

APPLICATION FOR A ROADSIDE STALL/VENDOR/ BUSKER PERMIT ON A PUBLIC STREET

LATROBE COUNCIL HIGHWAYS BY-LAW NO. 2 of 2006

INFORMATION SHEET

Council manages all applications for permits to sell goods etc. in accordance with the requirements of Latrobe Council Highways By-Law No. 2 of 2006.

Applications must be submitted on the attached Application for a roadside stall/vendor/busker permit on a public street, footpath or reserve together with the relevant fee/s.

Where it is intended to sell/serve food Section 3 must be completed. Compliance with the Food Act 2003 and the Food safety Standards are a requirement. Conditions may be placed on this permit. For further information in relation to Temporary Food Premises Applications please contact Council's **Environmental Health Officer** on **6421 4650**.

If the Temporary Food Premises application is approved the EHO will issue a certificate to that effect which will enable the Application for a roadside stall/vendor/busker permit on a public street to be assessed.

If the temporary food application is refused, the application for a roadside stall will automatically be refused.

In determining whether or not to grant an application for a permit the General Manager **MUST** have regard to relevant traffic conditions and the safety and convenience of the public, and **MAY** have regard to such other considerations as appear relevant in the circumstances.

PERMIT CONDITIONS

1. At all times during the permitted activity, the applicant must display the current permit so that the public can readily view the permit number and expiry date.
2. The permit holder must comply with lawful direction from a Police Officer or an authorised Council officer.
3. The stallholder must not hinder the passage of pedestrians or vehicles.
4. The applicant is responsible for ensuring that they do not create a nuisance that is offensive to the public or use any form of sound amplification.
5. The stallholder or their assigned must not wear or display any offensive advertising material.
6. All material i.e. flyers, rubbish etc generated through the activity is to be removed from the site immediately following the activity.
7. This licence prohibits the applicant from staging their activity at any community festival without the prior, express written consent of the festival coordinator.

Other permit condition as determined with specific relevance to the application submitted may be appended to the final permit.

PLEASE ALLOW FIVE (5) WORKING DAYS FOR PROCESSING OF THIS APPLICATION

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APPLICATION FOR A ROADSIDE STALL/VENDOR/ BUSKER PERMIT ON A PUBLIC STREET

SECTION 1: APPLICANTS DETAILS:

Applicants Name

Organisation name if applicable

Applicants postal address

Phone Mobile

Email

Non-Profit Organisation: Yes No

Fee: If you answered No, a fee of \$20 must be submitted with this application

Incorporated organisation Yes No

SECTION 2: STALL /BUSKING DETAILS

Details of activity:

.....

Location of activity -

Date/s of proposed activity

Time of operation

(circle appropriate choice)

Trestle table Vehicle Trailer Other describe:

SECTION 3: TEMPORARY FOOD VENDOR

Do you intend to prepare/sell or provide food Yes No

If Yes, you must complete this section

If No, go to Section 4

Type of food outlet (please tick)

- Open Trestle Table Food Van Tent/covered stall
 Other

Sale of Food

List of all food/drinks to be sold
.....
.....

Food Preparation

List foods to be prepared (i.e. cooked, heated, mixed, cut, etc.) **on-site at the event**.....
.....
.....

Are any **foods to be prepared anywhere else than at your food outlet?** Yes No

If Yes, please provide details
.....

Food Storage

Address where food will be **stored prior to transport to event**.....
.....

Temperature control

Explain how potentially hazardous foods will be kept either cold (not more than 5°C) or hot (not less than 60°C) **during transportation to the event**
.....
.....

Explain how potentially hazardous foods will be kept either cold (not more than 5°C) or hot (not less than 60°C) **during storage and sale at the event**.....
.....
.....

*Note: **Potentially hazardous foods** are those that support the growth of bacteria including food poisoning bacteria and include foods such as meat and meat products, seafood, chicken, milk, and milk products, gravy, mayonnaise, custard, pastry and other similar type products.*

Skills and Knowledge

Please describe your food handler knowledge?
.....
.....

How do you intend to ensure staff have skills & knowledge commensurate with their work activities?

.....

.....

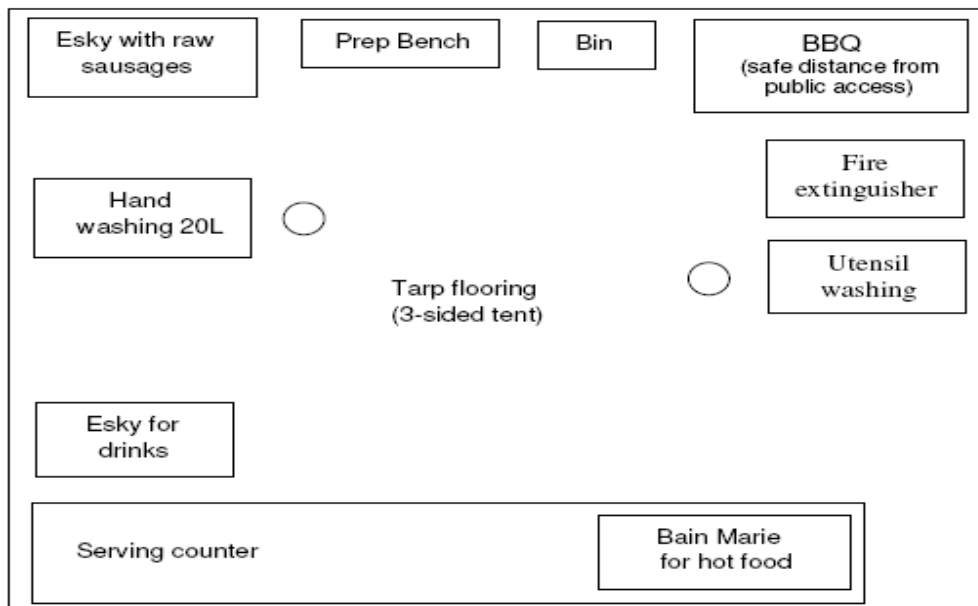
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- Food handler training course (provide evidence)
- Council run course (provide evidence)
- Briefing of staff advising of acceptable food handling practices
- Other

Layout

If your food stall has potentially hazardous foods, or food handling (cooking, slicing, mixing etc.) is involved please attach a plan of your stall. An example below is provided to assist you.

Example Only



Insurance

Please include a copy of current public liability insurance for your organisation

Food Permit Fee (additional to roadside vendor permit fee)

- \$20 for a one off event
- \$50 for 2 or more events
- Community and charity organisations (Not for Profit) – No charge

Checklist

- Copy of current public liability insurance policy
- Drawing of stall layout if required
- Copy of food handler training certificates

SECTION 4: ADJOINING PROPERTY OWNER AUTHORISATION *(please print)*

Business Name:

Manager's Name:

Postal Address:

.....

I do not object to the proposed goods as detailed in Section 2 of this application from being vended by the applicant in Section 1.

Comments

.....

.....

Signed Date:

SECTION 5: UNDERTAKING BY APPLICANT

I

of.....

hereby make application for a roadside vendor/stall / busking permit on a public street for the dates and times specified.

If applicable, I agree to comply with all the food safety requirements in DHHS 'Guideline for Temporary Food Stalls' and Latrobe Council's frequently asked questions on food labelling and any conditions on the Temporary Food Business Registration for my event.

I undertake to be bound by and comply with the Permit terms and Conditions in every respect.

Signed Date.....

OFFICE USE ONLY

Payment Received/...../..... Amount: Receipt No.

Additional conditions:

.....

APPROVED / REFUSED

Roadside Vendor Permit No. Issue Date

Food Licence Reference..... Issue Date