



Application for Permit Vending on Local Government Land

Application Number:
Receipt Number:
Received By:

Please complete this form in **BLOCK LETTERS** and return to:
Compliance Section, City of Charles Sturt, 72 Woodville Road, Woodville SA 5011
Phone: (08) 8408 1111 Facsimile: (08) 8408 1122 Email: council@charlessturt.sa.gov.au

Please ensure that the application form is completed entirely and all requested documentation is attached to avoid delays in processing your application. A minimum of 10 working days notice is required for vending at an event.

Part 1 – Business Details

Name: _____
(Title) (First Name) (Last Name)

Business Address: _____
(Unit/House No) (Street) (Suburb & Postcode)

Contact Numbers: Business: _____ Fax: _____
Email: _____ ABN: _____

Contact Person Name: _____

Operator Name (if not applicant): _____

Contact Numbers: Home: _____ Business: _____
Mobile: _____ Email: _____

Part 2 – Details of Proposed Activity

Please select applicable option:

- ☐ New application (continue to part 3) ☐ Temporary Event application (continue to part 4)
☐ Amendment application (continue to part 5) ☐ Renewal application (continue to part 6)

Part 3 – New Application Requirements

Please select the applicable section or area you wish to vend in:

a. Mobile Food/Beverage Vending

The City of Charles Sturt is divided into four sections as shown on the attached map. Please indicate which section(s) you are applying for. There is a limit of three permits per section in total issued for each section.

Note: Fees are applicable per section.

- ☐ Section 1 ☐ Section 2 ☐ Section 3 ☐ Section 4

b. Non-Foodstuff Vending

The City of Charles Sturt is divided into four sections as shown on the attached map. Please indicate which section(s) you are applying for. There is a limit of three permits per section in total issued for each section.

Note: Fees are applicable per section.

☐ Section 1 ☐ Section 2 ☐ Section 3 ☐ Section 4

c. Ice Cream/Ice Confection Vending on the Foreshore

The foreshore is divided into four areas as shown on the attached map. Please indicate which area(s) you are applying for. There is a limit of one permit per area in total issued for each section.

Note: Fees are applicable per section.

☐ Area 1 ☐ Area 2 ☐ Area 3 ☐ Area 4

Please list each of the products you intend to sell: _____

Do you wish to remain in one location? ☐ Yes ☐ No

If yes please list you three preferred locations by address and attach a detailed site map of each location:

☐ Site map attached

Vehicle Details

Type of Vehicle: _____ Registration Number: _____

Photo of Vehicle (if vehicle has already been purchased): ☐ Attached

Operating Times (refer to conditions regarding permitted operating times):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

The Permit Holder must maintain a public liability insurance policy during the permit period with a public risks cover of at least \$10,000,000 (ten million dollars). A Certificate of Currency and an Insurance Schedule which details any inclusions and exclusions to the policy must accompany the application. **Important: Tax invoices are not considered sufficient evidence of a Public Liability Insurance.**

☐ Attached

Part 4 – Vending at an Event on Local Government Land

Name of Event: _____

Address of Event: _____

Dates Required: _____

Hours of Operation: _____

Type of Vehicle: _____ Registration Number: _____

Please list all the products you intend to sell: _____

The Permit Holder must maintain a public liability insurance policy during the permit period with a public risks cover of at least \$10,000,000 (ten million dollars). A Certificate of Currency and an Insurance Schedule which details any inclusions and exclusions to the policy must accompany the application. **Important: Tax invoices are not considered sufficient evidence of a Public Liability Insurance.**

☐ Attached

Part 5 – Amendment Requirements

Details of amendments including but not limited to, change of operating hours, change of products to be sold, additional products to be sold, area or section of vending:

The Permit Holder must maintain a public liability insurance policy during the permit period with a public risks cover of at least \$10,000,000 (ten million dollars). A Certificate of Currency and an Insurance Schedule which details any inclusions and exclusions to the policy must accompany the application. **Important: Tax invoices are not considered sufficient evidence of a Public Liability Insurance.**

☐ Attached

Part 6 – Renewal Requirements

Note: Any amendments or alterations to your previous application will need to be reassessed and therefore not classified as a renewal.

The Permit Holder must maintain a public liability insurance policy during the permit period with a public risks cover of at least \$10,000,000 (ten million dollars). A Certificate of Currency and an Insurance Schedule which details any inclusions and exclusions to the policy must accompany the application. **Important: Tax invoices are not considered sufficient evidence of a Public Liability Insurance.**

☐ Attached

The issuing of the permit is subject to:

- The permit holder agreeing to the General Conditions of the permit as contained herein.
- The permit holder agreeing to all Special Conditions which the City of Charles Sturt may determine from time to time.
- The permit holder agreeing to all directions, which the City of Charles Sturt may determine from time to time.
- The permit holder paying the prescribed fees as set out in the City of Charles Sturt's Fees and Charges Register if applicable.

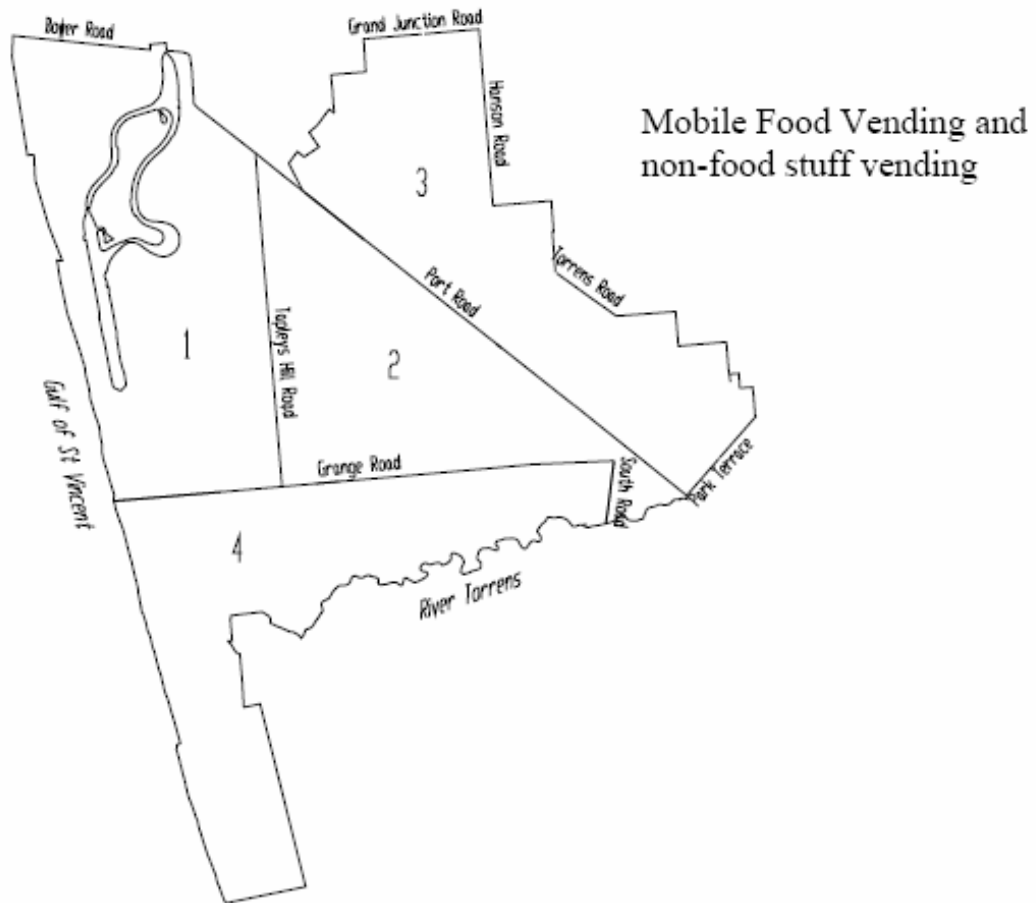
I certify that the above information is true and correct and furthermore in making this application, I acknowledge that I have read, understand and agree to be bound by the permit conditions including the payment of any applicable fee.

Signature: _____ **Date:** ____/____/____

☐ Business owner

☐ Authorised person on behalf of a business

Mobile Food/Beverage Vending and Non-Food Stuff Vending Sections

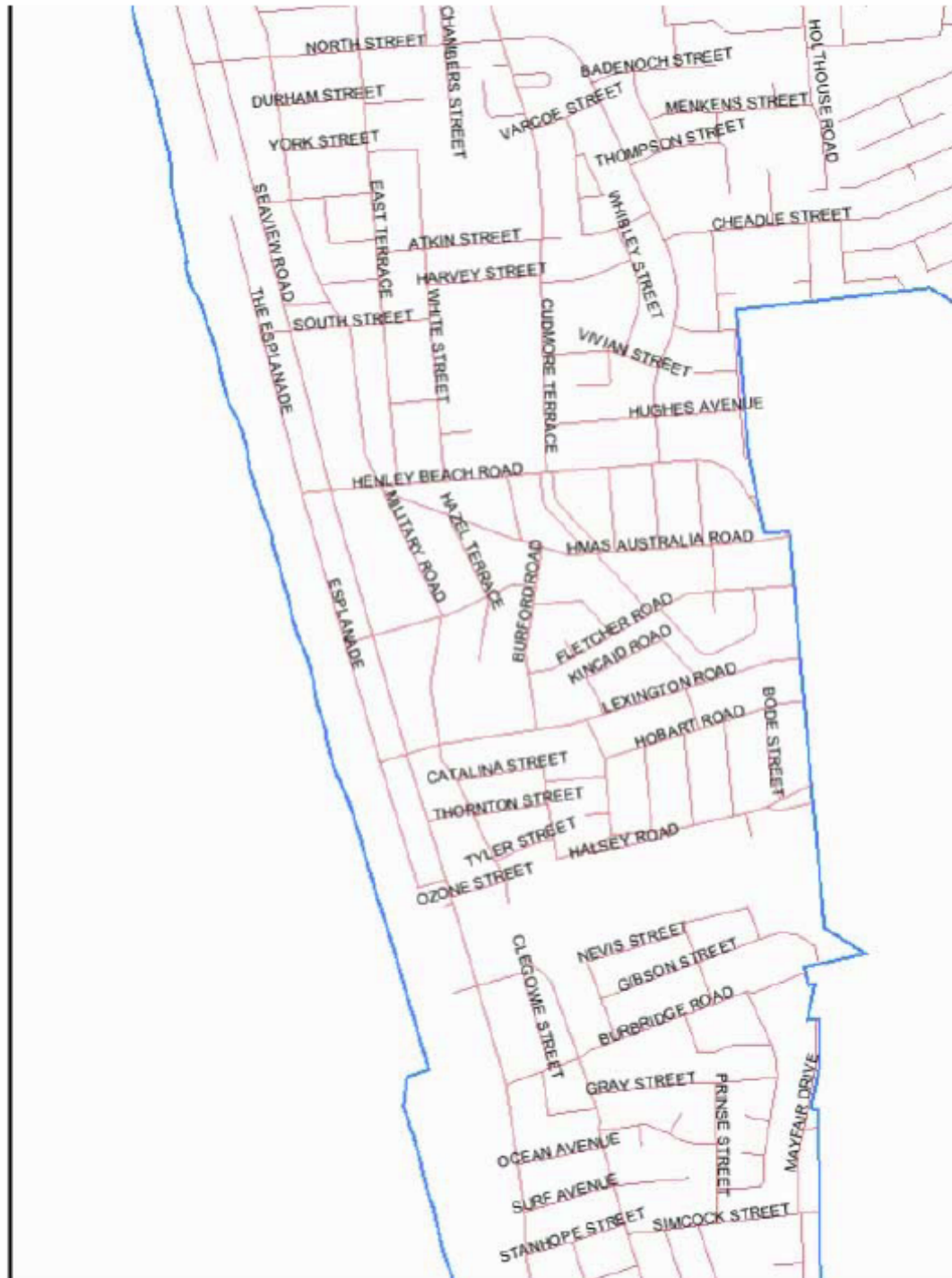


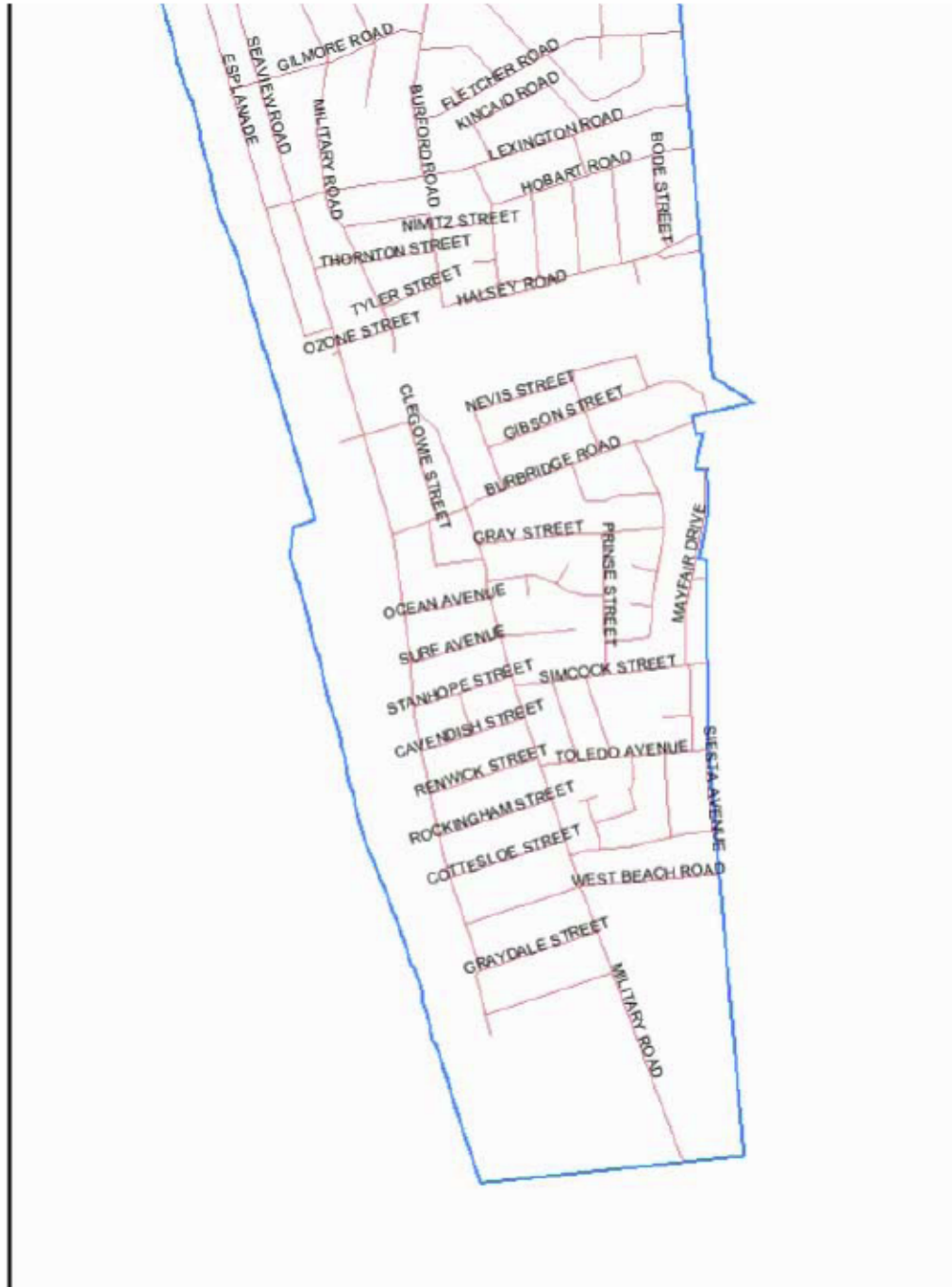
Area 1 – Fort Street to Grange Road – Ice-cream vending



Area 2 – Grange Road to South Street – Ice-cream vending



Area 3 – South Street to River Torrens – Ice-cream vending

Area 4 – River Torrens to City of Charles Sturt Boundary



Conditions of Permit

Vending on Local Government Land

General Conditions as at 1 June 2005

Non Transferable

The permit is non transferable.

Described Activity

The permit is valid only for activity described on the permit.

Dates and Times

The permit is valid only for times and dates on the permit.

Permit Inspection

The Permit must be made available for inspection upon request by an authorised officer or a police officer.

Insurance

The permit holder agrees to indemnify and to keep indemnified the Council its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.

The permit holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.

The permit holder must provide confirmation of insurance to Council. Such a policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.

The permit becomes immediately invalid if the permit holder ceases to have current public liability insurance as set out above.

Failure to Comply

Failure to comply with any condition of the permit will result in the permit being revoked.

Valid Area

The permit is only valid for the area stipulated on the permit.

Display

The permit must be displayed at all times in a manner that is visible to the general public.

Compliance with Other Legislative Requirements

The permit holder must abide by all other State and Federal legislation. The issue of this permit does not absolve the permit holder or their agents from any other overriding legislation.

Amendment to Conditions

The permit conditions may be amended at any time by the issuing authority with or without consultation with the permit holder. In this instance the permit holder will be notified of the changes in writing.

Directions

The issuing authority may add or remove directions to the permit in addition to conditions at any time. Failure to comply with a direction will be taken as failing to comply with a condition of the permit

Available for Inspection

The permit holder must make available for inspection the activity or premise for which this activity refers to at any reasonable time of the day or night.

Changes to the Activity

Any changes to the approved activity contained on this permit must be with prior approval from the issuing authority. This may cause conditions to the permit to be altered. If this is the case a new permit will be issued.

Changes to Circumstances Affecting Validity of Permit

Any changes to circumstances that would affect the validity of the permit must be notified to the issuing authority within 14 days of the change. For example a change to ownership of a company would require notification.

Fees and Charges

This permit is subject to fees and charges as set out in the City of Charles Sturt Fees and Charges Register.

Special Conditions as at January 2008 for Mobile Vehicle/Handcart/Trolley**Validity of Permit**

All permits, except for temporary event vending, are to be renewed annually and are valid between July and June.

Vending from Fixed Locations

Permits may be offered to vendors that allow them to remain in one location to offer their goods for sale. However vendors must remove all plant and equipment from the area at the end of the day or at the conclusion of business, unless special circumstances are evident and prior approval is received to allow plant to remain on site.

Use of Music/Bells

Music or other audible means, eg bell, used for attracting custom is to be kept to a minimum so as not create a nuisance to residents. The music or bell is not be used when the vehicle is stationary.

Hours of Operation

Permit holders are only to operate between 10 am and 7 pm during the months of April to October (inclusive) and between 10 am and 9.30 pm at other times.

Prohibited Locations

The permit holder shall not operate on any declared main or arterial road unless written approval has been granted by Council.

Permit holders will not vend within 1 kilometre of any school between 3 pm and 4 pm.

Warning Signage

The vehicle is to display a sign warning motorists of the likelihood of children in the vicinity.

The permit holder is required to notify Council in writing within 7 days of any change of address of the business.

Food/Beverage Vending

All permit applications that relate to the sale or distribution of any food materials, including drinks, must have lodged a food notification forms, as well as have had undertaken an inspection of any plant that is intended to be

used in line with this permit, by an Environmental Health Officer, prior to the consideration for approval of any permit application.

Special Conditions as at January 2008 for Newspaper/Magazine Vendor

Voice Amplification

Voice amplification is not permitted.

Obstructions

No obstruction is to be caused to pedestrian traffic.

Harassment of the Public

Members of the public must not be harassed, harangued or accosted.

Use of Equipment/Infrastructure

The installation, set up or usage of any infrastructure including chairs, tables, boxes or any other equipment is not permitted unless written approval has been granted by Council.

Condition of Permit Area

The area must be left in a clean, tidy condition and be free of litter.



Mobile Vending Information Guide

This information guide explains the requirements for applying to operate a mobile vending business within the City of Charles Sturt.

Do I need to obtain permission from Council to operate a mobile vending business?

Pursuant to sections 221 and 222 of the Local Government Act 1999, permission is required from Council should you intend to operate your business on a road, street or property owned by Council but is not required if you vend/sell products on private property. The City of Charles Sturt issues the permission in the form of a permit.

For the purpose of the Street Trader Permits Policy, food vending (including beverages) and non-foodstuff vending, the City of Charles Sturt is divided into four sections and a maximum of 3 permits may be issued for each section. (Refer to the Application Form for the map.)

Please be aware that any approval to operate a mobile food/beverage vending business is subject to approval by Council's Environmental Health Department.

Operating at an Event

If a mobile vendor wishes to attend an event being held on Local Government Land an application form must be completed by the vendor and not the event organiser. The event organiser cannot arrange for a permit on someone else's behalf. The application form must be returned along with all the required documentation at least 10 working days prior to the event.

In addition, a Food Event Notification form must be completed and returned to the Environmental Health Department 10 working days prior to the event.

Is public liability insurance required for this permit application?

A copy of the Certificate of Currency with a public risk cover of at least \$10,000,000 (ten million dollars) must be supplied in the name of the vendor and must remain current for the duration of the permit period. The insurance must be valid for the activity you are undertaking as well as for the location of the event. A Certificate of Currency and an Insurance Schedule which details any exclusions to the policy must accompany the application. **Important: Tax invoices are not considered sufficient evidence of a Public Liability Insurance.**

What are the costs associated with getting a permit?

There is an application fee which must be paid upon submitting the application. If the application is approved there will be a non-refundable fee which must be paid before a permit is issued. The fee is documented within Council's Fees and Charges Register which can be found on Council's website or by contacting the Customer Service Centre on 8408 1111.

Additional Information

The issuing of mobile vending permits is regulated via Council's Street Trader Permits Policy. A copy of this policy can be found on Council's website or by contacting the Customer Service Centre on 8408 1111.