

Application for an itinerant trading permit

Community Local Law No. 2

You will require this permit if you intend to sell or provide goods or services or fundraise on Council land or footpath (for less than 24 days per year).

If you intend to sell food please submit a Statement of Trade via www.stretrader.vic.gov.au before proceeding with this permit application. You can contact the Council's Public Health Services on 5036 2591 for further information. Failure to provide relevant documentation will result in a delay in processing your application.

Business Name/ Organisation		
	Is the organisation a charity or non-for-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Person responsible	Name:	
	Address:	
	Phone:	Mobile:
	Email:	
Purpose/type of trading activity		
Proposed location		
Will you be selling food?	<input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, include your Stretrader or Council registration number and provide details on type of food you will be selling: <hr/>	
Will you be giving away food?	<input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, please provide details of type of food you will be giving away: <hr/>	

Itinerant trading permit conditions

1. Written approval from the business proprietor where you intend to trade in front of is required.
2. Before a permit is granted, you must provide a Certificate of Currency issued to you by your insurance provider. The Certificate must include public liability coverage of at least \$10 million.
3. The trading activity must not pose a hazard or inconvenience to motorists or passers-by.
4. A walkway zone of at least 1.80 metres must remain clear at all times.
5. At the end of trading each day all rubbish is to be removed and the area is to be left in a clean and tidy condition.
6. The sale of alcohol is strictly prohibited.
7. The permit holder must remove themselves from an area if requested to do so by an Authorised Officer.
8. Council reserves the right to alter or vary the permit at any time. Council will notify the permit holder 7 days before the permit is changed or varied.

Type of permit required

<input type="checkbox"/> 1 day only (\$32)* An invoice will be issued if your application is approved			
Date:		Start time:	
		End time:	
<input type="checkbox"/> 2 to 12 days per year (\$54)* An invoice will be issued if your application is approved			
Dates and Times			
If all dates are not yet known you must email locallaws@swanhill.vic.gov.au at least 5 days prior and you will receive an email confirmation			
1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.
<input type="checkbox"/> 12 to 24 days per year (\$165)* An invoice will be issued if your application is approved (over 24 days per year requires a Footpath Trading Permit)			
Dates and Times			
If all dates are not yet known you must email locallaws@swanhill.vic.gov.au at least 5 days prior and you will receive an email confirmation			
1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.
13.	14.	15.	16.
17.	18.	19.	20.
21.	22.	23.	24.
What items will you be using? (applicant must supply)			
*50% discount for charities and non-for-profit organisations			
<input type="checkbox"/> A-frame <input type="checkbox"/> Banner / flag	<input type="checkbox"/> Table <input type="checkbox"/> Chairs <input type="checkbox"/> Barrier screen	<input type="checkbox"/> Umbrella <input type="checkbox"/> BBQ <input type="checkbox"/> Shelves	<input type="checkbox"/> Card stand <input type="checkbox"/> Other – specify _____

Checklist – have you checked the following?

- Provided a copy of your Certificate of Currency for your Public Liability Insurance
- Provided written approval from the business proprietor (if applicable)
- Attached a copy of your Streatrader Statement of Trade Certificate (if applicable)

Declaration and signature

I understand and agree to abide by the conditions as set out by Swan Hill Rural City Council and that permission will be subject to compliance with those conditions as stated above.

Signature of Applicant: _____ **Date:** _____