

Application for Seasonal Street Trading Permit

Applications for Seasonal Street Trading permits can be submitted throughout the year, regardless of season.

Selection criteria for Seasonal Street Trading applications are aligned with the principles contained in Council's *Street Activity Policy* [street-activity-policy-.pdf](#)

You are encouraged to submit supplementary documents, plans and information to support the application.

If there is insufficient room please write 'please refer to attached' in the relevant section and ensure attached documents have the appropriate sub heading.

APPLICANT DETAILS

Title		First Name		Surname	
Company Name					
Unit/Level/Number		Street			
Suburb			Postcode		
Postal Address (if different to above)					
			Postcode		
Phone number during business hours					
Email address					

PROPOSED SEASONS DATES AND TIMES OF OPERATION

Please circle your selection. You may select more than one season.

Season	Summer 1 Dec – 28 Feb	Autumn 01 Mar -31 May	Winter 01 Jun -31 Aug	Spring 01 Sept – 30 Nov
--------	--------------------------	--------------------------	--------------------------	----------------------------

Start Date of Activity

Finish Date of Activity

Days and Times

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
Finish Time							

Provide evidence of any Occupational Health and Safety measures you will have in place for your business proposal? e.g.: OH&S Policy, food safety, safety measures for the site and risk management considerations.

Yes – please find attached.

Have you notified surrounding premises of your proposal and attached a copy of this correspondence as well as all feedback received? **Yes**

In order to minimise any impact on surrounding stakeholders, communication is required prior to submission of your proposal. This is vital to the success of your proposed activity and approval of the street trading site.

Evidence of consultation with neighbouring premises

Please notify nearby owners and occupiers by writing a letter outlining your ‘proposal’ (keeping in mind that you a Seasonal Street Trading Permit has not been approved by the City of Melbourne). It is the applicant’s responsibility to ensure that adequate stakeholder notification is conducted.

A template letter is available to download from our website – click [here](#) to download.

Have you provided a copy of written consent by adjacent property owners/occupiers to use the proposed street trading site in front of their premises **Yes**

The letter of consent should be provided on letterhead and must be signed by both the owner and the occupier. A template letter is available to download from our website – click [here](#) to download.

SECTION 4: INFRASTRUCTURE AND EQUIPMENT

Details of the proposed infrastructure and equipment is attached (e.g.: photos, drawings, specifications) and a list of the infrastructure and equipment proposed to be used is provided below **YES**

Description of infrastructure and equipment:

SECTION 5: FOOD ACT 1984 REGISTRATION

Are you serving food and /or drink? **YES** **NO**

If yes, have you contacted our City of Melbourne Health and Wellbeing ranch to discuss your proposal?
 YES **NO**

Health requirements may vary depending on your proposal. Applicants are required to consult with the City of Melbourne, Health Services Branch about requirements in relation to food legislation. Contact Health and Wellbeing Branch on 9658 8858 or email health@melbourne.vic.gov.au

Successful applicants must provide current Food Act Registration, where applicable before a Seasonal Street Trading Permit may be issued

SECTION 6: APPLICANT DECLARATION – *this section must be signed*

I declare that the information I have provided is true and correct.

Applicant signature		Date	
---------------------	--	------	--

The City of Melbourne is committed to protecting your privacy. The personal information you provide on this application, is being collected by the City of Melbourne for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. Failure to provide the information requested, means your permit application cannot be processed. If you wish to gain access to, or alter any personal information you have supplied to the City of Melbourne whilst completing this application, please contact us on 03 9658 9658. Access our privacy statement at <http://www.melbourne.vic.gov.au/Pages/Privacy.aspx>

SECTION 7: PUBLIC LIABILITY INSURANCE

I will provide a copy of my Public Liability Insurance to the City of Melbourne if approval is granted by Council at least 10 working days prior to operation of the Seasonal Street Trading site **YES**

\$20,000,000 minimum Public Liability Insurance is required clearly indemnifying the Council against any claims whatsoever for the duration of the Seasonal Street Trading Permit if approved by Council. (An invoice is not proof of insurance).

SECTION 8: FEES (DUE TO COVID, FEES HAVE BEEN TEMPORARILY WAIVED)

Social enterprises, registered charities, legally recognised not-for-profit and some organisations may be eligible for a fee waiver. Please refer to the Seasonal Street Trading fact sheet for more information.

During non-covid times, Fees are \$300.00 per calendar month. Fees are charged pro-rata (for each calendar month trade occurs). Fees have been temporarily waived for Seasonal Street Trading permit holders until further notice.

Additional information or approvals may be required to process your application.

HOW TO APPLY:

Please submit the completed form and attachments by:

<p>✉ Email street.trading@melbourne.vic.gov.au</p>	<p>Enquiries: ☎ 03 9658 9658 ✉ street.trading@melbourne.vic.gov.au</p>
------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------