

# Application Form for a Trading Licence

Public Places and Local Government Property Local Law 2015



This Form is to be used for the purposes of obtaining a trading licence under the City of Wanneroo's Public Places and Local Government Property Local Law 2015. Applications should be lodged at least 2 weeks prior to trading commencement to allow sufficient time for processing. Applications providing insufficient information or less than two weeks notice may be refused.

This Form is not required to trade at an approved event on Council land or private property. Food vendors wishing to trade at approved events should complete the Food Notification and Registration Form, unless already registered/notified. **Please note:** Trailers requiring to be towed by a vehicle are generally not suitable for street or carpark trading. They are suitable for trading at events.

✓ **Please tick the appropriate box**

☐ New Application

☐ Renewal of Existing Annual Licence

**Which categories best describe the proposed trading activities?**

Please tick **all** boxes that apply (there may be more than one)

- ☐ Trader is a charity, community group, school, sporting club, not for profit organisation or the City of Wanneroo.
- ☐ Trader is a commercial operator.
- ☐ Activity involves selling non-food items.
- ☐ Activity involves providing a personal service e.g. face painting, massage.
- ☐ Activity involves providing food items.
- ☐ Busking

**Online form also available on City's Website**

Office Use Only: Online Ref

Please note that any application which proposes hours of operation which total more than 48 hours in a 12 month period requires planning approval. Please contact Planning Implementation for advice.

**Note: Food businesses are also subject to the requirements of the Food Act 2008 and must hold a Registration Certificate or be of an exempt classification.**

## Details of Trading Organisation

Name of Business/Charity/Community Group:

Address of Business:

Postal Address (if different from above):

Phone: Business Hours

A/Hours

Email:

ABN/ACN (if applicable):

Name of Organiser/Manager (in full):

## Type of Trading Activity

Proposed Activity:

Stall/Vehicle Details (including registration if applicable):

### Details of Trading Activity (separate days and times for each location if requesting multiple locations)

Trading Location 1 (address):

Proposed Days/Dates and Hours of Operation:

Trading Location 2 (address):

Proposed Days/Dates and Hours of Operation:

Trading Location 3 (address):

Proposed Days/Dates and Hours of Operation:

### Attachment Checklist Please tick **all** boxes that apply

- ☐ Copy of current public liability insurance in a sum not less than \$20 million.
- ☐ Site plan showing each requested location.
- ☐ Food traders must provide a copy of their Food Act 2008 Certificate of Registration.
- ☐ Food traders must provide proof of access to toilet facilities during trading hours.
- ☐ Food traders – Layout plan showing stall/vehicle including types of food provided, type of stall structure, e.g. table/marquee/van (including registration number) and fixtures and fittings, hand basin, sink(s), cooking equipment, refrigerator, etc.
- ☐ Non Food Stalls/Vehicles – Layout plan showing type of structure, e.g. table/marquee/van (including registration number) and fixtures and fittings, types of goods being sold and equipment being used.

#### Important Information for food traders:

Food businesses wishing to operate under this Trading Licence must be classified as exempt under the *Food Act 2008* or hold a Registration Certificate. An exempt food business is exempted from registration only. They are still required to comply with the remaining requirements of the *Food Act 2008* and *Australia New Zealand Food Standards Code*. In particular they must have provided Notification to the Local Authority. For each exempt food business operating under this licence a 'Food Business Notification and Registration Form' is to also be submitted to the City. Where notification has previously been provided a copy of any notification acknowledgement from the Local Authority may be provided instead. Businesses holding a Registration Certificate should include a copy of the certificate.

#### Types of Exempt food business:

- ☐ Food business is a charity or community group not involving the handling of potentially hazardous food (PHF - food requiring temperature control to prevent the growth of pathogenic microorganisms or the formation of toxins).
- ☐ Food business is a charity or community group whereby food is for immediate consumption after being appropriately cooked e.g. sausage sizzle.
- ☐ Food business consists solely of selling food that is not potentially hazardous food and is contained in a closed package so that it cannot be handled in the course of conducting the food business e.g. lollies, chocolate.
- ☐ Food business consists solely of providing complimentary drinks in conjunction with another business conducted at those premises.

### Lodging your Application

#### Online:

Credit Card payment required upon submission of the online form - <https://www.wanneroo.wa.gov.au/tradinglicence>.

#### Pay in Person:

Pay via cash, EFTPOS, cheque, money order or credit/debit card at the City of Wanneroo Administration Centre, 23 Dundobar Road, Wanneroo between 8.30am and 5.00pm Monday to Friday.

#### Pay by Credit Card:

For credit card payments not in person, please email the form through to [health@wanneroo.wa.gov.au](mailto:health@wanneroo.wa.gov.au) then call Health Services on 9405 5000 to pay over the phone by Visa or Mastercard. Credit card payments incur a surcharge of 0.38%.

**\*\*Please allow up to 14 days for application to be processed\*\***

## Declaration

I, (Name of Person) \_\_\_\_\_, the person making this application declare that the information contained in this form is true and correct.

**Signature of applicant:** \_\_\_\_\_

In the case of a company, the signing officer must state position in the company

**Date:** \_\_\_\_\_

## Fees *(Application Fee to be paid on submission of Application)*

***Charities, Community Groups and Not For Profit Organisations are exempt from paying these fees. New applications are to pay both an application fee and a pro rata licence fee whereas an existing licence renewal is to pay only the licence fee.***

Application Fee (includes one day of trading for temporary licences):	\$58.50 (non-refundable)
Daily Licence Fee (temporary licences only):	\$18.00 per each subsequent day
Annual Licence Fee:	\$954.00
Weekend and Public Holiday Licence Fee:	\$318.00
Busking Application and Licence Fee	No Fee