



APPLICATION FOR STREET TRADING LICENCE

Local Government Act 1995

City of Bunbury Local Government and Public Property Local Law

Applicants should read the Information Sheet 'Street Trading in the City of Bunbury' prior to submitting application (can be downloaded from the City's website at www.bunbury.wa.gov.au or a copy requested by contacting T 08 9792 7100).

Details of Applicant:

Surname: _____ Given Name: _____

Residential Address: _____

Postal Address: _____

Telephone: H: _____ M: _____

Email: _____

Type of licence being applied for (only one type of licence can be applied for per application):

- a) Roaming or
- b) Stationary

Description of stand, structure or vehicle (include registration plate details) to be used by the licensee (please attach detailed plan and/or photos indicating layout, size etc). NB size restrictions may apply

Particulars of all goods, wares, merchandise or services in respect of which a licence is being sought NB should food be being sold, a current food business certificate of registration or verification of notification from the local government where the food business is garaged shall be provided with the application

Specify location for which licence is being sought (for stationary setups a site plan must be attached detailing the proposed position in relation to the property, roadways, carparking, footpath, buildings and other structures/facilities) NB should more than one location be sought, a separate application is required for each location being applied for

Specify the proposed days and hours of trading (in order of preference) NB a maximum of four hours only per day at any one location is permitted unless otherwise approved by the Manager Environmental Health Services

Full name and address of any assistants who may be employed

Have you attached a current copy of your 3rd party public liability insurance (minimum \$10 million) with the application? (a licence cannot be issued until a Certificate of Currency for this insurance has been provided)

(Signature(s) of Applicant/s)

(Date)

FEES:

(NB These amounts are current for the 2016/2017 financial year only. Fees are subject to annual review)

Application Fee \$54.40

(NB Application fee is non-refundable)

Licence Fee outside CBD: \$236.35 per annum
\$ 46.85 per month

Licence Fee including CBD& Marlston Waterfront Area:
\$887.60 per annum
\$179.00 per month

Stationary Licence – Other Events \$46.85

Stationary Licence – Other Locations (eg Estuary Drive, Ocean Drive) Maximum trading hours -4 hours per location/per licence.

Day Trading – 6am to 4pm (off peak)

Monday to Friday - Annual Licence \$47.35

Day Trading – 6am to 4pm (peak)

Saturday to Sunday – Annual Licence \$54.45

Evening Trading – 5.30pm to 9.30pm (off peak)

Sunday *to Wednesday – Annual Licence \$87.60

Evening Trading – 5.30pm to 9.30pm (peak)

Thursday to Saturday* - Annual Licence \$122.64

*Saturday and Sunday evening trade may commence from 4:30pm upon approval of licence.

Note: If trading is required for 7 days, or a combination of both peak/off peak times, both fees are applicable.

Fees are calculated based on the number of days trading licence is required

Eg. Annual Licence Fee (\$236.35) + number of days trading (eg Tues, Wed 10am-2pm (2 days x \$47.35) = \$331.03

Refer to Information Sheet 'Street Trading in the City of Bunbury' for map showing the CBD and Marlston Waterfront areas

CHECKLIST:

- Application fee**
- Copy of 3rd party public liability insurance**
- Site plan (stationary setup)**
- Accurate plan and description of any stall, table, stand, umbrella, vehicle or any other structure that will be located in the street trading area.**

- Food business certificate of registration or verification of notification (if applicable)**

This form must be completed in full and submitted along with all of the above mentioned items. Failure to do so will delay the assessment of your application. Please allow a minimum of ten (10) working days for the processing of your application.