

Applicant Details

First Name		Last Name							
Business Name									
Address					Post Code				
Business Phone		Private Phone		Mobile					

Type of Permit Required

Roadside Trading		\$492.00 permit fee
TOTAL FEE PAYABLE		
RECEIPT NO.		

Roads to be used:

Days, dates, times of roadside trading

Mandatory Documents/Information required to be attached to this permit

Plan or map of the location, pinpointing location of roadside trading area	<input type="checkbox"/>
Public Liability Insurance certificate of currency must be attached	<input type="checkbox"/>
Complete the attached indemnity form	<input type="checkbox"/>
Copy of certificate of registration with Food Act 1984	<input type="checkbox"/>

Please note that all of the above is mandatory and your application will not be accepted or assessed until received/attached.

Signature of Applicant

Signature	Date
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Pursuant to Clause 23 of the Community Amenity Local Law No.2 it is an offence to make any false representation or declaration on an application for a permit.

OFFICE USE ONLY	Ledger No: CL.R58111373
IM & RECEPTION STAMP	<p>HAVE YOU ATTACHED:</p> <p>All Mandatory Documents Above <input type="checkbox"/></p>

Methods of Payment

Mail	Post the completed and signed application together with copies of supporting documents and cheque or money order payable to “ Latrobe City Council ” to: PO Box 264 Morwell VIC 3840.	
In Person	Bring the completed form and supporting documents with cash, cheque, EFTPOS or credit card to any of our following Service Centres and Libraries:	
	141 Commercial Road, Morwell	Monday – Friday 9.00am – 5:00pm
	34-38 Kay Street, Traralgon	Monday – Friday 8:30am – 5.15pm.
	1-29 George Street, Moe	Monday – Friday 8:30am – 5.15pm.
	Philip Parade, Churchill	Monday – Friday 8:30am – 5.15pm closed 12noon to 1pm
	Saturdays	Saturday 9am – 12pm (Moe & Traralgon Service Centre & Libraries, Morwell Library)
	Ph 1300 367 700	

FORM OF INDEMNITY

THIS INDEMNITY is given the ____ day of _____ 20__, by _____
(hereinafter called “the Indemnifier”) to THE LATROBE CITY (hereinafter called “the Council”).

WHEREAS the Indemnifier has applied to the Council for authority to use portion of a road or other public area within the Municipal district under the Council’s streets, roads and other public places Local Law.

NOW THIS INDENTURE WITNESSES that in consideration of the Council granting such authority the Indemnifier INDEMNIFIES and will KEEP the Council INDEMNIFIED against any and for all damage to or loss of any equipment and property owned by or under the control of the Council or in adjacent to the area wherein such permit is situated and against any claim arising out of all injuries and damage suffered by any person whatsoever including the Indemnifier or employee or agent or sub-contractor or any customer of the Indemnifier resulting from the use of the said area in the manner and for the purposes aforesaid.

SIGNED by the Said _____)
in Victoria _____)
_____)
Signature of Applicant

OR

THE COMMON SEAL OF _____)
was hereunto affixed in _____)
accordance with its Articles _____)
Association in the presence of _____)

Director: _____ Secretary: _____

ROADSIDE TRADING PERMIT CONDITIONS

PERMIT REQUIRED FOR ROADSIDE TRADING

- 56.1 A person without a permit must not erect or place on any road a vehicle, caravan, trailer, table, stall or other similar structure for the purpose of selling or offering for sale any goods or services.
- 56.2 A person with a permit to trade from a road must ensure that permit conditions are complied with at all times.

TRADING TO A PERSON ON A ROAD

- 57.1 A person without a permit must not sell or offer for sale any goods or services from a public place or Council Land to any person who is in that public place or on that Council Land.
- 57.2 A person with a permit to sell or offer for sale any goods or services from a public place or Council Land must ensure that permit conditions are complied with at all times.

REGULATION OF TRADING SITES

- 58.1 If the Council has entered into an agreement (by way of lease, licence or otherwise) in relation to trading from a particular site, a person other than the person with whom the Council has the agreement must not trade from that site whether or not that person has a permit.
- 58.2 In addition to any other power which it has, the Council may by resolution determine a fee, charge, fare or rent in relation to selling or offering for sale of any goods or services from a property or public place adjacent to a road or to any person who is on that road or public place.

IMPOUNDING OF GOODS AND EQUIPMENT

59. Where the use of a site or the contravention of any conditions of a permit or agreement continues after a Notice to Comply has been served, any goods and associated equipment may be removed by an authorised officer and impounded.

PERMIT CONDITIONS

1. Prior to commencement, Registration under the Food Act 1984 is required and Statement of Trade lodged with FoodTrader if applicable.
2. It is the permit holder's responsibility to reapply for the permit and pay the appropriate fee (where applicable) each year prior to expiration.
3. The permit only authorises the use of the prescribed vehicle to be used for roadside trading as allowed by the permit.
4. The operator of the prescribed vehicle shall ensure that all relevant road laws, including parking restrictions, are observed at all times.
5. The vehicle opening, for the serving of customers shall open onto the footpath or nature strip and at no time open onto the road.
6. All litter generated from or around the service is the responsibility of the permit holder.
7. The operator must not restrict the flow of pedestrian traffic, interfere with entry or exit from any building or driveway and obstruct any footway or roadway.
8. Trading is limited to permitted address only and hours as stated.
9. Noise from a roadside trading activity must be kept to a minimum at all times. Any substantiated noise complaints received the neighbouring properties may result in the permit being cancelled.
10. This permit is issued on the condition that the person or incorporated entity, to whom or to which it is issued (the "Permit Holder"), complies at all times with Latrobe City Council's Community Amenity Local Law No. 2 2016 and any other special conditions imposed by Latrobe City Council.
11. This permit is issued on the condition that the Permit Holder, at all times, indemnifies the Latrobe City against any liability claim arising from the activity which the permit authorises. In that regard, the Permit Holder, during the entire period of permit, must hold a current public liability insurance policy, in their name, covering the activity which the permit authorises. The insurance policy must provide for a minimum cover of \$10,000,000.
12. Council reserves the right to revoke the permit at any time if in the opinion of an Authorised officer, any condition of the permit is being breached.
13. Application for a permit trading from Regional Roads Victoria declared roads must be accompanied by permission from VicRoads