## **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 <u>street-activity-policy-.pdf</u>

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	First Name		Surname	Э	
Company Name							
Unit/Level/Number			Street				
Suburb					Postco	ode	
Postal Address (if different to above)							
						Postco	ode
Phone number during business hours			6				
Email address							

## **PROPOSED SEASONS DATES AND TIMES OF OPERATION**

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

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

## SECTION 1: BUSINESS PROPOSAL AND MARKETING STRATEGY

Clearly articulate your business proposal in this section supported by a business plan and marketing strategy. Describe your resources, technological systems and people used to deliver the proposed activity in the public place.



## SECTION 2: PRODUCTS AND/OR SERVICES

The variety and range of products and services offered may be seasonally oriented and should be complementary to existing street uses. Outline your approach to innovation and how your product is unique and distinctive. To better illustrate your business proposal please attach product /service brochures and/or photos.

#### SECTION 3: LOCATION, ACCESSIBILITY AND SAFETY

You may nominate more than one site in your application, but will only be entitled to one permit to operate at a maximum of two sites. If you would like to nominate more than one site please attach information addressing the following requirements in Section 5 in relation to each additional site.

The variety and range of products and services offered may be seasonally oriented and should be complementary to existing street uses. Outline your approach to innovation and how your product is unique and distinctive. To better illustrate your business proposal please attach product /service brochures and/or photos.

Please provide the exact location of your proposed street trading site and advise why this is a suitable location:

#### A site plan with dimensions of the proposed location is attached 🗌 Yes

The site plan must show the location of the proposed site, building lines, trees, light poles, public bins and other street furniture and street features as well as measurements such as pedestrian clearance, size of street trading site and any other relevant measurements.

#### Photos of the site and surrounding locality are attached $\Box$ Yes

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**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  $\Box$  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 <u>here</u> 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  $\Box$  **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?

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 <u>health@melbourne.vic.gov.au</u>

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	
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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 <a href="http://www.melbourne.vic.gov.au/Pages/Privacy.aspx">http://www.melbourne.vic.gov.au/Pages/Privacy.aspx</a>

## 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:

Email <u>street.trading@melbourne.vic.gov.au</u>	Enquiries: ☎ 03 9658 9658 ⊠ <u>street.trading@melbourne.vic.gov.au</u>