

Application for Roadside Trading Permit

Division 11 (Clause 56)
Community Amenity Local Law No 2 2016
2026-2027

Applicant details

First name:		
Last name:		
Business name:		
Postal address:		Post code:
Home phone:	Work phone:	Mobile:

Application fee

Permit type	Fee
Roadside trading	\$525.00

Payment details

Total fee payable	\$
Receipt number	

Permit details

Type of trade to be conducted:
Roads to be used:
Days, dates, time of roadside trading:

Mandatory documents attached

Plan or map of the location, pinpointing location of roadside trading area	<input type="checkbox"/> Yes
Public Liability Insurance certificate of currency must be attached	<input type="checkbox"/> Yes
Complete the attached indemnity form	<input type="checkbox"/> Yes
Copy of certificate of registration with Food Act 1984 (if applicable)	<input type="checkbox"/> Yes

Please note that all the above is mandatory and your application will not be accepted or assessed until received/attached.

Signature of applicant

Signature	Date
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Pursuant to Clause 23 of the Community Amenity Local Law No.2 it is an offence to make any false representation or declaration on an application for a permit.

Roadside trading permit conditions

Permit required for roadside trading

- 56.1 A person without a permit must not erect or place on any road a vehicle, caravan, trailer, table, stall or other similar structure for the purpose of selling or offering for sale any goods or services.
- 56.2 A person with a permit to trade from a road must ensure that permit conditions are complied with at all times.

Trading to a person on a road

- 57.1 A person without a permit must not sell or offer for sale any goods or services from a public place or Council Land to any person who is in that public place or on that Council Land.
- 57.2 A person with a permit to sell or offer for sale any goods or services from a public place or Council Land must ensure that permit conditions are complied with at all times.

Regulation of trading sites

- 58.1 If the Council has entered into an agreement (by way of lease, licence or otherwise) in relation to trading from a particular site, a person other than the person with whom the Council has the agreement must not trade from that site whether or not that person has a permit.
- 59 In addition to any other power which it has, the Council may by resolution determine a fee, charge, fare or rent in relation to selling or offering for sale of any goods or services from a property or public place adjacent to a road or to any person who is on that road or public place.

Impounding of goods and equipment

- 59 Where the use of a site or the contravention of any conditions of a permit or agreement continues after a Notice to Comply has been served, any goods and associated equipment may be removed by an authorised officer and impounded.

Permit conditions

1. Prior to commencement, Registration under the Food Act 1984 is required and Statement of Trade lodged with FoodTrader if applicable.
2. It is the permit holder's responsibility to reapply for the permit and pay the appropriate fee (where applicable) each year prior to expiration.
3. The permit only authorises the use of the prescribed vehicle to be used for roadside trading as allowed by the permit.
4. The operator of the prescribed vehicle shall ensure that all relevant road laws, including parking restrictions, are observed at all times.
5. The vehicle opening, for the serving of customers shall open onto the footpath or nature strip and at no time open onto the road.
6. All litter generated from or around the service is the responsibility of the permit holder.
7. The operator must not restrict the flow of pedestrian traffic, interfere with entry or exit from any building or driveway and obstruct any footway or roadway.
8. Trading is limited to permitted address only and hours as stated.
9. Noise from a roadside trading activity must be kept to a minimum at all times. Any substantiated noise complaints received the neighbouring properties may result in the permit being cancelled.
10. This permit is issued on the condition that the person or incorporated entity, to whom or to which it is issued (the "Permit Holder"), complies at all times with Latrobe City Council's Community Amenity Local Law No. 2 2016 and any other special conditions imposed by Latrobe City Council.
11. This permit is issued on the condition that the Permit Holder, at all times, indemnifies the Latrobe City against any liability claim arising from the activity which the permit authorises. In that regard, the Permit Holder, during the entire period of permit, must hold a current public liability insurance policy, in their name, covering the activity which the permit authorises. The insurance policy must provide for a minimum cover of \$10,000,000.
12. Council reserves the right to revoke the permit at any time if in the opinion of an Authorised officer, any condition of the permit is being breached.
13. Application for a permit trading from Regional Roads Victoria declared roads must be accompanied by permission from VicRoads.