

APPLICATION FOR ITINERANT TRADING PERMIT

Annual Permit

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 \$20 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, including details of days, hours and times of operation, expected numbers of customers/clients and pictures of any vehicle used (if applicable) proposed to be located on Council controlled land and a precise site plan of the location.
- Any other information that the issuing officer deems necessary or requests as part of the application.

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, taking into account the Guidelines attached to Clause 41 of the Community Local Law 2017. If the proposal is considered 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.

For the current fee please refer to Council's adopted fees and charges on Council's website: www.ballarat.vic.gov.au. Permit fees are per annum. Note: The permit may be able to be renewed annually subject to a renewal notice being submitted, evidence of current public liability insurance being provided and the annual fee paid.

Permits are accepted under Clause 41 of the City of Ballarat Community Local Law 2017 and will be issued subject to the conditions contained thereon and compliance with the City of Ballarat Community Local Law 2017.

APPLICATION FOR ITINERANT TRADING PERMIT

Pursuant to Clause 41 of the Community Local Law 2017

Applicant 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 (site map also to be attached):	

Please also provide further details of your business in a written submission, ie. proposed days, hours, times of operation and any other information in support of your application.

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 **\$20,000,000** and listing the City of Ballarat as an interested party has been provided with this application.
2. A permit fee applies. The permit is an annual permit and will expire 12 months after date of issue.
3. Applications can be emailed to info@ballarat.vic.gov.au; posted to Regulatory Services, City of Ballarat, PO Box 655, Ballarat VIC 3353 or handed to a Customer Service Officer at the City of Ballarat offices.
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 subject to conditions.

Signature: _____

Date: _____

Your personal information is being collected by City of Ballarat for the purpose of processing your application. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council's Privacy Policy at www.ballarat.vic.gov.au