

# 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 complete relevant section for Outdoor Dining, Advertising Sign/Displaying Goods, Busking or Itinerant Trading no later than 21 days prior to the date required.**

**If approval is given, your permit with conditions and invoice will be emailed or posted to you for your reference.**

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**(Please tick)**

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

Yes ☐ No ☐ Unsure ☐

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**Type (Please tick)**

New Permit ☐ Renewal of Permit ☐

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## Applicant Details

Name \_\_\_\_\_ Surname \_\_\_\_\_ Contact Number \_\_\_\_\_

Address \_\_\_\_\_ Suburb \_\_\_\_\_

Post Code \_\_\_\_\_ Email Address \_\_\_\_\_

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## 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) \_\_\_\_\_

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ABN Number \_\_\_\_\_ ACN Number \_\_\_\_\_

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## **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 Policy and Procedures and applicable fees (in the Fees and Charges section) are available on Warrnambool City Council website [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au).

The fee is calculated based on the number of tables.

Number of tables \_\_\_\_\_ Fee Payable 2023/2024 **\$185.00 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.

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## **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. The Policy and Procedures and applicable fees (in the Fees and Charges section) are available on Warrnambool City Council website [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au).

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

Total Fee Payable for A-Frame 2023/2024 **\$158.40 per A-Frame**

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

Total Fee Payable for Display of Goods 2023/2024 **\$227.70 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 is a permit 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.

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## **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. The Policy and Procedures and applicable fees (in the Fees and Charges section) are available on Warrnambool City Council website [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au).

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 \_\_\_\_\_

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## **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](http://www.warrnambool.vic.gov.au).

Details: \_\_\_\_\_

Location(s) \_\_\_\_\_

Times: \_\_\_\_\_

Date(s) (a) on \_\_\_\_\_

(b) From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

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## **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.
- 4.
- 5.
- 6.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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### **OFFICE USE ONLY**

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

Receipt No: \_\_\_\_\_

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