

Application for Street Trading Licence

Local Government Act 1995

Public Places and Local Government Property Local Law 2020 Part 8

This form is for the purpose of applying for approval to trade (i.e., selling/ hiring/ offering goods, wares, merchandise or services) on City of Bunbury land.

Please note:

- A non-refundable application fee per location must be paid at the time of submission
- If the desired location and/ or trading times are not available, an officer will be in contact to provide alternative options.
- Annual licence period is from 1 September and 31 August each year and it is the applicant's responsibility to renew the licence
- Any amendments to approved licences will incur an amendment fee refer to the City's fees and charges
- The application will be assessed within 10 working days of receipt. Further information may be requested
- The application will be referred to other relevant departments for comment
- Please refer to the 'Street Trading in the City of Bunbury' Information Sheet (available on the City of Bunbury website), prior to submitting your application.

APPLICANT DETAILS:			
Applicant Name:			
Residential Address:			
Suburb:		Post Code:	
Postal Address:			
Phone:		Mobile:	
Email:			

LICENCE DETAILS:	
Type of Licence:	Roaming <input type="checkbox"/> Stationary <input type="checkbox"/>
Description of Stand, Structure or Vehicle: (Include registration plate details and attach detailed plan and/ or photos indicating layout/ size etc.) NB size restrictions may apply	
Particulars of all goods, wares, merchandise or services in respect of which a licence is being sought: NB should food be sold, a current certificate of food business registration or verification of notification from the local government where the food van is garaged shall be provided with the application	

Specify location for which the licence is being sought:
(For stationary licences, a site plan must be attached detailing the proposed position in relation to the property, roadways, car parking, footpath, buildings, and other structures/ facilities)
NB a separate application will be required if applying to trade in more than one location

Specify the proposed days and hours of trading (in order of preference):
NB a maximum of four hours only per day at any one location is permitted unless otherwise approved by the Manager Community Services

Employee Name/s:			
Employee Address:			
Suburb:		Post Code:	

Signature: _____

Date: _____

I have attached the following in support of my application:

- Application fee – please visit <https://www.bunbury.wa.gov.au/live/your-council/fees-and-charges> to view the current fees and charges for Environmental Health applications. Payment can be made at the City of Bunbury administration building, 4 Stephen Street or over the phone to customer Support on 9792 7000. If you would like to pay by credit card please click here <https://cdn.bunbury.wa.gov.au/wp-content/uploads/2022/07/Fillable-Credit-Card-Authority-Form-1.pdf> and submit form with your application
- A current copy of your third-party public liability insurance with an insured amount of no less than \$10 million. A Licence cannot be issued until a Certificate of Currency has been provided).
- Site Plan (Stationary licence)
- Accurate plan and description of any stall, table, stand, umbrella, vehicle or any other structure that will be located in the street trading area.
- Certificate of Food Business Registration or Verification of Notification (if applicable)

How to lodge your application:

Email: Records@bunbury.wa.gov.au

Post: PO Box 21, BUNBURY WA 6231

In person: 4 Stephen Street, Bunbury