

Application – trading in thoroughfares and public places (event manager/organiser)

This application form must be completed by event organisers or market managers, to obtain an overarching permit to trade multiple stalls in any thoroughfare and or public place within the City of Stirling.

Ensure this application is submitted with the online event application (a minimum 8 weeks prior to the event).

Please note:

- This application applies to stalls that sell and/or hire goods (including food/drink) in public places such as footpaths, verges, roadways, reserves/parks and other public places (excludes Community and Recreation Centres) and includes buskers/street entertainers that are collecting money from the public for performances.
- This form is not required for private events on residential or private business properties.
- Local Law and City of Stirling Policy requirements are set out in the following documents and are available for viewing at www.stirling.wa.gov.au. Applicants are encouraged to read and understand the requirements contained in these documents prior to submitting an application: The Thoroughfares and Public Places Local Law 2009, Stallholders and Traders Permits in Thoroughfares Policy, Event Application Guidelines and Requirements.
- Permit fees may be applicable depending on the period and type of stall or trading being proposed.
- In some cases, depending on the nature and size of the operation, a Development Application may be required. If so, a processing period of a minimum of 12 weeks (84 days) prior to the commencement will be required. It is the Event Organiser's to ensure the required application is submitted in compliance with these timelines and process for Development Applications.

Applicant details	
Name of organisation/event manager:	
Is the organisation/business a not-for-profit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Business street address:	Postcode:
Business postal address:	Postcode:

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Contact person (Must be over 18 years)		
Title:	First name:	Last name:
Position:		
Phone (W):	Phone (H):	Phone (M):
Email:		

Organisation/event manager – Where an organisation or operator accepts responsibility and liability for all stallholders and traders, one application can be submitted by that organisation/operator however, information will need to be provided in relation to each specific stall or trader.		
Description of event/ trading to be conducted:		
Number of stalls: Non-food _____ Food _____ Buskers/entertainers _____		
Location of operation:		
Date to be operated:		
Start time:	Finish time:	Duration:
Set-up date/time:		Pack down date/time :
Is the trading or stall to be open to the general public?		Yes <input type="checkbox"/> No <input type="checkbox"/>

Insurance	
Please attach a current copy of the Public Liability Insurance that will cover this activity.	Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If the applicant for this permit differs from the Event Application, a copy of the applicant's Public Liability Insurance (Certificate of Currency) with a cover of not less than \$20 million must be provided with the application form.</i>	Already provided as part of Event Application? Yes <input type="checkbox"/> No <input type="checkbox"/>

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Signage

Are you requesting approval to erect / display signage?

Yes

No

If yes, please detail size, message, location and any other relevant details:

Attachments

Please indicate the documents that are attached to this application.

Site map showing location of stall or trade including the type of trade (eg. Art stall, busker etc)

Public Liability Insurance Certificate of Currency \$20million

Certificate of Incorporation

Declaration

As the organisation/event manager certify that the information provided in this application is true and correct to the best of my knowledge. I agree to notify the City of Stirling of any changes to the information provided in this application. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted. I agree to Indemnify the City, the Council and its employees harmless from and against all damages, sums of money, costs, charges, expenses, actions, claims and demands, which may be sustained or suffered or recovered or made against the Council by any person for any loss of life or injury or damage any person may sustain as a result of and during the conduct of business. I have read and understand the Terms and Conditions of approval for a Stallholder and Trader and agree to abide by these at all times when involved in or conducting business associated with this application. I acknowledge that the City will assess this application and may issue a permit allowing me to trade. I acknowledge and understand that I cannot operate a stall/s or trade without a permit issued by the City. I acknowledge and agree to comply with all statutory legislation in force through the conduct of the business. I agree not to damage, break, dig up or alter any infrastructure, and to remove any rubbish, litter and materials including any spills made at the site.

First and last name:

Position:

Signature:

Date:

Office use only

Permit request approved Yes No Delegated officer name:

Notes: