

Street Trading Licence Application Form

Consolidated Local Laws 2005

ABN 21 086 180 442

2 Midland Square, Midland WA 6056

Ph (08) 9267 9267 Fax (08) 9267 9444

swan@swan.wa.gov.au

www.swan.wa.gov.au

This Form is to be used for the purposes of obtaining a Licence to temporarily trade on City of Swan owned or managed land at undesignated locations in accordance with City Policy Pol-C-095 and to which the 'deemed licence' provisions do not apply.

Applicant Details

Name of Business:

Address of Business:

Postal Address (if different from above):

Name of Proprietor/Applicant (in full):

Name of Additional Proprietor (in full if applicable):

Phone:

Mobile:

Email:

ABN/ACN (if applicable):

Details of Trading Operation

Proposed date(s):

Proposed hours of operation:

Details of Trading Location **NB: If no address is provided application cannot be assessed**

Address of proposed location:

Proposed area required (m²):

Details of Trading Activity

Type of stall (please tick)

Vehicle/trailer - make and rego number

Temporary structure such as marquee, tables etc. – (provide a plan with details of fixtures & fittings)

Type of goods/food offered for sale:

Documentation required to be submitted with this form

Site plan depicting proposed trading location

Where trading is from a temporary structure a copy of the floor plan including details of equipment, fixtures and other fittings

Photos of the vehicle, trailer or temporary structure

A copy of the current public liability insurance to a minimum value of \$10 million

Food businesses must provide a copy of their Food Business Registration Certificate

Failure to provide the above information may result in delays to your application.

Signature of Applicant

I certify that I am representing the above charity or community association and therefore request a waiver of the fees.

Signature

date

Licence fees

To calculate the licence fee, please refer to the following table

Daily fee	Every weekend & public holiday	Per month	Per year
\$31.00	\$501.00	\$525.00	\$1,322.00

Total Fee Payable

Application Fee (non-refundable)		\$120.00
Licence Fee (from above)	+	\$
(Account – Health Temp)	Total	\$

Payment Options

Pay in Person

Pay via cash, EFTPOS, cheque, money order or credit card at:

Cashier at City of Swan Administration Centre,

2 Midland Square, Midland

between 8.00am and 4.30pm Monday to Friday.

Pay by Mail

Send a cheque or money order payable to the City of Swan to PO Box 196 Midland WA 6936.

Pay by Credit Card

For credit card payments not made in person please ensure your contact details (mobile/phone/email) are provided on the application form, as you will be contacted by a member of the City's Customer Experience team to arrange payment once your application has been received.

Note: A fee of 0.4% of the transaction value applies to all card payments.

Please note that payment must be received before your application can be assessed.

Important Information:

It is the businesses responsibility to comply with all legislation requirements. To assist businesses meet the requirements the City has developed a number of guideline information sheets. Proprietors should refer to these guidelines to ensure what is being proposed will be acceptable.

To access the guidelines go to www.swan.wa.gov.au

Applications for new licences will be carefully considered to ensure the selected location is suitable for the intended activity. Applications assessed as being not suitable, posing a risk to public or inconsistent with stated objectives will not be supported. In addition to this licence it may also be necessary to obtain separate Planning approval.

Should you have any queries regarding any of the above, please do not hesitate to contact the City of Swan's Health Services on 9267 9153.

Charities and Community Associations

All fees are waived for charities and 'community associations'. In this context 'community association' means an institution, association, club, society or body, which are of a charitable, benevolent, religious, educational, recreational, sporting or other like nature.

Lodging this form:

In Person: City of Swan Administration Centre, 2 Midland Square, Midland
By Mail: PO Box 196, Midland WA 6936
By Email: swan@swan.wa.gov.au