



## TRADING PERMIT APPLICATION

Use this form to apply for a Trading Permit under the City of Greater Geraldton *Public Places and Local Government Property Local Law 2020*.

Please review the **City of Greater Geraldton Trading Permit Guidelines** to assist with your Trading Permit Application.

### APPLICANT DETAILS

Business Name: \_\_\_\_\_

Permit Holder Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### TRADING DETAILS

Trading Period: ☐ 3 months ☐ 6 months ☐ 12 months

*Note: Maximum term for current round is 30<sup>th</sup> September 2026*

Location 1 Name: \_\_\_\_\_

Trading Days: \_\_\_\_\_

Trading Times: \_\_\_\_\_

Map of proposed location included: ☐ Yes ☐ No

Location 2 Name: \_\_\_\_\_

Trading Days: \_\_\_\_\_

Trading Times: \_\_\_\_\_

Map of proposed location included: ☐ Yes ☐ No

Location 3 Name: \_\_\_\_\_

Trading Days: \_\_\_\_\_

Trading Times: \_\_\_\_\_

Map of proposed location included: ☐ Yes ☐ No

Proposed footprint of trading area (m2): \_\_\_\_\_

Registration details of vehicle(s): \_\_\_\_\_

Description of the stall, stand, table, structure, equipment and vehicle permitted to be used for trading:

Description of goods, wares, merchandise or service to be sold or hired:

## DECLARATION

I have attached a current public liability insurance certificate (minimum \$10 million): ☐ Yes ☐ No

I have attached a current *Food Act 2008* Certificate of Registration of a Food Business (if applicable): ☐ Yes ☐ No

I have attached current photographs of the trading vehicle/equipment: ☐ Yes ☐ No

I have given the City of Greater Geraldton permission to disclose my business contact details to Event Organisers: ☐ Yes ☐ No

I have attached all other supporting documentation: ☐ Yes ☐ No

## FEES

Trading Permit Application Fee – per Application: ☐ \$240.00 *inc. GST*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

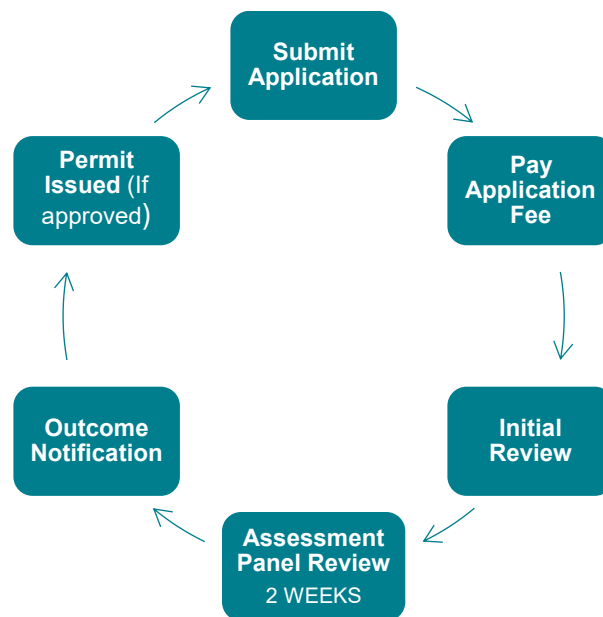
## COMPLETED FORM

A team member from Property Services may contact you to discuss your application in further detail. If you have any questions about this application, please contact Property Services on either (08) 9956 6600 or by email [landandleasing@cgg.wa.gov.au](mailto:landandleasing@cgg.wa.gov.au).

Submit this completed form to [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au).

You can pay the Trading Permit application fee using the following methods:

- Call the City on (08) 9956 6600 and pay over the telephone.
- Visit the City Administration Office, located at 63 Cathedral Avenue, Geraldton.



## OFFICE USE

Receipt Number: \_\_\_\_\_

CXO Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: ☐ Yes ☐ No

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### COLLECTION NOTICE

The City of Greater Geraldton collects the personal information you provide in relation to TRADING PERMIT APPLICATION so we can deliver the service, process your request, and meet our legal obligations under the *Local Government Act 1995* and any other related legislation. Your information may be shared with government agencies, contractors, or others where authorised by law or with your consent. Where required by law, your personal information will be made publicly available, e.g. public registers. The City manages personal information in accordance with relevant privacy legislation and takes reasonable steps to protect it from unauthorised access or disclosure. You may request access to, or correction of your personal information by contacting the City at [pris@cgg.wa.gov.au](mailto:pris@cgg.wa.gov.au).