

# Application for a Permit Trading of goods and services on a footpath/road reserve

I, \_\_\_\_\_  
(Name of Applicant / Organisation)

of \_\_\_\_\_  
(Address)

wish to apply for a permit to \_\_\_\_\_  
(Type of Activity)

Reason for Permit \_\_\_\_\_

Exact Location of Proposed Activity \_\_\_\_\_

Days and Dates of Proposed Activity \_\_\_\_\_

Times of Proposed Activity \_\_\_\_\_

Contact Person \_\_\_\_\_

For further information I may be contacted on \_\_\_\_\_ (phone) between the following times \_\_\_\_\_

Names of participants (include age and supervision details if under 18) \_\_\_\_\_

## Please attach the following.

(a) Written approval from owner/occupier is required if activity is to take place outside residential / commercial premises (copy of letter to be attached to this application form).

(b) A certificate of currency of the appropriate Public Liability. (Minimum \$10M) Pertaining to the activity permitted.

(c) Application fee \$68.00 (219) and Permit fee \$116.00 (221) (total \$184.00) is applicable for street and raffle stalls, however on completion of the questions below this fee may be waived for non-profit community based groups that do not pay income tax.

(Fees are subject to change 1 July each year).

I declare that the above named organisation:- *(please tick box if applicable to your organisation)*

(i) Is a non-profit community based group ☐

(ii) Does not pay income tax ☐

(iii) Members of our organisation reside in Moira Shire ☐

(iv) Other reasons why consideration should be given to waiving the permit fee for our organisation: \_\_\_\_\_

Note: In accordance with Council's Footpath Trading Guidelines, no more than three (3) street stalls per day will be permitted in any town, with no more than one (1) selling goods and no more than two (2) selling raffle tickets.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: This form must be completed in full and submitted with all the listed attachments prior to the permit being processed/issued. Your application must be lodged with Council at least 10 working days prior to the event. Incomplete applications will be denied.**

## Please complete this section if your activity is public fundraising, a raffle or a bingo session.

Permits for raffles or bingo sessions must be obtained from the Victoria Commission for Gambling Regulation: Ph: (03) 9651 3630 or [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au) (No permit required if prize value under \$5,000).

Approval for fundraising activities must be obtained from the Consumer Affairs, Victoria.

Ph: 1300 558 181 or [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au). A copy of the Fundraising Act 1998 is available for your information.

I have read and understand the conditions of the above and have made the required application to either the Victorian Commission for Gambling Regulation or Consumer Affairs Victoria, Department of Justice.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**COMMUNITY SAFETY AND ENVIRONMENT LOCAL LAW 2013 (No. 1 of 2013)**  
**TO ORGANISERS OF STREET STALLS SELLING FOOD**



The Food Act 1984 requires Council to be satisfied that the selling of food from your roadside trading activities are registered or recorded. Accordingly, you must contact Council's Environmental Health Officer on (03) 5871 9222 to determine if there are any requirements.

**You are reminded that as of 1 August 2017 smoking will be banned in all outdoor areas at food fairs and within 10 metres of a food stall or food vendor at an organised outdoor event.  
For further information please speak with Councils Environmental Health team on 5871 9222.**

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## **FUNDRAISING ACT (STATE GOVERNMENT REQUIREMENT)**

As per the Fundraising Act 1998, introduced on 1 July 1999, any public fundraising is subject to this Act.

What is a fundraising Activity?

- Consumer Affairs Victoria must be notified at least 28 days before any fundraising activities are undertaken.
- These fundraising activities include doorknock appeals; telemarketing; traffic intersection collections; donations to clothing bins; sale of goods at opportunity shops; appeals run by commercial fundraisers; public appeals to support a club, association or an environmental or community cause; public appeals to support a cause or a person or a group persons and the selling of goods where portions of the sale price are donated to a charitable organisation or cause.
- The legislation requires the applicant to complete and lodge with Consumer Affairs Victoria, an Application for Fundraiser Registration at least 28 days before the fundraising activity is to start. (Application for Fundraiser Registration forms are available from Consumer Affairs Victoria on 1300 558 181).

### **NOTE:**

This application will not be processed unless all requirements are met and supporting documentation is attached. Failure to comply with Council Local Laws will result in the issue of a \$200 infringement notice or a maximum fine of \$2,000 imposed by a Court.

Any other detail deemed necessary to assist with the processing of this application may be noted on the form.

### **PAYMENT METHODS**

**IN PERSON** at Council Offices in Cobram and Yarrawonga. EFTPOS facilities available.

**PHONE** council during business hours. Monday to Friday 9am to 4.30pm. Please have your credit card ready and a copy of this form.

**MAIL** cheque or money orders, made payable to 'Moira Shire Council' to PO Box 578 Cobram VIC 3643.

**Collection Statement:** Moira Shire Council is collecting information on this form for municipal purposes as specified in various acts, regulations and local laws that council has a responsibility to administer. The Personal Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. If you do not provide the information required, we will not be able to process your application. You can find out more about how we use and protect your information by viewing our Privacy Policy on our website [www.moir.vic.gov.au](http://www.moir.vic.gov.au)

