

**LOCAL GOVERNMENT ACT 1995  
CITY OF WANNEROO TRADING IN PUBLIC PLACES LOCAL LAW 1999**

[Clause 30]

**Application for a Street Trading Licence**To: Chief Executive Officer  
City of WannerooI/We, \_\_\_\_\_  
(Full name of applicant/s)of \_\_\_\_\_  
(Residential address of applicants/s)

apply for a licence to conduct street trading within the City of Wanneroo.

**Applicant Detail**

Name of Business or Organisation: \_\_\_\_\_

Are you a Charitable Organisation: \_\_\_\_\_

Postal Address (If different from above):  
\_\_\_\_\_Contact Details: \_\_\_\_\_ (home) \_\_\_\_\_ (work)  
\_\_\_\_\_ (mobile) \_\_\_\_\_ (email)  
\_\_\_\_\_ (fax)

How many assistants, other than the applicant, are expected to be employed or otherwise engaged in trading? \_\_\_\_\_

**Location Detail**Location of proposed trading activity (plan should be submitted indicating the precise location):  
\_\_\_\_\_  
\_\_\_\_\_**Event details (If Applicable)**

Event Name and Organiser \_\_\_\_\_

Event Location \_\_\_\_\_

Proposed Dates of Operation \_\_\_\_\_

Proposed hours of Operation \_\_\_\_\_

Has permission been given by the event organiser to operate at this event? \_\_\_\_\_

**Details of Trading Vehicle (If Applicable)**

Detailed accurate plan and description of proposed vehicle to be used for trading (including size, licence plate etc) colour photographs to be attached:

**Details of Proposed Temporary Food Premises (If Applicable)**

Dimensions and Type of Structure: \_\_\_\_\_  
\_\_\_\_\_

Please submit with application a floor plan detailing the following:

- Hand washing facilities
- Sinks
- Servery and cooking equipment
- Benches
- Toilet facilities for staff

**Food and Equipment Details**

Details of the type of food to be sold:

Details of how the food is to be stored:

Details of how the food temperature is to be controlled:

Details of any other food preparation equipment to be used:

Do you prepare any food at a permanent food premises? If yes please provide details and a copy of appropriate council approval:

Details of trade and customer waste disposal provision including any liquid waste:

Details of where the food is to be stored when vehicle/stall is not in operation:

Are the water, electricity and gas supplies self-contained or from an external source? If any are from an external source please specify from where they are obtained? \_\_\_\_\_

Water: \_\_\_\_\_

Electricity: \_\_\_\_\_

Gas: \_\_\_\_\_

Please check that you have completed all the relevant sections of the form and provided as much detail as possible. If there is not enough space on the form please provide additional details on a separate piece of paper.

Please ensure that the application is submitted at least eight weeks prior to the actual event to allow sufficient time for processing and consideration.

**Please enclose a copy of a public liability insurance policy (minimum value of \$5 million), indemnifying the City of Wanneroo against all actions, suits, claims, damages, losses and expenses made against or incurred by the City of Wanneroo arising from any activity, action or thing performed or erected in accordance with the licence has been attached to this application.**

**Declaration:** I/We agree to abide by all conditions of the Trading in Public Places Local Law 1999. I/We agree to indemnify the City of Wanneroo against all actions, suits, claims, damages, losses and expenses made against or incurred by the City of Wanneroo arising from any activity, action or thing performed or erected in accordance with the Licence.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Licence Fee

Charges shall be as set out below and are to be paid at time of submitting the application:

Application Fee (includes one days trading licence):	\$74
Annual Trading in Public Places Licence:	\$795 per year
Daily Trading in Public Places Licence:	\$15 per additional day

Renewal Fee (to be paid at time of submitting renewal application)

**Note:** If for a charitable organisation the Licence Fee may be waived upon written request to the City.

Date Received \_\_\_\_\_ Date Processed \_\_\_\_\_

Approved/Refused \_\_\_\_\_ Licence No \_\_\_\_\_

Issuing Officer \_\_\_\_\_ Fee Receipt No \_\_\_\_\_

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**PART 5—STREET TRADING**

**Prohibition**

28. A person shall not carry on trading in any street or public place—
- (a) unless that person is the holder of a valid and current street trading licence or assistant specified in the licence; and
  - (b) otherwise than in accordance with—
    - (i) the terms and conditions of the licence; and
    - (ii) the provisions of this local law.

**Licence Restrictions**

29. (1) A street trading licence is only transferable with the approval of the local government and on payment of the transfer fee.
- (2) A licensee shall not permit any trading activity to extend beyond the specified portion of public place detailed in the plan approved as part of the licence.
- (3) The issue of a street trading licence does not confer exclusive possession or use of that portion of the street, or public place subject of the licence.

**Licence Application**

30. (1) Applications shall be in the form provided for the purpose and shall be forwarded to the local government together with the—
- (a) application and licence fee;
  - (b) number of assistants to be employed in the trading at any one time;
  - (c) plans of the proposed location, plus days and hours of operation;
  - (d) proposed goods, wares, merchandise or services for which trading will be carried on;
  - (e) detailed, accurate plan and description of any proposed stall, stand, table, structure or vehicle to be used for trading; and
  - (f) name and address of the person responsible for complying with any conditions imposed by the licence, where the applicant is a corporation.

**Street Trading Licence**

31. A street trading licence shall—
- (a) be issued on the form used for the purpose;
  - (b) include the location, days and hours of operation and for mobile traders may include a predetermined approved route or area;
  - (c) detail the goods, wares, merchandise or services for which trading is approved under the licence;
  - (d) limit the number of persons that may carry on trading at any time; and
  - (e) detail any other terms and conditions imposed with the licence.

## Term and Validity of Licence

32. Subject to clause 12 and except where otherwise stated in this local law, a street trading licence remains valid until—
- (a) the expiry date stated in the licence is reached;
  - (b) approved changes are made to an existing licence, including an increase or reduction in area subject of the licence, or conditions under which the licence was granted;
  - (c) the public liability insurance policy, where required in accordance with clause 47 lapses, is cancelled or is no longer in operation; or
  - (d) the licence is cancelled by the local government;
- and in any of these events an application must first be made and a new licence issued before any trading can continue or proposed changes can be made, as the case may be.

## Responsibilities of Licensee

33. (1) The licensee shall—
- (a) display a copy of the Street Trading Licence;
  - (b) ensure that the licensed area is attended either by the licensee or an assistant, at all times when trading is being undertaken;
  - (c) keep any stall, stand, table, structure or vehicle specified in the licence in a clean, safe condition and in good repair;
  - (d) keep the location specified in the licence free from refuse and rubbish;
  - (e) have the licence available at all operation times and produce the licence to any authorized person or any police officer when requested; and
  - (f) remove any stall, merchandise and signs from the location to which the licence applies and leave that location clean and vacant—
    - (i) at the conclusion of the permitted hours of operation specified in the licence; and
    - (ii) whenever trading is not taking place on the location to which the licence applies.
- (2) The licensee shall not—
- (a) engage in or permit any trading in any goods, wares, merchandise or services other than those specified in the licence;
  - (b) cause, permit or suffer any nuisance to exist, arise or continue on or from the location to which the licence applies;
  - (c) deposit, place or store any goods, wares or merchandise on any street or public place, other than on the location to which the licence applies;
  - (d) obstruct the free passage of pedestrians on any footpath or pedestrian accessway;
  - (e) use or display or permit to be used or displayed any advertisement, placard, poster, streamer, sign or signboard on or about the location specified in the licence other than price tickets or labels on the permitted place not exceeding a total of 0.25 square metres of the licenced area;
  - (f) erect and maintain any signs in accordance with sub clause (f) so as to obscure any other signage on or adjacent to the licenced area;
  - (g) cry out or shout about or permit any other person to cry out or shout about any goods, wares, merchandise or services in any street or other public place;
  - (h) use or permit to be used any loud hailer, microphone, amplifier or other apparatus for making or transmitting sound, on or from the permitted place specified in the licence, unless approved by the local government;
  - (i) use or permit to be used any record, tape, radio, bell, musical instrument or other instrument or device capable of being heard beyond the boundaries of the permitted place specified in the licence unless approved by the local government;
  - (j) use or permit to be used any flashing or intermittent lighting apparatus or device on or from the permitted place specified in the licence; or
  - (k) use or permit to be used apparatus or device including flap or shelf whereby the dimensions of the stall are increased beyond that specified in the licence.