

Footpath/Itinerant Trading Application

Warrnambool City Council (WCC) is collecting this information from you in order to consider your application for Footpath/Itinerant Trading in accordance with Local Laws.

The information collected will only be used by Council unless otherwise required by law.

The purposes for this information will only be used in the case of the following:

- To determine your business/trading requirements for a Permit
- To confirm your personal and business information is current and correct
- To confirm that the business owner you may trade/busking in front of has given full permission of the activity to go ahead

WCC advises the applicant may obtain access to their personal information upon request.

Please contact WCC in person at 25 Liebig Street, Warrnambool, Victoria 3280 between the hours of 8:30am – 5:00pm Monday – Friday or alternatively you can telephone us on (03) 5559 4800

Please return completed relevant section for Outdoor Dining, Advertising Sign/Displaying Goods, Busking or Itinerant Trading to our office via email at contact@warrnambool.vic.gov.au ,via post to PO Box 198 Warrnambool or in person at our office at 25 Liebig Street Warrnambool.

Once application is received, a Local Laws Officer will be in contact to arrange a time for inspection. If approval is given, your permit with conditions and invoice will be emailed or posted to you for your reference.

(Please tick)

Do you have a current NAR (Name and Address Record) account with Warrnambool City Council?

Yes ☐ No ☐ Unsure ☐

Type (Please tick)

New Permit ☐ Renewal of Permit ☐

Applicant Details

Name _____ Surname _____ Contact Number _____

Address _____ Suburb _____

Post Code _____ Email Address _____

Business Details

Trading Name of Premises _____

Address of Premises _____

(If the account is to be sent to a PO Box the actual address of premises must be included)

Post Code _____

Business Phone Number _____ Mobile _____ Facsimile _____

Business Email _____

Description of use of premises (eg café, takeaway, restaurant, bakery) _____

ABN Number _____ ACN Number _____

Outdoor Dining

Please provide a detailed plan of your proposal to accompany the application. All applications must be in accordance with the Footpath Trading Policy and Procedures.

The fee is calculated based on the number of tables.

Number of tables _____ Fee Payable 2026/2027 **\$192.00 per table**

Note: New applications received between 1 February and 31 July will pay 50%. The permit period is from 1 August to 31 July each year. The issue of a permit under Local Laws includes a blanket cover for Public Liability Insurance of \$20 million. It is the owner's responsibility to keep current.

Advertising Signs/Displaying Goods Details

Please provide a detailed plan of your proposal to accompany the application. All applications must be in accordance with the Footpath Trading Policy and Procedures.

A-Frame (Please tick): Yes: _____ No: _____ (Max. height 0.9m)

Total Fee Payable for A-Frame 2026/2027 **\$172.00 per A-Frame**

Display of goods required (NB. 1 fee amount for each sign/display of goods) _____

Total Fee Payable for Display of Goods 2026/2027 **\$246.00 per Display**

Note: Display of Goods - One permit entitles trader to maximum 1.8m length x 0.75m width x 1.5m height of display area.

New applications received between 1 February and 31 July will pay 50%. The permit period is from 1 August to 31 July each year. The issue of a permit under Local Laws includes a blanket cover for Public Liability Insurance of \$20 million. Permits must be kept current. A second display of goods may be permitted if shopfront exceeds 6m in width.

Busking, Fundraising and Street Art

Please provide a detailed plan of your proposal to accompany the application. All applications must be in accordance with the Footpath Trading Policy and Procedures.

For fundraising, the Organisation conducting this fund-raising activity must be a Registered Community or Charitable Organisation under the Victorian Commission for Gambling Regulation and comply with its conditions, or otherwise approved by Council.

Details: _____

Location(s) _____

Times: _____

Date(s) from ____/____/____ to ____/____/____

Business premises in which you will be performing or fundraising in front of:

Name _____

Address _____

Has the permission of the owner of this business been obtained? (Please circle) Yes No

(If "No" obtain approval before applying to Council)

Name and contact number of the person who approved the permission

Name _____ Contact No _____

Itinerant Trading

Please provide a detailed plan of your proposal to accompany the application. All applications must be in accordance with the Itinerant Trading Policy and applicable fees (in the Fees and Charges section) are available on Warrnambool City Council website www.warrnambool.vic.gov.au.

Details: _____

Location(s) _____

Times: _____

Date(s) (a) on _____

(b) From ____/____/____ To ____/____/____

Special Conditions

1. This permit is issued in accordance with the Footpath Trading or Itinerant Trading Policies.
2. An account may be sent to the applicant to make good any costs incurred by Warrnambool City Council as a result of the function (damage to lawn, paving, services, rubbish removal etc.).
3. Council reserves the right to withdraw or amend the permission granted at any time due to unforeseen circumstances, non-compliance with the Itinerant Trading Policy, associated Council Policies or substantiated complaints.

Signature of Applicant _____ Date _____

OFFICE USE ONLY

Date: _____

Receipt No: _____
