

APPLICATION FOR TRADING LICENCE

This form is to be used for the purpose of obtaining a Trading in Public Licence within the Shire of Broome. Applications are assessed in accordance with the Shire of Broome *Trading, Outdoor Dining and Street Entertainment Local Law 2003* and the *Trading in Public Places Policy 4.2.12*.

Please note applications can take up to 60 days in processing time. Insufficient information can result in longer processing times or refusal

This application is for: New business Existing business (ie holds a current Trading Licence)

BUSINESS NAME: _____

APPLICANT DETAILS:

Company name: _____

Applicant/s full name: _____

Residential address: _____

Postal Address: _____

Contact Numbers: phone: _____ mobile: _____

email: _____

Preferred Contact: _____

BUSINESS/OPERATION DETAILS

Proposed Exact Location/s:

Applicants are advised to use the Shire of Broome's online Intramaps tool for accurate location data

Number of Car park Bays or area size in m² required at location/s:

SHIRE USE: Account number 74490

<i>Paid</i>	
<i>Receipt No</i>	
<i>Synergy No</i>	

Office use only ACTION	FILE:	ACTION OFFICER
	Noted	Responded
RECORD NO		
FURTHER REFERRAL ACTION OFFICER ACTION REQUIRED	NOTE OR RESPOND	Already Received by EMAIL / FAX

Proposed Days/Dates: _____

Proposed Hours: _____

Description of stall/van (please include photos if available): _____

Vehicle Registration Number: _____

Goods, Wares, Merchandises or Services: _____

Number of Assistants: _____

Public Liability

Should your application be approved you will be required to provide the Shire with a current copy of your Public Liability Cover for no less than \$10 million.

Important Information for Food traders

Food Business wanting to trade under a Trading in Public Licence must be classified as exempt under the *Food Act 2008* or hold a Food Business Registration Certificate. All food business are required to comply with the *Food Act 2008* and the *Australia and New Zealand Food Standards Code* at all times.

Included:

- Written consent from property owner if land is privately owned
- Sketch, photo or plan of stall and location
- Copy of Risk Management Plan

Payment of Fees

Please note application fees as per current Shire of Broome fees and charges are required to be paid at time of submission, licence fees can be paid upon approval.

Signature of Applicant

Date

Please note the application fee has to be paid at time of application and is non-refundable. Licence fee can be paid at time of application or once approval has been granted. If licence fee is paid at time of application and application is not approved the licence fee will be refunded.

SHIRE USE: Account number 74490

Paid	
Receipt No	
Debtors No	
Synergy No	
Notification	Registration

Office use only	FILE:	ACTION OFFICER
ACTION	Noted	Responded
RECORD NO		
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