

Local Law Permit Application Form



July 2017

Legal Services
ECD/22

Trading in Public Places

Applicant Details		
Business/trading/organisation name:		
Postal Address:		
		Postcode:
Contact Person No.1:		
Phone: (home):	Work:	Mobile:
Email:		
Contact Person No.2 (if applicable):		
Phone: (home):	Work:	Mobile:
Email:		
Full Name of person/s authorised to sign the permit:		
Full Name:	Position Held:	

Details of proposed activity:
Briefly describe the nature of the activity (<i>attach a separate sheet if necessary</i>):

LOCAL LAW PERMIT APPLICATION FORM

Provide the name and address of proposed location (Reserve or Public Place). *Attach a site plan marking where proposed activity will take place, and where any equipment will be set up:*

Dates of activity:

Days and times of activity:	Day	Start AM/PM:	Finish AM/PM:
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		

Numbers of employees/assistants:

Maximum numbers of persons to be participating in the activity at the one time and ratios of employees to persons if applicable:

Details of any equipment to be used (e.g. numbers and approximate sizes of marquees, tables, surfboards, or fitness equipment etc.):

Will there be any food/drinks being sold or supplied? –provide details

Proposed numbers and locations of car parking bays to be used (if applicable) *Attach a site plan marking the proposed carparks to be used:*

<p>The impact of your proposed activity on the environment will be a significant consideration by the Shire during your assessment. Provide details of how you would minimise impacts to the environment in the proposed location/s of your activity (e.g. disturbances to riverbanks, damage or removal of vegetation, etc.):</p>
<p>Safety and Risk Management. Identify any potential risks resulting from the activity and how they would be managed (e.g. risks associated with the interactions of participants and equipment used for the activity with other land vehicles, pedestrians, swimmers, boats, changes in weather etc.).</p>
<p>Relevant Qualifications/Accreditations/Certificates. Please provide details of any relevant and current accreditation/licences required for the proposed activity:</p>

Public Liability Insurance		
<p>Does your group/body have its own current public liability insurance? If so, please attach a copy of the policy details:</p> <p><i>Public liability insurance to a minimum value of twenty million dollars (\$20,000,000) for the proposed activity is required.</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Not for Profit Community Group or Charity Organisation		
<p>Is your organisation a not for profit community group or charitable organisation?</p> <p><i>"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.</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Attachment Check List	
All applications shall be accompanied by:	
Site plan clearly showing the proposed location of the activity and car parking bays to be used.	<input type="checkbox"/>

Evidence of public liability insurance to a minimum value of twenty million dollars (\$20,000,000)	<input type="checkbox"/>
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Declaration	
<p>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.</p> <p>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.</p>	
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.

FEES FOR TRADING IN PUBLIC PLACES

Application fee:

To be paid at the time of submitting the application.

TRADING PERMIT APPLICATION FEE 1TP870.84	\$102.00
TRADING PERMIT APPLICATION FEE (Not for profit community group or charitable organisation) - only if evidence is provided 1TP870.84	\$10.50

OFFICE USE ONLY	
Planning Ref No: _____	Date: _____
Permit Application Fee (PF): _____	Receipt Number: _____