

Application for Stallholders/Traders Permit



Activities on Thoroughfares and Public Places and Trading Local Law 2013

This form is to be used for the purpose of obtaining a trading licence under the Shire of Kojonup's Activities on Thoroughfares and Public Places and Trading Local Law 2013. Payment must be received with the application at the time of lodgement, at least 1 week prior to trading commencement to allow sufficient time for processing.

This form is not required to trade at an approved event on Council land. Food vendors wishing to trade at approved events should complete the Food Notification and Registration Form, unless already registered/notified.

| Part A – Applicant Details | |
|---|------------|
| This is a: <input type="checkbox"/> New Application <input type="checkbox"/> Renewal of Existing Annual Licence | |
| Business/Charity/Community Group: | |
| Permit Holder: | |
| Address: | |
| Suburb: | Postcode: |
| Contact Phone: | Mobile: |
| Email: | Facsimile: |

| Part B – Trading Details | |
|---|----|
| Date(s) of Trading: | to |
| Times of Trading: | to |
| Location of Trading: | |
| Location where food will be prepared (if applicable): | |
| Description of the stall, stand, table, structure, equipment (generators, mobile fridges etc.) and registration of vehicle permitted to be used for trading: | |
| | |
| Description of goods, wares, merchandise, or service proposed to be sold or hired: | |
| | |

Shire of Kojonup

93-95 Albany Highway, Kojonup WA 6395

Postal address: PO Box 163, Kojonup WA 6395

Telephone: (08) 9831 2400 | Facsimile: (08) 9831 1566 | Email: council@kojonup.wa.gov.au

Part B – Trading Details (Continued)

Name of assistant(s) who may be engaged at one time:

Part C – Declaration

I am acting on behalf of a charitable/community-based organisation. Yes No

I have supplied our current public liability insurance certificate (minimum \$10M) indemnifying the Shire against any claim resulting from these activities Yes No

I have provided my Food Act 2008 Certificate of Registration. Yes No

I am not a registered food business, but I have completed the “I’m Alert Food Safety Training” located at www.kojonup.wa.gov.au Yes No

Part D – Fees (Payment must be received with the application at time of lodgement)

Please allow up to 7 days for applications to be processed

| | |
|---|-----------|
| Community Groups/Clubs/Not-For-Profit Organisations per day | No Charge |
| Trading Location Fee - Application and License | \$550.00 |
| Trading Location Fee – Annual Renewal Fee | \$550.00 |
| Trading Location Fee – Temporary Fee (1 month) | \$100.00 |
| Trading Location Fee – Concession – Half Year Licences | \$225.00 |

Please email completed application to rsa@kojonup.wa.gov.au

Part E – Declaration

I declare that the information contained in this application is true and correct in every particular

Signature _____ Date _____/_____/_____

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