

Application for General Local Laws Permit

Community Amenity Local Law No.2 2016

General Permit under Community Amenity Local Law No. 2 2016

2026 - 2027

Includes activities such as Footpath Fundraising and Street Stall*

Use separate form for permit to busk, footpath trading outside own business and keeping of animals

Applicant or owner details

First name:		
Last name:		
Representing (organisation or company):		
Postal address for return of permit:		Post code:
Address of person or organisation:		Post code:
Email:		
Business hours phone:	After hours phone:	Mobile:

Permit details

Permit type	
State your activity (complete additional information sheet if you require more space)	
Location	
Date	
I wish to be able to	
Items for sale (if applicable)	<input type="checkbox"/> Food <input type="checkbox"/> Craft <input type="checkbox"/> Raffle tickets <input type="checkbox"/> Not applicable <input type="checkbox"/> Other:
Indemnity signed on page 2	<input type="checkbox"/> Yes (mandatory)
Insurance certificate of currency	<input type="checkbox"/> Not applicable for individuals <input type="checkbox"/> Yes (organisations must provide insurance certificate of currency showing public liability cover)

Payment details

Total fee payable	\$72.00
Receipt number	

* **Street Stall applicants** conducting a BBQ or selling food are also required to register with on the Foodtrader website <https://foodtrader.vic.gov.au/> and also with Council's Heath Team.

Further information can be found on our website at www.latrobe.vic.gov.au/foodstalls

Applicant's declaration

I understand that the submitting of this application including any fee paid does not deem permit is granted, my application will be assessed, and I will be advised of the outcome.

Signature	Date
Signature of parent or guardian	Date

Applicants under the age of 18 years require permission from a parent or guardian.

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](#).

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.

SIGNED by the Said)
 in Victoria) _____
) Signature of Applicant

OR
 THE COMMON SEAL OF)
 was hereunto affixed in)
 accordance with its Articles)
 Association in the presence of)

Director: _____ Secretary: _____

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

Submitting your application

Mail	Post the completed and signed application together with copies of required documentation and cheque or money order payable to 'Latrobe City Council' to PO Box 264 Morwell VIC 3840.	
In person	Bring the completed and signed application together with copies of supporting documents and payment to any of our following Service Centres and Libraries. Cash and cheques not accepted at Morwell Library.	
	141 Commercial Road, Morwell	Monday to Friday, 9am to 5pm
	63-65 Elgin Street, Morwell	Monday to Friday, 8.30am to 5.15pm Saturday, 9am to 12noon
	34-38 Kay Street, Traralgon	Monday to Friday, 8.30am to 5.15pm Saturday, 9am to 12noon
	1-29 George Street, Moe	Monday to Friday, 8.30am to 5.15pm Saturday, 9am to 12noon
	9-11 Philip Parade, Churchill	Monday to Friday, 8.30am to 5.15pm Closed between 12noon to 1pm

Office use only	Permit fee: \$72.00	Ledger No: CL.R58111373
Have you sighted copies:	Date stamp:	
<input type="checkbox"/> Photo ID (mandatory)		
Photo ID number:		

