

# Application Form: Trading in Public Places – Mobile Trader



How to submit this form

Email it to [info@capel.wa.gov.au](mailto:info@capel.wa.gov.au)

Post it to PO BOX 369, Capel, WA 6271

Hand deliver it to the Shire Administration building, 31 Forrest Road, Capel

Please tick:  New Application  Renewal

## Applicant/s Owner's Details

Title	Given name(s)	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Name:		
<input type="text"/>		
ABN:		
<input type="text"/>		
Postal Address:		
<input type="text"/>		
Residential Address:		
<input type="text"/>		
Email:		
<input type="text"/>		
Phone:		
<input type="text"/>		

## Vehicle/Trailer Details

Make:

Model:

Registration:

Area required in m<sup>2</sup>: (Including tables and chairs)

## Additional Information

<b>Please Tick:</b>	<input type="checkbox"/> Roaming <input type="checkbox"/> Stationary		
<b>Type of Trading Activity Proposed:</b> (Describe product/s for sale)			
<b>Number of staff:</b>			
<b>Name/s of person/s engaged in trading:</b>			
<b>Proposed Trading Location/s if Stationary:</b> (Site locations are in our Trading & Operating a Stall in Public Places Policy) Maximum of 2 traders are permitted at any location.	<b>Preference 1:</b>		
	<b>Preference 2:</b>		
<b>Propose Trading Time:</b> (Maximum of 5 hours per day)	<input type="checkbox"/> Monday	Time From:	Time To:
	<input type="checkbox"/> Tuesday	Time From:	Time To:
	<input type="checkbox"/> Wednesday	Time From:	Time To:
	<input type="checkbox"/> Thursday	Time From:	Time To:
	<input type="checkbox"/> Friday	Time From:	Time To:
	<input type="checkbox"/> Saturday	Time From:	Time To:
	<input type="checkbox"/> Sunday	Time From:	Time To:
<b>Intended trading period:</b>	Date From:	Date To:	
<b>Frequency</b> eg Every Saturday or 1 <sup>st</sup> Sunday of Month			
<b>Is your Business registered in the Shire of Capel:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, where are you registered: (Please include a copy of your Permit)			
<b>Any other comments you would like to make?</b>			
Do you give the Shire of Capel permission to disclose your Business Contact details to Event Organisers?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

## Declaration

I hereby confirm that I indemnify the Shire of Capel in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the undersigned, I hereby apply for a permit for a Stallholder as detailed in this application and do agree to abide by all conditions imposed in the Permit and relevant legislation.

Signature of applicant:		Date
Applicant name:		

### Checklist

- Please see Fees below. These will change every year.
- Booking of Site locations and payment of Traders Fees are now done through SpacetoCo. Please see the How to Guide - Trading in Public Spaces for more information.
- Proof of a Current Public Liability insurance policy, covering the proposed activity, for a minimum value of ten (10) million dollars will be required prior to issue of permit. The Permit holder is to keep that insurance policy current for the duration of the permit. *(Copy attached)*
- Copy of your Food Registration in not registered in the Shire of Capel *(Attached)*

Office Use Only		Records
Date Received:		
Accepting Officer:		
Amount Paid:	\$	
Receipt Number:		
Premises Code:		

### Fees (2023/2024)

Permit Application Fee (paid annually)	\$74.90
Daily Fee	\$32.25
Weekly Fee	\$92.55
Monthly Fee	\$165.35
Annual Fee	\$772.70