

Local Law Permit Application Form



July 2023

Events and Permits

Trading in Public Places

Applicant details	
Business/trading/ organisation name	
Postal address	
Contact person No.1	
Phone	
Email	
Contact person No.2 (if applicable)	
Phone	
Email	
Full name of person/s authorised to sign the permit	
Position	

Details of proposed activity
Briefly describe the nature of the activity (attach a separate sheet if necessary)

LOCAL LAW PERMIT APPLICATION FORM

<p>Provide the name and address of proposed location/s (Reserve or public place). <i>Attach a site plan marking where proposed activity will take place, and where any equipment will be set up.</i></p>		
<p>Dates of the activity/permit period (ie 6 months, 12 months)</p> <p>Include start and end date</p>		
<p>Days and times of activity</p>	<p>Start time</p>	<p>Finish time</p>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Numbers of employees/assistants		
Number of participants		
<p>Provide details of any equipment to be used (e.g. numbers and approximate sizes of marquees, tables, equipment, surfboards or fitness equipment etc.)</p>		
<p>Provide details of any food or drinks being sold or supplied</p>		
<p>Provide details of proposed number of vehicles, and locations of car parking bays to be used (if applicable) <i>Attach a site plan marking the proposed carparks to be used, if applicable</i></p>		

The impact of your proposed activity on the environment will be a significant consideration by the Shire during the assessment of this application. Provide details of how you will minimise environmental impacts in the proposed location/s of your activity

Identify any potential risks resulting from the activity and how you will be managing these (e.g. risks associated with interactions between participants, vehicles, pedestrians, swimmers, boats, changes in weather etc.)

Please provide details of any relevant and current accreditation/licences/qualifications required for the proposed activity

Public liability insurance

Public liability insurance to a minimum value of twenty million dollars (\$20,000,000) is required. Please attach a copy of your Public Liability Insurance Certificate of Currency.

Non-profit community group or charity organisation

Is your organisation a not for profit community group or charitable organisation?

"Not for profit community group/charitable organisation" means an institution, association, club, society or body, the objects of which are a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium. Please attach a copy of Certificate of Incorporation or proof of charitable exemption.

Yes

No

Attachment checklist

Site plan clearly showing the proposed area to be used

Evidence of public liability insurance to a minimum value of twenty million dollars (\$20,000,000).

LOCAL LAW PERMIT APPLICATION FORM

Declaration

I declare that all information supplied in this application is true and correct and I am authorised to sign on behalf of the organisation/company.

I accept responsibility for ensuring compliance with the Local Laws and conditions pertaining to use of Shire of Augusta Margaret River property on behalf of the afore mentioned organisation.

Full Name

Position Held

Signature

Date

Please note

- It is necessary to allow at least 15 working days for processing of applications, (if consultation is required, application processing time may be longer).
- All applications require an application fee to be paid at the time of submitting the application.
- Permit fees (listed in the Shire's Fees and Charges) must be paid in full prior to commencement of permitted activity.

Application fee to be paid on lodgement - \$110.00

Non-profit community group or charitable organisation \$11.50 (requires evidence)

Payment Details

 **In person**
(Cash, Cheque, EFTPOS)

Customer Service
Shire Civic Administration Centre
41 Wallcliffe Road
Margaret River

 **Telephone**
(Credit Card only)

Please tick
A Customer Service
Officer will contact you.

 **Post**
(Cheque - made payable to Shire of Augusta
Margaret River)

Shire of Augusta Margaret River
PO Box 61
Margaret River WA 6285

Office use only

Receipt #

Application # P _____

Date

LOCAL LAW PERMIT APPLICATION FORM