

Registration No.: \_\_\_\_\_ (TIPP) (office use only)

## APPLICATION FOR LICENCE TRADING IN PUBLIC PLACES

\* Please allow for 10 business days processing time.

**FEES:**

**Non-Food Related Fees**

Application \$35     (96) plus:

\$30    (daily fee)     (134)                      \$117    (1 week)     (135)

\$249 (1 month)     (150)                      \$370 (3 months)     (365)

\$493(6 months)     (136)                      \$944 (12 months)     (137)

Plus trading location inspection fee payable on initial application \$73 (no GST)  (132)

Expedited service fee: For applications received between 3 – 10 working days before the approval is required. \$146  (158)

**NOTE: COMMUNITY & CHARITABLE ORGANISATIONS ARE EXEMPT FROM FEES, AS ARE COMMERCIAL OPERATORS TRADING AT AN APPROVED COUNCIL EVENT ON A ONCE OFF OCCASION. EXEMPTION DOES NOT APPLY TO EXPEDITED SERVICE FEE.**

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

ABN: \_\_\_\_\_ Trading Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postal Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Location of proposed Trading Activity (submit plan indicating the precise location):

\_\_\_\_\_

Name and address of assistants/persons other than the applicant expected to be employed or otherwise engaged in trading (see Page 3 – Proposed Traders List):

\_\_\_\_\_

Proposed hours of operation: \_\_\_\_\_

Proposed dates of operation: \_\_\_\_\_

Details of products/ services being sold or displayed: \_\_\_\_\_

Details of public liability insurance (submit a copy of certificate of currency) \_\_\_\_\_

\_\_\_\_\_

Details of proposed stall, including size, materials etc:

\_\_\_\_\_

\_\_\_\_\_

- The stall is  covered with marquee/tent       inside a building       uncovered  
 other (please specify) \_\_\_\_\_
- If covered with a marquee/tent, please provide the number and dimensions of the structures and complete the attached checklist if the size of the marquee/tent is greater than 9m<sup>2</sup> (e.g. 3x3) \_\_\_\_\_
- For any temporary structure <55m<sup>2</sup> e.g. stage, please provide the dimensions and specifications of the structure and complete the attached Certificate of Temporary Structure \_\_\_\_\_
- For any temporary structure >55m<sup>2</sup>, please provide the dimensions and specifications of the structure and attach a Certificate of Structural Compliance Certificate signed by a Structural Engineer \_\_\_\_\_
- For any amusement structure(s), please attach a copy of each plant's registration with WorkSafe to demonstrate compliance with Occupational Safety and Health Regulations 1996 and AS3533 as well as a record from log book showing most recent inspection and maintenance performed on the structure. If the plant is considered as Class 1 structure which is exempt registration, please provide supporting documentation and justification.

Declaration: I, \_\_\_\_\_ (name of applicant) make this application and declare that the information contained in this application is true and correct in every particular.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

In case of a company, the signing officer must state position in the company.

Position (if applicable): \_\_\_\_\_

Declaration: I, \_\_\_\_\_ (name of owner/agent of property) have granted the abovementioned applicant permission to trade on the abovementioned property. I consent to this application and I understand my legal obligations in relation to City of Kwinana's Activities on Thoroughfares and Public Places and Trading Local Law 2011.

Signature of property owner/agent: \_\_\_\_\_

Date: \_\_\_\_\_

In case of a company, the signing officer must state position in the company.

Position (if applicable): \_\_\_\_\_



## Form 6 - Marquee Checklist

I, being the owner/agent hereby certify that the following items identified on the checklist have been checked and are completed in respect of:

Marquee Location: \_\_\_\_\_

Description: \_\_\_\_\_

Street number: \_\_\_\_\_ Street: \_\_\_\_\_

Suburb: \_\_\_\_\_

Construction/extension/alteration of which was complete on: \_\_\_\_\_

### CHECKLIST

1. Anchorages are adequate and holding fast
2. Describe the soil type and soil holding parameters \_\_\_\_\_
3. Wall and roof bracing is installed and adequately tensioned
4. All ropes or tension straps are in good order and correctly fastened
5. Fabric is tensioned and not prone to ponding
6. Exits are correctly identified and not obstructed
7. Exposed ropes and stakes are identified and will not cause a tripping hazard
8. All locking pins and bolts are in place and correctly tensioned
9. All structural supports are sound
10. Fabric has no unrepaired tears
11. Flooring is even and there are no tripping hazards
12. Walls are adequately secured
13. Rope and pole tent has its full compliment of side uprights, anchor stakes, pulley blocks and guy ropes
14. Rope and pole tent hoists are secure and can only be released by an authorised person

Signature: \_\_\_\_\_ Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Form 7 – Certificate of Temporary Structure

In the event that an Engineer's Structural Report cannot be provided by the supplier of a temporary structure (e.g. tent, marquee, amusement ride or stage), this form must be completed by the supplier. This applies to all events held in the City of Kwinana.

I certify that the structures supplied:

By: \_\_\_\_\_ (Name of Business)

For: \_\_\_\_\_ (Name of event/activity)

On: \_\_\_\_\_ (Date)

Will be constructed in a safe manner. I further acknowledge that any claims arising out of injuries resulting from inadequate construction will be met by

\_\_\_\_\_ (Name of Business).

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_