

STREET TRADING LICENCE APPLICATIONS INFORMATION NOTE

Introduction

This information sheet outlines the requirements and restrictions in relation to street trading licences issued in accordance with the *City of Bunbury Local Government and Public Property Local Law 2003*.

When is a street trading licence required?

A licence is required to carry on trading on any street, road or public reserve within the City of Bunbury.

A licence is not required to trade at a public event that has received specific approval from the City. In this instance, prospective traders are required to contact the event organiser for approval to trade at the event.

How do I apply for a licence?

Application forms are available from the City's website at www.bunbury.wa.gov.au, by contacting T 08 9792 7100 or in person at the City's administration office at 4 Stephen Street, Bunbury.

Application forms must be completed in full and submitted with all the required information and application fee.

Traders selling food will be required to comply with the relevant food safety legislation and provide a copy of their food business Certificate of Registration issued by the local authority where they are garaged.

What kind of licence should I apply for?

A roaming licence allows you to trade in a "Mr Whippy van" style i.e. moving around and stopping when a customer waves you down. This type of licence permits you to stop in one place for a maximum of 15 minutes.

A stationary licence permits you to set up and trade in a specific location for a set period of time. A maximum of four hours only per day at any one location is permitted unless otherwise approved by the Manager Environmental Health Services.

You must specify what type of licence you are applying for on the application form.

Are there any locations where street trading is not permitted?

Trading is not permitted within 300 metres of an established outlet selling similar goods or providing a similar service. Trading is also not permitted on footpaths and driveways.

Main Roads WA has advised street trading licensees will not be permitted to trade on any roads or lay bys under their control.

Do I need any other approvals?

Signage may require a Sign Application to be submitted. Please contact the City's Compliance Officer on T 08 9792 7052 for further information.

How long does it take for my application to be processed?

The application is required to be reviewed by the City's Development Coordination Unit (DCU). The application form must be completed in full and submitted along with all of the required items. Failure to do this will delay the assessment of your application. Please allow a minimum of ten (10) working days for processing of your application if all correct documentation has been provided.

Does the City have a designated area for street trading licensees to operate from?

No. There are no plans at this stage to provide a dedicated street trading area. Applicants must identify a location where they would like to trade from.

If my application is approved, is the area I have nominated "my spot"?

No. The licence does not bestow tenure on the site to the licensee and provides no greater right of access to the site than any other street trader licensee or user of the area. The public must still be able to have access to the area if required.

Fines & Penalties

Infringements of up to \$200 can be issued for non-compliance with the *City of Bunbury Local Government and Public Property Local Law*. Prosecutions for offences committed under this *Local Law* incur penalties of up to \$5000.

A street trading licence may also be revoked should licence conditions not be complied with.

Additional Information

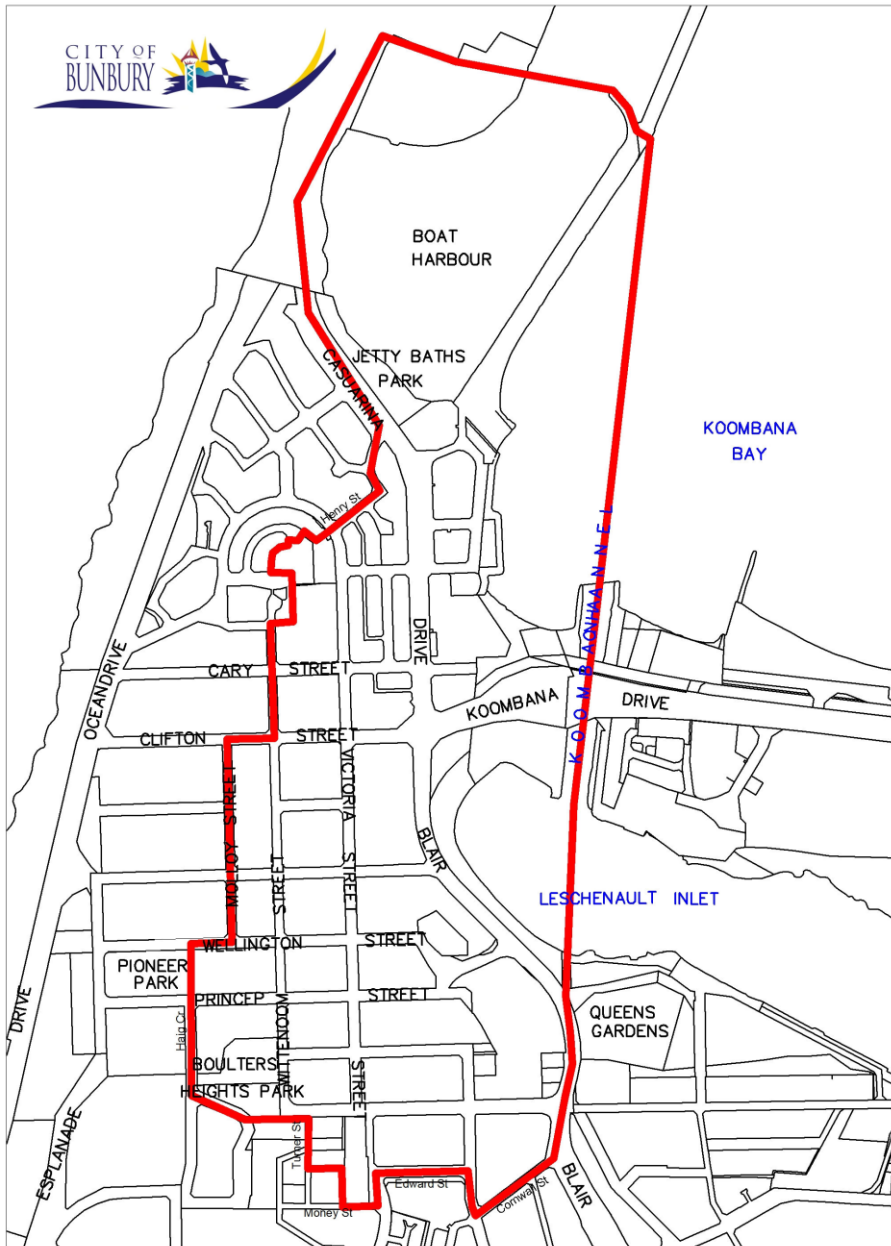
Applicants should be aware of the following:

- All equipment, vehicles, rubbish etc are required to be removed from the trading location at the end of trade each day
- The City may withdraw a street trading licence at any time (to carry out works, hold events etc)
- A vehicle must not be stopped to serve a customer in a manner that causes an obstruction to the flow of traffic, pedestrians or nearby occupants
- You will not be permitted to trade from any City of Bunbury car parking bay without the prior approval of the City Parking Coordinator
- You will not be permitted to stop on the road if you have to exit your vehicle to undertake preparation and/or serve a customer
- You will be required to provide a Certificate of Currency for third party public liability insurance with a minimum value of \$10 million before a licence can be issued

Should you have any further queries regarding street trading licence applications, please contact the City's Environmental Health Services on 9792 7100.

Disclaimer

This information sheet is provided as generalised information. Whilst we aim to keep the content of this document current and accurate, we accept no responsibility or warranties for actions based on the information provided. The City encourages you to seek professional advice before acting on any information contained within this document.



Area Subject to CBD & Marlston Waterfront Street Trading Licensing Fee

For Queries Please Contact City of Bunbury Environmental Health Services on 9792 7100