

# Street Trading Licence Application Form

Consolidated Local Laws 2005



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

Details of Applicant	
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 <b>NB: If no address is provided application cannot be assessed</b>	
Address of proposed location:	
Details of Trading Activity	
Type of stall (please tick)	
<input type="checkbox"/> Vehicle/trailer – (make and rego number _____)	
<input type="checkbox"/> 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.

## 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](mailto:swan@swan.wa.gov.au)  
By Fax: 9267 9444

## 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.

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## LICENCE FEES

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

Daily fee	Every weekend & public holiday	Per month	Per year
\$30	\$482	\$243	\$1,272

### TOTAL FEE PAYABLE

Application Fee (non-refundable)		\$ 90.00
Licence Fee (from above)	+	\$
(Account – Health Temp)	Total	\$

### Payment Options:

#### **Pay in Person:**

Pay via cash, EFTPOS, cheque, money order or credit card at the 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 provide 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](http://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.**