**ROADSIDE TRADING PERMIT APPLICATION**

Roadside Trading Permits expire on 31 July each year

## APPLICANT DETAILS:

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| --- | --- | --- | --- |
| **Surname:** |  | **First Name:** |  |
| **Postal Address:** |  |
| **Suburb:** |  | **Postcode:** |  |
| **Contact Details:** | Phone: | Mobile: |
|  Email:  |

**COMPANY DETAILS:**

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| --- | --- |
| **Business Name:** |  |
| **Business Trading Name:** |  |
| **Address of Premises:** |  |
| **Suburb:** |  | **Postcode:** |  |
| **Contact Details:** | Phone: | Mobile: |
| Email: |
| Fax: | Food Act Registration No: |
| ABN: | ACN: |

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| **Vehicle Registration (please attached photo of vehicle)** |  |
| **Vehicle Make or Model** |  |
| **Colour of Vehicle** |  |
| **Size of Vehicle (must not exceed the dimensions of a standard single car space)** |  |
| **Main items being sold or copy of menu****(e.g. tacos, flowers)** |  |
| **Other items being sold****(e.g. soft drink, lollies)** |  |
| **EnergySafe Victoria compliance registration number (where applicable)** |  |

**PERMIT DETAILS:**

**\*Single use permit application only:**

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

**Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TERMS AND CONDITIONS OF THE ROADSIDE TRADING PERMIT:**

Council reserves the right to alter or vary the permit at any time. Council will notify the permit holder 7 days before the permit is changed or varied. Council reserves the right to cancel the permit and/or issue infringements at any time without refund of the permit fee if any of the following conditions are not adhered to.

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| **Roadside Trading Permit fee** *(please tick the appropriate permit application type)* | * **$2,895 – per vehicle (pro rata fees apply)**
* **$289.50 – Single use permit\***
 |

1. The permit holder must not conduct business outside the approved site locations unless otherwise pre-approved by Council.
2. The permit holder must comply with Council’s Health Department regulations.
3. The permit holder must comply with all traffic regulations, including not restricting the flow of pedestrian traffic.
4. The permit holder must not interfere with entry to or exit from any building or driveway.
5. Permit holder must not operate outside of allowable trading hours\* without prior permission from Council.
6. Noise from the roadside trading activity must be kept to a minimum at all times.
7. Any litter generated from or around the roadside trading site must be removed and disposed of by the permit holder. The area must be left in a neat and tidy condition.
8. The permit holder must remove themselves from an area if requested to do so by an Authorised Officer.
9. The permit holder must have Public Liability Insurance or Certificate of Currency showing a minimum of 10 million dollars ($10,000,000) liability cover.
10. The permit holder must lodge a Statement of Trade via Streatrader at least 1 business day before trading.

\* Trading hours Sunday to Thursday from 7:00am to 11:00pm and 7:00am to Midnight Friday and Saturday.

## DECLARATION: (please sign)

In consideration of a contract between Merri-bek City Council and the Applicant, the Applicant hereby covenants with Merri-bek City Council (Council) that:

* Council may require further information from me in support of my application.
* Council may refuse my application or grant a permit with conditions, which I agree to abide by.
* The Applicant agrees to indemnify and to keep indemnified, and to hold harmless the Council, its servants and agents, and each of them against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them or any of them arising out of, or in relation to the said contract.
* Agrees to adhere to all Council guidelines, Road Rules, Permit Conditions and safety requirements of the permit.
* Recognises the right of Council to cancel the permit if the conditions of this permit are not adhered to.
* The fee for the Roadside Trading Permit is non-refundable.

**IMPORTANT INFORMATION:**

Roadside Trader Permit Applications are not processed on the spot. Once the application has been approved, an invoice will be issued within 7 business days. Once payment is received, the permit will be issued.

**A current copy of our Public Liability Insurance or Certificate of Currency showing a minimum of 10 million dollars ($10,000,000) liability cover is attached to this application (and a copy of my Public Liability renewal will be provided to Council when my current policy expires).**

**A current copy of your Certificate of Registration of Food Premises is attached to this application, if applicable.**

**I have read and understood the information provided above including the Terms and Conditions and associated guidelines. In accordance with relevant legislation and declare that this information is correct to the best of my knowledge.**

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| **Full Name:** |  | **Signature:** |  |
| **Position:** |  | **Date:** |  |

**COLLECTION NOTICE**

Merri-bek City Council is committed to protecting your privacy in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*. The personal information requested on this form is being collected by Merri-bek City Council for the purpose of assessing your permit application or any other directly related purpose under the Local *Government Act 1989* or other relevant legislation or Act and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number).

The personal information may be disclosed to an appointed collections agency, Victoria Police or other Councils for matters relating to enforcement and collection of fees; and may also be used by Council for related purposes.

It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided your application for a permit cannot be processed.

You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council’s Privacy Officer via telephone on 9240 1111 or e-mail at Privacyofficer@merri-bek.vic.gov.au.

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| **Location** | **Suburb** | **Near Park** | **Toilets** | **Max Number of Traders Allowed?** | **Comments** |
| 363C Blyth Street | Brunswick | YES | NO | 2 | Anderson Park (cnr Lygon and Blyth Sts) - on roadway |
| 363C Lygon Street (west side) | Brunswick | YES | NO | 3 | Anderson Park (cnr Lygon and Blyth Sts) - on roadway |
| 379 Albert Street | Brunswick | YES | YES | No Restriction | Clifton Park / Gilpin Park - on roadway |
| 425 Victoria Street | Brunswick | YES | YES | No Restriction | West Brunswick Tennis Club / Raeburn Reserve - on roadway |
| Sparta Place / Tripovich Street | Brunswick | NO | YES | 3 | In car park outside cafe hours |
| Wilson Avenue | Brunswick | NO | NO | 2 | Between Black Street and Jewell Station on roadway |
| 174 Donald Street | Brunswick East | YES | YES | No Restriction | Allard Park - on roadway |
| 31 Kirkdale Street | Brunswick East | YES | YES | 4 | Kirkdale Park - on roadway |
| Albert Street | Brunswick East | YES | YES | No Restriction | Fleming Park - on roadway |
| Pitt Street (off Lygon Street) | Brunswick East | NO | NO | 2 | On roadway |
| Coburg Train Station | Coburg | NO | YES | 2 | Victoria Street- on roadway |
| Gaffney Street | Coburg | YES | YES | No Restriction | Harmony Park on roadway |
| Moreland Train Station | Coburg | YES | NO | 4 | Cameron Street - on roadway |
| The Avenue | Coburg | NO | NO | 6 | Kangan Batman TAFE - on roadway |
| Daley Street | Glenroy | YES | YES | No Restriction | ATC Cook Reserve on roadway |

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| **Location** | **Suburb** | **Near Park** | **Toilets** | **Max Number of Traders Allowed?** | **Comments** |
| Glenroy Road | Glenroy | YES | YES | No Restriction | Sewell Reserve on roadway |
| Cumberland Road | Pascoe Vale | YES | YES | No Restriction | Cole Reserve on roadway |
| Melville Road | Pascoe Vale South | YES | YES | 2 | Shore Reserve - on roadway |