



# APPLICATION FOR PERMIT

Community Local Law 2019 Schedule 1 (Clause 9)

This form is used for: Street Furniture.

Office Use Only  
Records Department

Property No:

File No:

Document No:

Application for permit:  New  Renewal

## APPLICANT DETAILS:

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

Day & hours of operation: \_\_\_\_\_

Contact name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Would you prefer to receive all correspondence via email?:  YES  NO

| Type of permit  | Qty                   | 2023/2024 Fees and charges | \$      |
|---|-----------------------|----------------------------|---------|
| <input type="checkbox"/> CL. 53 Displaying goods for sale   | 1                     | per premises               | \$65.20 |
| <input type="checkbox"/> CL. 53 Outdoor Eating Facilities _____ tables & _____ chairs                               |                       | table & chairs             | \$65.20 |
| <b>Will alcohol be served at the table?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO                |                       |                            |         |
| <input type="checkbox"/> CL. 53 Advertising signs   | one sign per premises | Size _____ x _____         | \$65.20 |
| <b>Type of sign</b> <input type="checkbox"/> A-Frame <input type="checkbox"/> Banner <input type="checkbox"/> Other |                       |                            |         |

Note: permit fee includes GST. Total

**Details of Public Liability Insurance to the sum of not less than \$20 million must be provided.**

**Please attach a copy of your current Certificate of Currency.**  Attached

I acknowledge that if lodging this request electronically, Council will accept this Communication as containing my signature for the purposes of the Electronic Transactions (Victoria) Act 2000 (Vic).

Signature of Applicant:

Date:

Print name:

(if lodging electronically type name and signature here)



# APPLICATION FOR PERMIT

## PUBLIC LIABILITY INSURANCE REQUIREMENTS

**This is to be signed and returned with application form and Certificate of Currency.**

**If you are unable to provide a certificate of currency prior to the expiry of your current permit, please submit the application and provide the Certificate of Currency at a later date.**

The applicant shall at all times during the period of the permit, be the holder of a current public liability policy of insurance ('The Public Liability') in response of the activities specified in the permit in the name of the applicant providing coverage for an amount of not less than \$20,000,000.

The Public liability policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Buloke Shire Council. The public liability policy shall extend to cover the Buloke Shire Council in respect to claims for personal injury or property damage arising out of negligence of the applicant.

The minimum amount of public liability insurance required under this Agreement may be reviewed and adjusted by council;

Each year within 14 days of the renewal of the public liability policy, the applicant shall forward to the Council a Certificate of Currency from the insurance company or an insurance broker.

If requested the applicant will supply the Council with a copy of the public liability insurance policy document within 14 days of the date required.

I have read Council's abovementioned Public Liability Insurance requirements for Footpath Trading, and understand my obligations pertaining thereto. I understand that the issue of a permit is subject to my payment of the applicable annual fee and Council's approval of my public liability insurance policy.

### PRIVACY NOTIFICATION

Council is collecting the personal information requested on this form for the purpose of carrying out its functions under the *Local Government Act 1989*. This information will be used solely by council, for the primary provision of its Local Law services. Council may disclose this information to other government bodies or contractor or where there is a legislative requirement. The applicant understands that the personal information provided is for the efficient running of Local Law Services, and that he or she may apply to council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer.

I, the undersigned understand and agree to the privacy notification outlined above.

In making this application, it is hereby acknowledged that the permit guidelines have been **examined by me/us** and I/we are aware of and accept that, if this application is approved, the conditions, indemnities and other authorities and requirements set out in that document become part of the permit agreement.

Signature of Applicant

Date

Print name

*(if lodging electronically type name and signature here)*

### Privacy collection notice

Council collects your personal information for the purposes specified on this form and directly related purposes. Incomplete information on the form may result in Council not being able to process your application. Information provided on this form is kept securely and Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the use by Council and that they may apply to Council for access and/or amendment of the information or make a complaint by contacting Council on 1300 520 520 or email [buloke@buloke.vic.gov.au](mailto:buloke@buloke.vic.gov.au).



# APPLICATION FOR PERMIT FORM OF INDEMNITY

This section is to be completed by the permit holder or their authorised representative

I  of   
*(Name of person)* *(Address of person)*

**in the State of Victoria, holding the position of**

*(Role or position in business)*

in the business named  with ABN or ACN   
*(Business name)* *(Australian Business or Company Number)*

of   
*(Business address)*

**for which business I am duly authorised to sign this indemnity, in consideration of the Permit for**

Footpath Trading - Section/s   
*(The nature of the permit)*

**on the Footpath or Road, being granted to**

*(Name of the person or incorporated Business Name on the permit)*

(referred to as "the Permit Holder") HEREBY COVENANTS with BULOKE SHIRE COUNCIL (hereinafter referred to as "the council") that unless caused by a breach of statutory duty or common law by the Buloke Shire Council or any of its officers, agents, employees or contractors, the Permit Holder agrees to indemnify the Council and keep the Council indemnified from and against all and any damage, loss, cost or liability incurred or suffered by any person as a result of the Permit Holder's failure to comply with any conditions of the Permit granted by the Council, or any other failure to comply with any relevant law, lawful duty or obligation giving rise to any damage, loss, cost or liability incurred or suffered by any person as a result of or in any way associated with the exercise of this permit.

*I acknowledge that if lodging this request electronically, Council will accept this Communication as containing my signature for the purposes of the Electronic Transactions (Victoria) Act 2000 (Vic).*

### SIGNED SEALED AND DELIVERED by

*(Print Name)*

Signature

*(Print Position)*

Date

*(if lodging electronically type name and signature above)*

### in Victoria in the presence of:

*(Print Witness Name)*

Signature   
*(Witness Signature)*

Date

## CHECKLIST

- Have you read, and does your application comply with, Council's Footpath Trading Guidelines? A copy of Buloke Shire Council Community Local Law 2019 is available on Council's website: <https://www.buloke.vic.gov.au/local-laws>
- Have you provided a copy of your Public Liability Insurance (Certificate of Currency)?  
A copy of an Insurance invoice is **not** sufficient documentation.

**If you are unable to provide a certificate of currency prior to the expiry of your current permit, please submit the application and provide the Certificate of Currency at a later date.**

- Have you completed the Fee Schedule and Calculation Worksheet, specifying what you have applied for and the cost? (Page 1)
- Have you signed the application form on Page 1?
- Have you completed and signed the Public Liability requirement form on Page 2?
- Have you completed and signed the indemnity form on Page 3?
- NEW APPLICATIONS ONLY - Have you provided a dimensioned plan detailing the location for display of goods on footpath or outdoor furniture, including screening for outdoor eating?

## APPLICATION PROCESS

- Pages 1, 2 & 3 of this form together with Public Liability Insurance requirements, site plan (if required) and payment must be lodged at Council's Wycheproof Office. (Please be aware if your application is unsuccessful or withdrawn, the Permit Fee will not be refunded).
- If required, an on site inspection will occur, which will include measuring outdoor furniture facility area, and display of goods area to ensure compliance with Local Law and not increase risk to property or personal safety.
- When approved by The Chief Executive Officer or his/her delegate, a permit will be issued.
- ***\$65.20 (non refundable) application fee (excluding raffle permits) to be paid when form is lodged. On approval of permit a \$65.20 annual fee applies.***

## ENQUIRIES

Please contact Local Laws staff at the Council offices located at:  
367 Broadway, Wycheproof VIC 3527

Postal address: PO Box 1, Wycheproof 3527.

Phone: 1300 520 520 Fax: 5493 7395  
Email: [buloke@buloke.vic.gov.au](mailto:buloke@buloke.vic.gov.au)