit fees are per annum and valid until 31<sup>st</sup> March each year. A reduced fee may be available to those applications lodged after the 31<sup>st</sup> October each year.**

Permits will be issued subject to the conditions contained thereon and compliance with Council's Community Local Law 15.



## APPLICATION FOR ITINERANT TRADING PERMIT

### Expires 31<sup>st</sup> March 2018

*\*Please complete all details otherwise application may be returned*

Company/Person Name .....

Trading As.....

Business Address .....

Postal Address .....

Name of Contact .....

Home/Work Phone Number ..... Mobile Phone Number .....

Email Address .....

ABN ..... Food Act Registration No. ....

Proposed Trading Site (Must include a site map) .....

.....

Vehicle Registration	Vehicle Make or Model	Colour of Vehicle	What are you selling (e.g. food, coffee, flowers)	Place where vehicle normally garaged
1.				
2.				

I understand that –

1. A permit will not be issued unless a **Certificate of Currency** of your public liability insurance policy, with a minimum cover of **\$10,000,000** and listing the City of Ballarat as an interested party has been provided with this application.
2. All permits expire 31<sup>st</sup> March 2018. The Permit Fee is **\$540.00**.
3. Applications can be emailed to [ballcity@ballarat.vic.gov.au](mailto:ballcity@ballarat.vic.gov.au) or posted to **The Compliance Unit, City of Ballarat, PO Box 655, Ballarat VIC 3353**.
4. Permits are not processed on the spot. If your application has been approved, a confirmation letter with an asset pre-commencement report form and a schedule of fees for payment will be sent to you, and once payment has been made and the form returned to Council's Asset Management Section, a permit will issue.

**Signature** ..... **Date** .....

*“Personal and or Health Information collected by Ballarat City Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal and or Health Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and or Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council’s Privacy Officer.”*