

Local Laws

Application for Permit

Applicants should refer to General Local Law No. 9 2022, Council's Trading Code of Practice, Policy 159 Public Spaces Trading Policy and the Public Spaces Trading Guidelines prior to lodging this application. Please allow at least five (5) working days for the processing of this application.

Applicant's Details

Your Surname		
Given Name/s	Title (Mr/Mrs/Ms)	
Business or Charity Name		
Mailing Address		
	Postcode	
Day time Contact Number		
Email		

Permit Details

Location - Street Name		
Town	Postcode	
If raffle/stall, detail position on street, ie. north side	Property No. (not required for street stalls/raffles)	

I hereby apply for a permit/s to undertake the following on a road or municipal place (tick box):

- Place advertising signs
- Display goods for sale or offer
- Place outdoor eating furniture or associated facilities
- Place a structure for the purpose of selling or offering goods
- Other (specify):

Outdoor Furniture Details (not applicable for street stalls/raffles)

This application is for the following number of items (complete number of items in box provided):

Number of tables	<input type="text"/>	@ \$173 per setting (max. 4 chairs per setting)	\$
Number of A Boards (Maximum 2)	<input type="text"/>	@ \$108 per board (Only 1 allowed in metered area)	\$
Goods for sale	<input type="text"/>	@ \$173 per rack/table	\$
Number of umbrellas	<input type="text"/>	(no fee)	
Number of windbreaks	<input type="text"/>	(no fee)	
Number of pot plants	<input type="text"/>	(no fee)	
Number of outdoor heater	<input type="text"/>	(no fee)	
Other: _____	<input type="text"/>		

Total Fee for this Permit: \$

Attachments (not applicable for street stalls/raffles)**In support of this application I attach the following documents:**

- Payment for this application (mandatory)
- Copy of your Public Liability Insurance Policy listing Campaspe Shire Council as an interested party required in accordance with Council's Trading Code of Practice (mandatory)
- A site plan showing proposed layout (mandatory)
- Details of structures, signs or furniture including colour and materials (mandatory)
- Details of ANY advertising (mandatory)
- Photographs (recommended)
- Other:

I, the Applicant, acknowledge that notwithstanding the conditions listed as attached, all permits shall comply with the Campaspe Shire Council Trading Code of Practice.

Applicant's Signature

Date / /

Lodgement Details

Please return completed form, supporting documents to:

Mail	Email	Phone
Campaspe Shire Council	shire@campaspe.vic.gov.au	5481 2200 / 1300 666 535
PO Box 35	Web	Fax
ECHUCA VIC 3564	www.campaspe.vic.gov.au	5481 2290

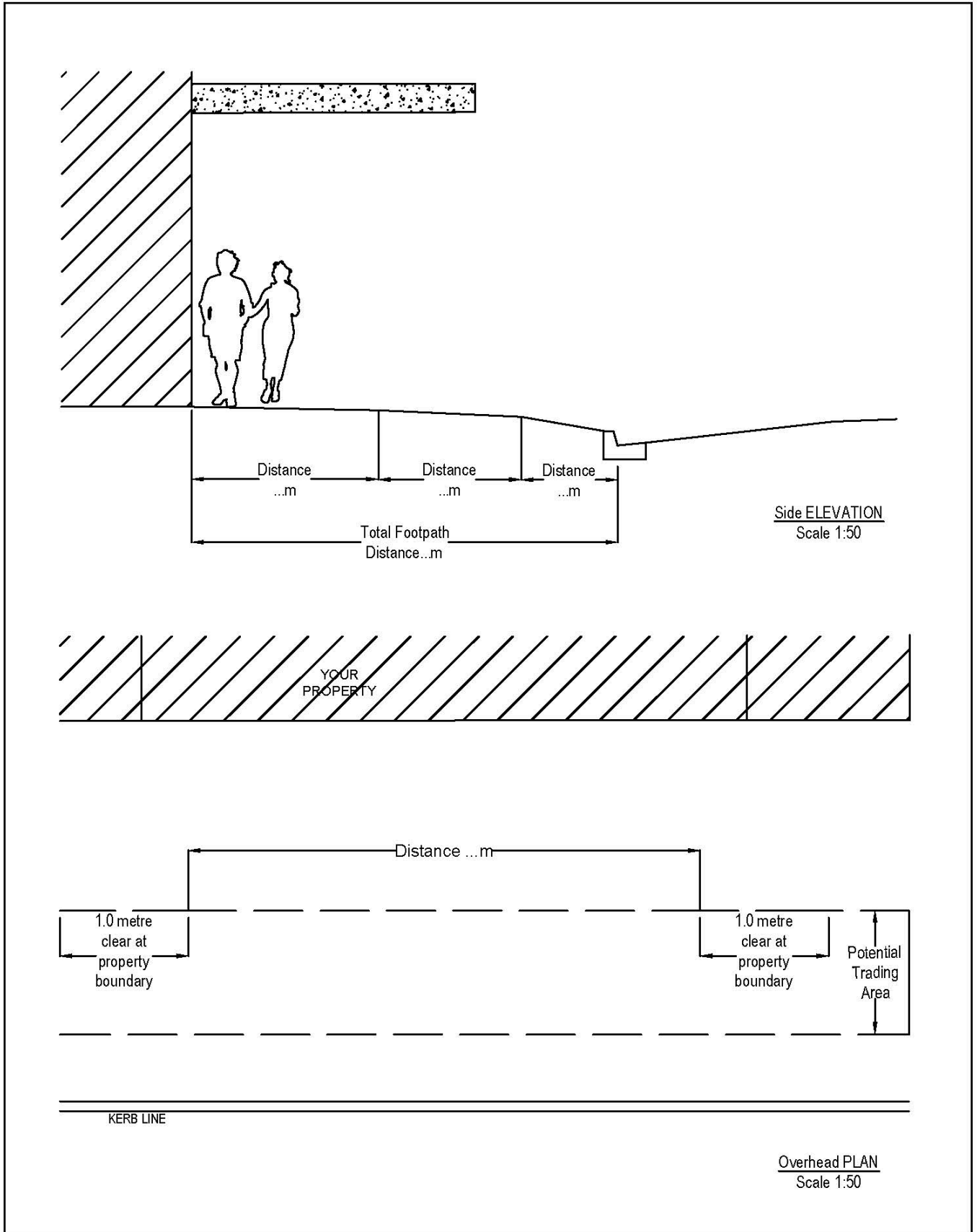
Office Use Only

Received by	Date received
Receipt no	Date

Conditions for the Issue of Permits

- All applications for a permit shall be made in writing on the prescribed form.
- All permits expire annually on 30 June. Council send all existing permit holders a renewal invoice. and new applications must be lodged for permit renewal
- Any permit issued by an authorised officer can be cancelled by an authorised officer or have conditions altered or added at any time and for any reason.
- The permit holder shall take out, and maintain during the currency of the permit, in the name of the permit holder a policy of insurance to the value of \$10,000,000 indemnifying the permit holder against liability for possible personal injury, whether at common Law or by virtue of any state or for liability for property damage which may rise or could be held to arise from any act allowed by the permit. The insurance MUST list the Campaspe Shire Council as an interested party.
- The permit holder shall provide proof of the insurance policy as required in (4) to the Council when applying for a permit and paying the annual fee and also at any time during the currency of the permit as Council or an authorised officer thereof may require.
- Goods displayed on any footpath, nature strip or road in any area designated as a heritage area in any planning scheme shall only be permitted if the applicant first complies with the Codes of Practice or Council Policies relating to that area. In particular, style, material and colour of items to be located within any heritage area shall comply with adopted styles/schemes for those areas.
- Goods, street furniture and associated structures may be placed on the footpath only in accordance with the Campaspe Shire Council Public Spaces Trading Policy and Trading Code of Practice.
- Notwithstanding Clause (7), no goods, street furniture and associated structures will be permitted to be placed on any footpath or nature strip, if in the opinion of an authorised officer the area is unsuitable.
- No street furniture, unless fixed in place in a manner approved by an authorised officer, shall remain on a footpath or any part of a road outside of trading hours.

Typical Permit Application

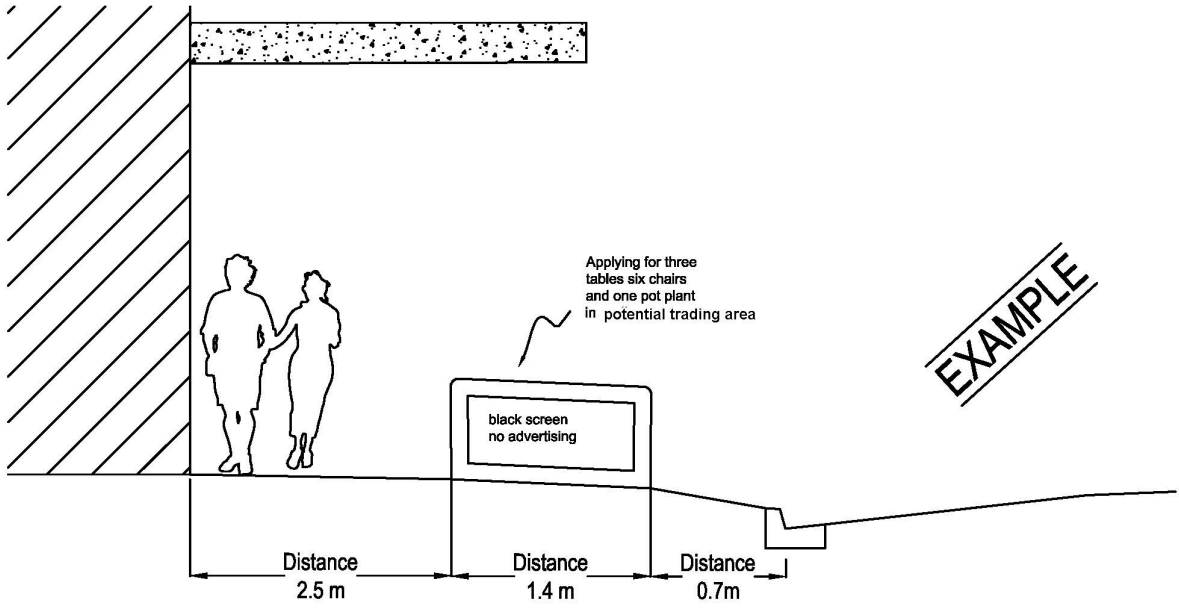


Blank Permit Application

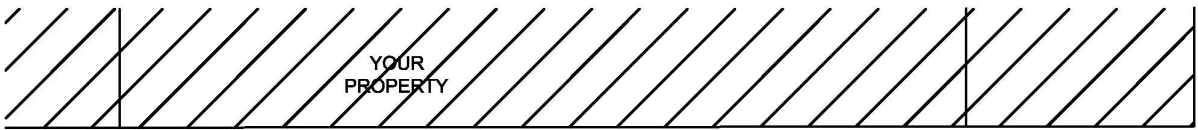
Overhead PLAN

Side ELEVATION

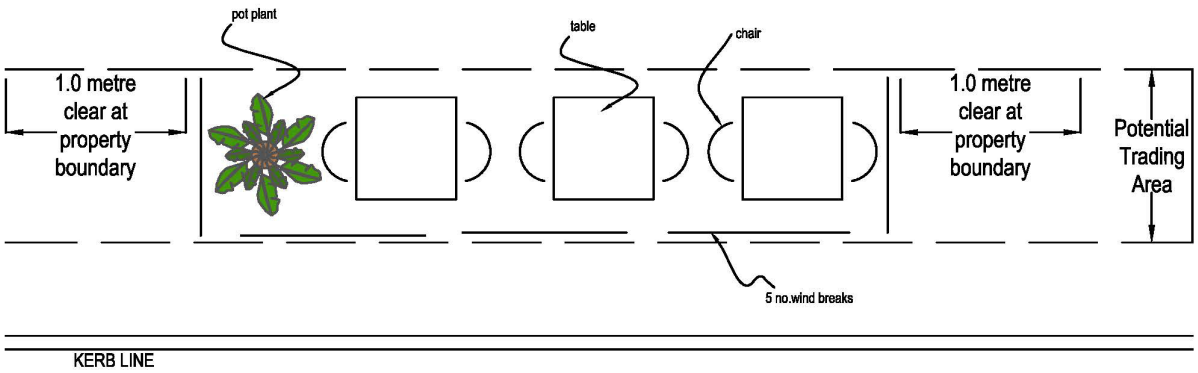
Sample Application



Side ELEVATION
Scale 1:50

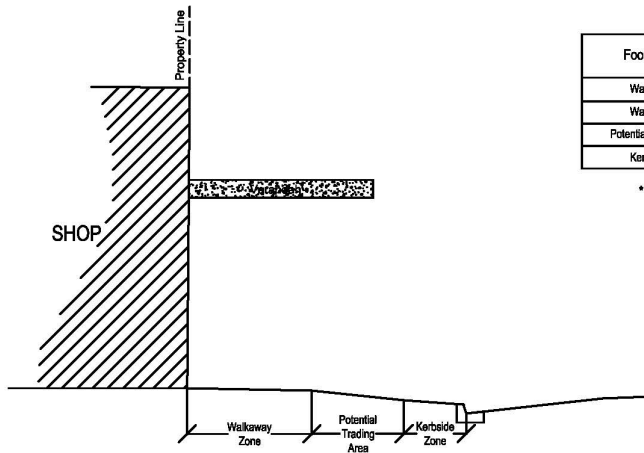


EXAMPLE



Overhead PLAN
Scale 1:50

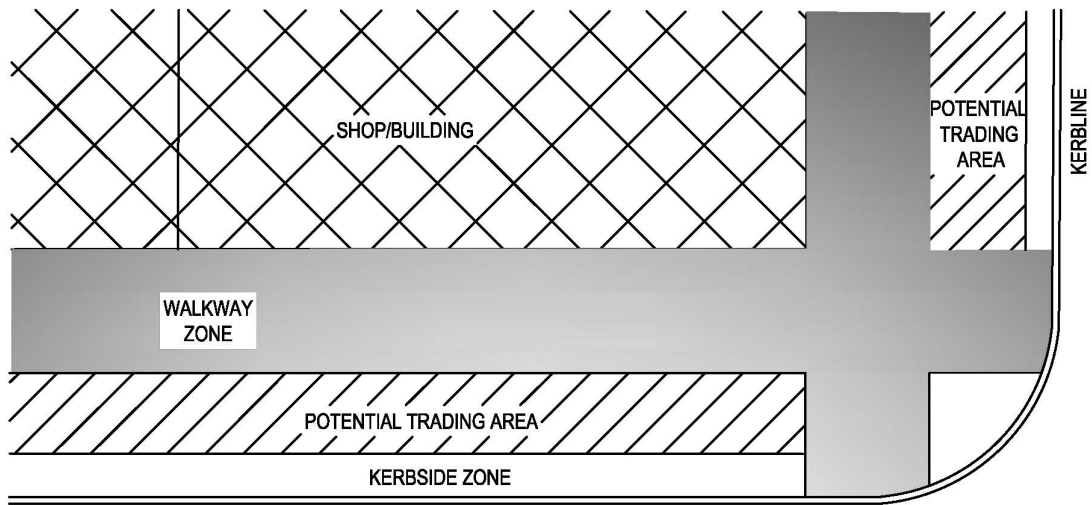
Footpath Zones



Footpath Zone	Footpath Width between 2.5 - 3.5 metres	Footpath Width greater than 3.5 metres
Walkway Zone	1.8 metres Echuca Heritage Areas	2.5 metres Echuca Heritage Areas
Walkway Zone	1.8 metres elsewhere	2.0 metres elsewhere
Potential Trading Area *	varies	varies
Kerbside Zone	0.7 metres from kerb inlet	0.7 metres from kerb inlet

* For footpath widths of less than 2.5 metres there is no allowable potential trading area

FOOTPATH ZONES - ELEVATION
Scale 1:100



FOOTPATH ZONES - PLAN
Scale 1:100