



Application for Permit - Itinerant Trader

GENERAL LOCAL LAW (No. 1 of 2015)

Complete in **BLOCK LETTERS** Please tick relevant boxes

Applicant details		
Name in full		
Trading/organisation name		
Postal address	Street name / PO Box	
	Town	
	State	Postcode
Contact details	Phone	
	Email	
Briefly describe the nature of your business		

Permit details	
New permit	<input type="checkbox"/>
Permit renewal	<input type="checkbox"/>
If renewal, are you requesting any changes to conditions	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify changes to conditions below	

Detail of proposed itinerant trading (attach map showing site plan/route where relevant)	
Site of proposed trading:	
What Items/Service are you offering?	Tours <input type="checkbox"/> Sporting classes <input type="checkbox"/> Food sales <input type="checkbox"/> Other <input type="checkbox"/> If other, please specify below
Attachment 1 describes the details of the items/services that I will be providing <input type="checkbox"/>	
Will you be accessing and or using community assets such as rotunda, jetties, toilets etc.? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify below	

The information requested on this form will be used solely by the Moyne Shire Council. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. The Council may not be able to process your request unless sufficient information is given. You may apply to the Moyne Shire Council for access to and/or amendment of the information on 5568 0555

Detail of proposed itinerant trading (continued)							
Preferred Start Date	/ /			Preferred End Date:	/ /		
Preferred Operating times							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Opening Time							
Closing Time							
Any other comments on operating times?							

Proposed signage
No signage <input type="checkbox"/>
Fixed to vehicle/mobile equipment <input type="checkbox"/>
Freestanding/moveable A frame <input type="checkbox"/>
Please specify dimensions if signs proposed will exceed a height of one metre and a width of 750mm

Vehicle details
Car <input type="checkbox"/> Trailer <input type="checkbox"/> Van <input type="checkbox"/> Other <input type="checkbox"/> If other, please specify below
Length of vehicle

Public liability insurance		
Insurer	Policy Expiry Date	/ /

Streatrader registration number – food trade only	
Number	
Food Act registration – food trade only	
Which Council are you registered with?	
Food Act registration number	

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Signatures			
Applicant		Date	/ /
Proprietor – if different to applicant		Date	/ /
Name of proprietor			

Application checklist – the following steps must be undertaken in order for your application to be assessed	
1.	Complete all areas of the application. If you require assistance completing the application, contact Local Laws on 03 5568 0555 or via email moyne@moyne.vic.gov.au
2.	Attach public liability insurance certificate of currency to \$20 M to this application
3.	Attach trade site plan – the plan must detail the proposed layout or route of your itinerant trading site
4.	Pay your permit fee – refer to methods of payment on page 5 - Please note the fee will be refunded in full if permit is not issued
Permit fee 2019/2020 – fees are set and reviewed by Council annually	
Annual	\$750.00
Quarterly	\$500.00 per quarter
Monthly	\$250.00 per month
Daily	\$125.00 per day
5.	Return completed form with relevant documents and fee to: Moyne Shire Council PO Box 51, Port Fairy VIC 3284 Or email moyne@moyne.vic.gov.au

Indemnity and declaration
The proprietor agrees to indemnify and keep indemnified the council, its servants and agents and each of them from and against all actions, costs, claims, expenses, penalties, demands and damages whatsoever which may be brought or made claimed against them or any of them arising from the proprietor's performance or purported performance of its obligations under this use agreement and be directly related to the negligent acts, errors, or omissions of the user. The proprietor's liability to indemnify council shall be reduced proportionally to the extent that any act or omission of the council, its servants or agents, contributed to the loss of liability.

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Attachment 1 –Detail of Items/Service to be provided

Provide details of the items/service that you will be providing including:

Who, what, where, when and how

Methods of payment															
In person	<p>Payments may be made at Council offices by cash, cheque or EFTPOS</p> <table> <tr> <td>Moyne Shire Council Princes Street Port Fairy VIC 3284</td> <td>Moyne Shire Council 1 Jamieson Ave Mortlake VIC 3271</td> </tr> </table>	Moyne Shire Council Princes Street Port Fairy VIC 3284	Moyne Shire Council 1 Jamieson Ave Mortlake VIC 3271												
Moyne Shire Council Princes Street Port Fairy VIC 3284	Moyne Shire Council 1 Jamieson Ave Mortlake VIC 3271														
By mail	<p>Cheque, money order, credit card details may be forwarded along with completed form to:</p> <p>Moyne Shire Council PO Box 51 Port Fairy VIC 3284</p>														
Credit card	<table> <tr> <td>Master Card <input type="checkbox"/></td> <td>Visa <input type="checkbox"/></td> </tr> <tr> <td>Card number</td> <td>/ / /</td> </tr> <tr> <td>CCV</td> <td>Expiry date / /</td> </tr> <tr> <td colspan="2">Name on card</td> </tr> <tr> <td colspan="2">Telephone</td> </tr> <tr> <td>Date / /</td> <td>Amount \$</td> </tr> <tr> <td colspan="2">Signature</td> </tr> </table>	Master Card <input type="checkbox"/>	Visa <input type="checkbox"/>	Card number	/ / /	CCV	Expiry date / /	Name on card		Telephone		Date / /	Amount \$	Signature	
	Master Card <input type="checkbox"/>	Visa <input type="checkbox"/>													
	Card number	/ / /													
	CCV	Expiry date / /													
	Name on card														
	Telephone														
	Date / /	Amount \$													
Signature															
<p>Please note the credit card details are collected for the specific purpose for payment of your itinerant trading permit. This information will be destroyed once payment has been made</p>															

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