**Applicant Details**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First Name | | Last Name | | | | | | |
| Business Name | | | | | | | | |
| Address of Business Premises | | | | Post  Code |  |  |  |  |
| Postal Address | | | | Post  Code |  |  |  |  |
| Business Phone | Private Phone | | Mobile | | | | | |
| Email | | | | | | | | |

**Type of Permit Required** (tick whichever is applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Erecting or placing advertising sign (one sign per premises ONLY)** | |  | $64.00 permit fee |
| **Roadside Trading – separate application form must be completed** | | | |
| **Display of Goods for sale** | |  | $64.00 permit fee |
| **Outdoor eating facility - small (up to 4 tables and a maximum of 12 chairs)** | |  | $162.00 permit fee |
| **Outdoor eating facility – large (more than 4 tables and over 12 chairs)** | |  | $330.00 permit fee |
| Fees current 2023-2024 financial year and subject to increase on 1 July each year | **TOTAL FEE PAYABLE** | |  |
|  | **RECEIPT NO.** | |  |

|  |  |
| --- | --- |
| **NEW PERMIT – Mandatory information** | |
| Details of Public Liability Insurance. **Attach Certificate of Currency** |  |
| **Complete the Form of Indemnity on page 2** |  |
| Plan or map of the location, pinpointing location of sign, display or facility |  |
| Specification of sign, display, furniture (e.g. materials contrasted with, size etc.) |  |
| **RENEWAL - If no changes sign declaration and Form of Indemnity.**  **Use payment details on your renewal letter and email this signed form with receipt date & amount to** [**latrobe@latrobe.vic.gov.au**](mailto:latrobe@latrobe.vic.gov.au)  **Include updated Insurance Certificate of Currency.** | **Register reference number on renewal letter** |

**Declaration and signature of Applicant**

I the applicant have read the Guidelines and Permit Conditions for Footpath Trading and agree to comply with them.

I the applicant recognise I am responsible for any damage or injury arising from the footpath trading activities I have detailed above.

|  |  |
| --- | --- |
| Signature | Date |

**Notification Statement:**

Latrobe City Council is collecting this information solely for its permit database. The information is only for Latrobe City Council for this purpose and will not be disclosed unless required under law. For further information on privacy, please consult Council’s [Citizens Confidentiality and Privacy Policy](http://www.latrobe.vic.gov.au/Information_Pages/Privacy_Statement).

**Please refer to FOOTPATH TRADING GUIDELINES** [www.latrobe.vic.gov.au/FootpathTradingPermits](http://www.latrobe.vic.gov.au/Our_Services/Permits_Fines_and_Local_Laws/Footpath_Trading_Permits)

**OFFICE USE ONLY**

|  |  |  |
| --- | --- | --- |
| **New applications:** Ledger No: CL.R58111373 | Renewals: RG/FOOTPATH/register reference on renewal letter  Renewals: eServices/Register Permit Payment/  FOOTPATH/register reference on renewal letter | |
| **IM & RECEPTION STAMP** | | **HAVE YOU ATTACHED:**  All Mandatory Documents Above |

**Methods of Payment - New Applications**

|  |  |  |
| --- | --- | --- |
| **Mail** | Post the completed and signed application together with copies of supporting documents and cheque or money order payable to **‘Latrobe City Council’** to:  PO Box 264 Morwell VIC 3840**.** | |
| **In Person** | Bring the completed form and supporting documents with cash, cheque, EFTPOS or credit card to any of our Service Centres and Libraries (EFTPOS only at Morwell Library): | |
|  | 141 Commercial Road, Morwell  34-38 Kay Street, Traralgon  1-29 George Street, Moe  Philip Parade, Churchill  Saturdays | Monday – Friday 9.00am – 5:00pm  Monday – Friday 8:30am – 5.15pm  Monday – Friday 8:30am – 5.15pm  Monday – Friday 8:30am – 5.15pm closed 12noon to 1pm  Saturday 9am – 12pm (Moe & Traralgon Service Centre & Libraries, Morwell Library) |

**Methods of Payment - Renewals refer to your renewal letter**

**FORM OF INDEMNITY**

THIS INDEMNITY is given the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ 20\_\_\_, by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called “the Indemnifier”) to THE LATROBE CITY (hereinafter called “the Council”).

WHEREAS the Indemnifier has applied to the Council for authority to use portion of a road or other public area within the Municipal district under the Council’s streets, roads and other public places Local Law.

NOW THIS INDENTURE WITNESSES that in consideration of the Council granting such authority the Indemnifier INDEMNIFIES and will KEEP the Council INDEMNIFIED against any and for all damage to or loss of any equipment and property owned by or under the control of the Council or in adjacent to the area wherein such permit \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is situated and against any claim arising out of all injuries and damage suffered by any person whatsoever including the Indemnifier or employee or agent or sub-contractor or any customer of the Indemnifier resulting from the use of the said area in the manner and for the purposes aforesaid.

**\*Insert what the Permit has been applied for.**

SIGNED by the said Authorised person named on )

Application: )

)

) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant