

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 licence' provisions do not apply.

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 NB: If no address is provided application cannot be assessed	
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
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
\$28	\$458	\$231	\$1,208

TOTAL FEE PAYABLE

Application Fee (non-refundable)		\$ 86.00
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 in person, please complete the "Credit Card Payment Form" below when returning this form.

Credit Card Payment Form			
Name as shown on Card _____			
Card Holder Address _____			
Type of Card	<input type="checkbox"/> Amex	<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa
Signature _____			
Amount \$ _____		Expiry Date _____/_____	
Card No.	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.