

Council Use Only	
Date & time form received:	
Received by:	

Roadside Stall/Vendor/Busker Application

Permit on a Public Street

(Form Number – L-COMFRM003)

1 Applicants Details

Applicant's Name	
<input type="text"/>	<input type="text"/>
First	Last
Postal Address	
<input type="text"/>	
Town	Postcode
<input type="text"/>	<input type="text"/>
Contact Phone Number	Contact Email Address
<input type="text"/>	<input type="text"/>

Organisation description (please tick)

- Individual Community/Sporting Organisation Business/Commercial

Purpose of activity (please tick)

- Fundraising for local charity/community group Awareness
 Income generating (directly or indirectly) Entertainment

A fee of \$110 applies to all business/commercial applicants.

Please attach a copy of your public liability insurance.

Individuals may be eligible to apply to Council for public liability cover, costs apply.

2 Stall/Busking

What are you planning to do?

Where are you wanting to do this?

What date/s would you like to do this?

What time will you need to utilise this space (include set up and dismantling time)

What will you have i.e. chairs, tables, vehicles, trailer? Please advise quantities.

3 Temporary Food Vendor

Do you intent to prepare/sell or provide food Yes No

If 'Yes', you must complete this section unless you have advice from Council's Environment Health Officer (you will be required to produce relevant documentation from another Council)

If 'No', go to Section 4

Type of Food Outlet (please tick)

- Open Trestle Table Food Van Tent/Covered Stall
- Other (please specify)

Sale of Food

List of all food/drinks to be sold.

Food Preparation

List foods to be prepared (i.e. cooked, heated, mixed, cut, etc.) **on-site at the event.**

Are any **foods to be prepared anywhere else than at your food outlet?** Yes No

If Yes, please provide details.

Food Storage

Address where food will be **stored prior to transport to event.**

Temperature Control

Explain how potentially hazardous foods will be kept either cold (not more than 5^oc) or hot (not less than 60^oC) **during transportation to the event.**

Explain how potentially hazardous foods will be kept either cold (not more than 5^oc) or hot (not less than 60^oC) **during storage and sale at the event.**

Note: **Potentially hazardous foods** are those that support the growth of bacteria including food poisoning bacteria and include foods such as meat and meat products, seafood, chick, milk and milk products, gravy, mayonnaise, custard, pastry and other similar type products.

Skills and Knowledge

Please describe your food handler knowledge?

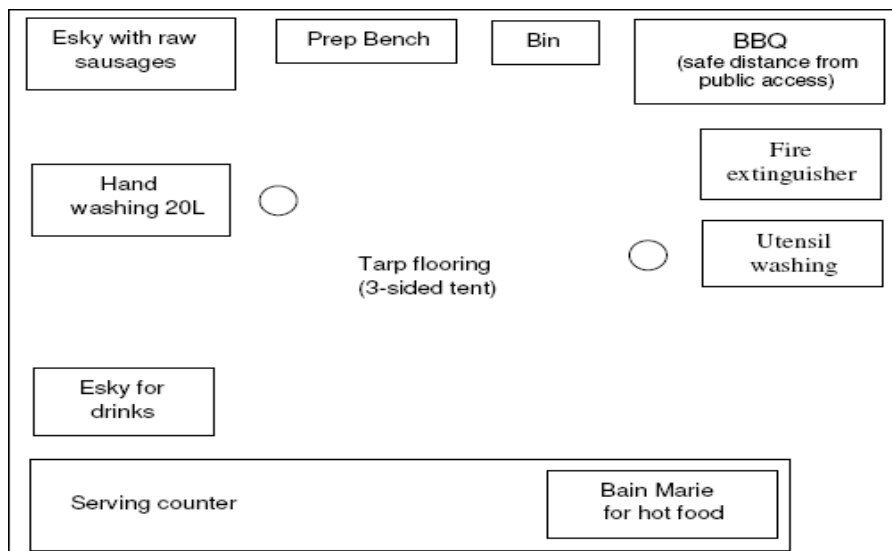
How do you intend to ensure staff have skills and knowledge commensurate with their work activities?

- Food Handler training course (provide evidence)
- Council run course (provide evidence)
- Briefing of staff advising of acceptable food handling practices
- Other (please specify)

Layout

If your food stall has potentially hazardous foods, or food handling (cooking, slicing, mixing, etc.) is involved please attach a plant of your stall. An example below is provided to assist you.

Example Only



Insurance

Please include a copy of current public liability insurance for your organisation.

Food Permit Fee (additional to roadside vendor permit fee)

Please select one option to determine the food permit fee:

- \$26 for a one off event.
- \$55.50 for 3 or more events.
- Community and Charity organisations (Not for Profit) – No charge
- I have discussed with Council's Environmental Health Officer and have provided a copy of my current Food Business Registration with another Council (No charge)

4 Adjoining Property Owner Authorisation

Business Name

Manager's Name

Postal Address

Town

Postcode

I do not object to the proposed goods as detailed in Section 2 of this application from being vended by the applicant in Section 1.

Comments

Signature

Date

5 Undertaking by Applicant

I,

of

hereby make application for a roadside vendor/stall/busking permit on a public street for the dates and times specified.

If applicable, I agree to comply with all the food safety requirements in DHHS 'Guideline for Temporary Food Stalls' and Latrobe Council's frequently asked questions on food labelling and any conditions on the Temporary Food Business Registration for my event.

The applicant agrees to indemnify and hold harmless the Council, their servants and agents, and each of them from and against all actions, costs, claims and charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the user/hirer's use of the facilities.

I undertake to be bound and comply with the Permit terms and Conditions in every respect.

Signature

Date

Checklist

- Copy of current public liability insurance policy.
- Signed Council Managed Facility Hire Agreement in relation to COVID-19 requirements.
- Drawing of stall layout (if required).
- Copy of food handle training certificates (if required).

6 Submission

Applications can be submitted as follows:

- Email to council@latrobe.tas.gov.au and label the subject of your email “Roadside Stall/Vendor/Busker Application”; or
- Mail to PO Box 63, Latrobe, TAS, 7307; or
- Deliver in person to the Council office at 170 Gilbert St, Latrobe.

Personal Information Protection Statement
As required under the Personal Information Protection Act 2004
Personal information is managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates, on request to Council.
Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and if necessary, may be disclosed to other public sector bodies, agents, or contractors of Council, in accordance with Council’s personal information protection policies.
Failure to provide all required information may result in your application not being able to be accepted or processed.

Roadside Stall/Vendor/Busker Application Permit on a Public Street

Latrobe Council Highways By-Law No.2 of 2006

Information Sheet

Council manages all applications for permits to sell goods etc. in accordance with the requirements of Latrobe Council Highways By-Law No. 2 of 2006.

Applications must be submitted on the attached Application for a roadside stall/vendor/busker permit on a public street, footpath or reserve together with the relevant fee/s.

Where it is intended to sell/serve food Section 3 must be completed. Compliance with the Food Act 2003 and the Food Safety Standards are a requirement. Conditions may be placed on this permit. If you have a food business registration with another Council you may not be required to register again. For further information in relation to temporary food premises applications please contact Council's **Environmental Health Officer** on **6426 4444**.

If the temporary food premises application is approved the EHO will issue a certificate to that effect which will enable the application for a roadside stall/vendor/busker permit on a public street to be assessed.

If the temporary food application is refused, the application for a roadside stall will automatically be refused.

In determining whether or not to grant an application for a permit the General Manager **MUST** have regard to relevant traffic conditions and the safety and convenience of the public, and **MAY** have regard to such other considerations as appear relevant in the circumstances.

PERMIT CONDITIONS

1. At all times during the permitted activity, the applicant must display the current permit so that the public can readily view the permit number and expiry date.
2. The permit holder must comply with lawful direction from a Police Officer or an authorised Council officer.
3. The stallholder must not hinder the passage of pedestrians or vehicles.
4. The applicant is responsible for ensuring that they do not create a nuisance that is offensive to the public or use any form of sound amplification.
5. The stallholder or their assigned must not wear or display any offensive advertising material.
6. All material i.e. flyers, rubbish etc generated through the activity is to be removed from the site immediately following the activity.
7. This licence prohibits the applicant from staging their activity at any community festival without the prior, express written consent of the festival coordinator as well as the adjoining landowner.

Other permit conditions as determined with specific relevance to the application submitted may be appended to the final permit.

PLEASE ALLOW FIVE (5) WORKING DAYS FOR PROCESSING OF THIS APPLICATION