

# East Gippsland Shire Council

273 Main Street (PO Box 1618)  
Bairnsdale VIC 3875  
Website [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)  
Email [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)  
Follow us on Twitter @egsc



Telephone: (03) 5153 9500  
Fax: (03) 5153 9576  
National Relay Service : 133 677  
ABN: 81 957 967 765

## Application for Trading Permit

General Local Law 2017

This permit has a fee of \$117.00 Not for Profit Organisations do not pay.

There are some hard words in this form. The hard words are in blue. You can read what they mean on page 2

Please use block letters and a black pen.

Organisation name:				
Person responsible:				
Postal address:			Postcode	
Phone number: Work:		Mobile:		
Email address:				
Trading address:				
			Postcode	
First day of trading: ____/____/____		Last day of trading: ____/____/____		
Trading Start time: ____ <input type="checkbox"/> am <input type="checkbox"/> pm		Trading finish time: ____ <input type="checkbox"/> am <input type="checkbox"/> pm		
Details of product or services provided: _____				
_____				
_____				

Insurance: Please attach a copy of insurance

Insurer name: \_\_\_\_\_

Policy number: \_\_\_\_\_ Policy expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sum insured: (minimum \$20 million public liability insurance) \_\_\_\_\_

Please attach:

- A complete overview of the proposed activity including, availability of parking, effect on traffic, site map, effect on other traders or residents in the area, public risk and safety strategies.
- Any other important information

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Office Use Only:

Reference Number: LL/PP \_\_\_\_\_ Method of Payment : ☐ Cash ☐ Credit Card ☐ Cheque ☐ Eftpos

Amount Paid: \$ \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Receipt Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

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## Rules for Trading Permit

General Local Law 2017

This permit relies on the permit holder meeting all of these rules and any other [statutory obligation](#) associated with the activity.

1. You must apply to the East Gippsland Shire Council for Goods on Footpath Permit (if needed).
2. You must provide Council a copy of your public liability insurance.
3. The licence holder is required to limit its operations to meet with the management plan as set out in the application submitted to Council.
4. The applicant is responsible to make sure no damage is caused to Council's assets, in the event of any property damage the applicant must fix, repair, replace, or repay Council for any costs as a result of the damage. The applicant is responsible to identify any [hazard](#) or potential damage issue prior to putting up, placing or inserting any object on or into Council land.
5. The site or venue must be left in a clean and tidy condition. All equipment, goods and materials must be removed from the site at the finish of the event. It is the responsibility of the applicant to remove all litter from the event and make sure that any litter is collected and disposed of in an a suitable manner. Where extra emptying of litterbins may be needed; arrangements should be made with Council's Waste Department.
6. The applicant will be required to pay a commercial rental fee for the occupation of the site and may be required to pay an upfront bond deposit.
7. Mobile food vending vehicles are prohibited from trading in or within a 500 metre buffer zone from the central business district of towns.
8. Mobile food vendors are not permitted to operate prior to 8.00am weekdays and 9.00am weekends and public holidays or during hours of darkness. For Mobile food vendors that wish to trade during the hours of darkness you must supply lighting that meets the requirement of Council. Council officers will meet onsite to ensure safety requirements are met.

### Hard Words:

**Statutory Obligation:** A required course of action to which a person is morally or legally bound

**Hazard:** A danger or risk.

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## Submitting your application:

<b>Mail</b>	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
<b>Electronic</b>	Fax to 03 5153 9576 Email to <a href="mailto:feedback@egipps.vic.gov.au">feedback@egipps.vic.gov.au</a>	
<b>In Person</b>	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 9.00am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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