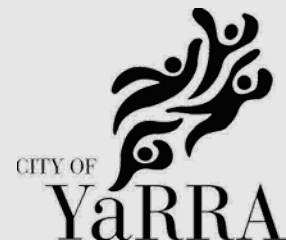


# Application for Temporary Public Space Licence/Permit

(Under General Local Law)

Parties to Agreement: Yarra City Council, 333 Bridge Rd, Richmond AND:



City of Yarra

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Richmond VIC 3121

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E [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au)

W [www.yarracity.vic.gov.au](http://www.yarracity.vic.gov.au)

## Applicant details (the person you want us to communicate with)

|                 |           |
|-----------------|-----------|
| First name:     | Surname:  |
| Street address: |           |
| Suburb:         | Postcode: |
| Contact phone:  | Mobile:   |
| e-mail:         |           |
| Fax:            |           |
| Organisation:   |           |

## Business details (if applicable)

|   |           |
|---|-----------|
| Company name:   |           |
| Trading name  |           |
| ABN or ACN: [ ][ ]-[ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ]  |           |
| Street address(not a postal address):   |           |
| Suburb:   | Postcode: |
| Manager's name:   |           |
| Type of business:   |           |
| Is the organisation not-for-profit? Yes / No  |           |
| Is the organisation a fundraising organisation? Yes / No  |           |
| Victorian Fundraising Registration Number: (must be current)<br>Or, indicate grounds for exemption: |           |

## Details of application:

| Activity proposed:  | Further information & requirements   |
|---|--|
| <input type="checkbox"/> Fundraising collection:  | Fundraising activities must not result in people feeling pressured to accept or subscribe or donate to anything  |
| <input type="checkbox"/> Promotional activity   | Distribution of materials or information with no \$ collection and no pledge programs  |
| <input type="checkbox"/> Food Stall, such as a sausage sizzle or cake stall   | Contact Council's Health Unit for temporary food premises registration, on 9205 5166   |
| <input type="checkbox"/> Gleadell St market community stall   | <p>This stall is <b>only available to community-based organisations within Yarra</b>. Council provides a community stall for use at the Gleadell Street market each Saturday morning from 7a.m. to 1p.m. (Set up prior to 6:45 a.m.)</p> <p>Allocation is on a first-come, first-served basis, with a maximum of 3 bookings per year. This may be reviewed if there is a vacancy at the market on a case – by case basis.</p> <p>Should a booking be forfeited, that group will not be entitled to an additional booking for the remainder of the calendar year.</p> |
| <input type="checkbox"/> Intersection collection  | If approved, we will issue a consent letter that you must give to Victoria Police (VicRoads) when requesting your permit to fundraise  |
| <input type="checkbox"/> Other (please specify)<br><br>Note: In some cases you may also be asked for a traffic management plan. |  |

**Please detail items and quantities to be placed on the footpath:**

|   |
|---|
| Equipment for food handling:  |
| Tables:   |
| Chairs:   |
| Storage boxes:  |
| A-frame sign (size: up to 900mm h X 600mm w; no other promotional signs permitted): |
| Other:  |

**Other requirements:**

|  |        |
|--|--------|
| Preferred date:                                |        |
| Preferred location:<br>(1 location per permit) | Times: |

**Attachments:**

- Letter of permission from occupiers of any premises where you will be placing items on the footpath.
- Certificate of currency for your public liability insurance, minimum \$20 million. Insurance must cover the date of the event and it must name the occupiers of any premises you have permission to place items in front of.
- If setting up goods on Council land a site plan must be provided.
- If distributing leaflets or a product please supply a waste management plan.
- Letter of Authority to fundraise if raising funds on behalf of any charitable or non for profit organisation.

The personal information requested on this form is being collected by Council for the enforcement and administration of temporary public space licenses and permits in accordance with the *General Local Law* and Council's Footpath Trading Policy and Guidelines. The personal information will be used by Council and its contractors for that primary purpose or directly related purposes and may be disclosed as required to by law. The applicant may apply to Council for access and / or amendment of this information.

**Conditions**

- A fee is applicable to all non-charitable organisations
- This licence/permit it is not available for the commercial selling of goods by traders and is only available for fundraising and specific like events.
- Activities are conducted during normal business hours only, including weekends.
- Applicants are generally allowed three licence/permits per annum, however in prime sites this may be reduced to one because of the volume of requests.
- Promotional companies representing the interests of another organisation or company may only receive a maximum of 12 permits per year.
- In the instance that a stall is to be placed on the footpath, the applicant must obtain written permission from the occupant of that premise outside which it is to be placed.
- Details of proposed activities must be forward to council at least 10 working days prior to the date of commencement.
- An out of hours Local Law inspection fee may apply.

**Fees and grant of licence**

Once the application has been approved you will be sent an invoice for the appropriate licence/permit fee. An out of hours Local Law permit inspection fee may also apply.

**Indemnity**

The licensee indemnifies and holds harmless Council against all suits, actions, proceedings, judgements, claims, demands, costs, expenses, losses or damages for which Council becomes or may become liable in relation to the death or injury to any person or the damage to any property in connection with the display of items as authorised by the licence whosoever arising, except to the extent that Council is negligent.

**Declaration**

I /We have read and fully understand and agree to comply with Council's Footpath Licensing Agreement. I / we have notified the owner about this application. I / we understand that my / our licence may be revoked by Council for any breach of these conditions. I / we are authorized to sign on behalf of the applicant organisation.

|                              |              |
|------------------------------|--------------|
| <b>Name</b> (please print):  |              |
| <b>Signature:</b>            |              |
| <b>Position / authority:</b> | <b>Date:</b> |

Please refer to Council's Footpath Policy for additional information.