



# Application for Casual Street Trading Cylinder Permit

Please read the **Casual street trading fact sheet** prior to completing this form.

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

## 1. APPLICANT DETAILS – Who is making this application?

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					

## 2. PROPOSED LOCATIONS AND DATES

Nominate the location of the cylinder you wish to use in order of preference, from 1 to 5 and the intended permit period. Note, only one cylinder will be allocated if the applicant is successful.

**Please number 1-**

<input type="checkbox"/>	Adjacent to 461 Bourke Street	<input type="checkbox"/>	Adjacent to 60 Elizabeth Street
<input type="checkbox"/>	Adjacent to 156 Elizabeth Street	<input type="checkbox"/>	Spencer St, West of Bourke St
<input type="checkbox"/>	Adjacent to 236 Swanston Street		

**How long do you want to trade? How many days/weeks? (please tick)**

Please tick  1 - 10 days  11 – 30 days  Over 30 days – 3 months (maximum) please advise \_\_\_\_\_ (e.g: 45 days)

**Proposed dates, trading hours and days of operation**

From \_\_\_\_\_ to \_\_\_\_\_ Trading hours \_\_\_\_\_ (e.g. 10am – 5pm)  
DD/MM/YY DD/MM/YY

Please tick  Mon  Tues  Wed  Thur  Fri  Sat  Sun





## 6. FOOD ACT 1984 REGISTRATION

Are you serving food and /or drink?

Yes *please read information below.*

No *proceed to Part 7.*

Food and/or drinks sold from the cylinder will be assessed under the Food Act 1984.

All food and/or drinks sold from the cylinder must be low-risk and pre-packaged (Class 4).

Applicants are required to comply with the Food Act 1984. For further information regarding food legislation contact the Health and Wellbeing Branch on 9658 8858 or email

[health@melbourne.vic.gov.au](mailto:health@melbourne.vic.gov.au)

Successful applicants must submit a 'Notification of a Food Premises – Class 4' application to the Health & Wellbeing Branch, to operate from the cylinder.

## 7. PUBLIC LIABILITY INSURANCE

I will provide a copy of my Public Liability Insurance to the City of Melbourne in order for a permit granted by Council at least 10 working days prior to operation of the cylinder  Yes

\$20,000,000 minimum Public Liability Insurance is required clearly indemnifying the Council against any claims whatsoever for the entire duration of the cylinder once approved by the City of Melbourne.

## 8. APPLICANT DECLARATION – this section must be signed

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

Applicant signature		Date	
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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>

### Casual Street Trading Permit fees -

1. \$100 for permits issued ranging from one to ten days;
2. \$200 for permits issued from 11 days up to one month;
3. \$300 monthly permit fee for each cylinder trading more than one month

Please note that the permit fee is required to be paid in full prior to the permit and keys to the cylinder being issued. No full or partial refund of the permit fee will be made.

### Submitting the application -

 <b>Email</b> <a href="mailto:street.trading@melbourne.vic.gov.au">street.trading@melbourne.vic.gov.au</a>	<b>Enquiries:</b>  03 9658 9658  <a href="mailto:street.trading@melbourne.vic.gov.au">street.trading@melbourne.vic.gov.au</a>
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