

Application for Trading Permit

General Local Law 2017



This permit has a fee of \$125.00 Not for Profit Organisations do not pay.

There are some hard words in this form. The hard words are in blue. You can read what they mean on page 2

Please use block letters and a black pen.

Organisation name:				
Person responsible:				
Postal address:			Postcode	
Phone number: Work:		Mobile:		
Email address:				
Trading address:				
			Postcode	
First day of trading: ____/____/____ Last day of trading: ____/____/____				
Trading Start time: ____ ☐ am ☐ pm Trading finish time: ____ ☐ am ☐ pm				
Details of product or services provided: _____				

Insurance: Please attach a copy of insurance	
Insurer name: _____	
Policy number: _____	Policy expiry date: ____/____/____
Sum insured: (minimum \$20 million public liability insurance) _____	

Please attach:

- A complete overview of the proposed activity including, availability of parking, effect on traffic, site map, effect on other traders or residents in the area, public risk and safety strategies.
- Any other important information

Signature: _____	Date: ____/____/____
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Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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Rules for Trading Permit

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This permit relies on the permit holder meeting all of these rules and any other [statutory obligation](#) associated with the activity.

1. You must apply to the East Gippsland Shire Council for Goods on Footpath Permit (if needed).
2. You must provide Council a copy of your public liability insurance.
3. The licence holder is required to limit its operations to meet with the management plan as set out in the application submitted to Council.
4. The applicant is responsible to make sure no damage is caused to Council's assets, in the event of any property damage the applicant must fix, repair, replace, or repay Council for any costs as a result of the damage. The applicant is responsible to identify any [hazard](#) or potential damage issue prior to putting up, placing or inserting any object on or into Council land.
5. The site or venue must be left in a clean and tidy condition. All equipment, goods and materials must be removed from the site at the finish of the event. It is the responsibility of the applicant to remove all litter from the event and make sure that any litter is collected and disposed of in an a suitable manner. Where extra emptying of litterbins may be needed; arrangements should be made with Council's Waste Department.
6. The applicant will be required to pay a commercial rental fee for the occupation of the site and may be required to pay an upfront bond deposit.
7. Mobile food vending vehicles are prohibited from trading in or within a 500 metre buffer zone from the central business district of towns.
8. Mobile food vendors are not permitted to operate prior to 8.00am weekdays and 9.00am weekends and public holidays or during hours of darkness. For Mobile food vendors that wish to trade during the hours of darkness you must supply lighting that meets the requirement of Council. Council officers will meet onsite to ensure safety requirements are met.

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Hard Words:

Statutory Obligation: A required course of action to which a person is morally or legally bound

Hazard: A danger or risk.

Contact Council



03 5153 9500



feedback@egipps.vic.gov.au



eastgippsland.vic.gov.au



PO Box 1618, Bairnsdale 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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