

August 2025

Trading Permit

GUIDELINES



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1 Introduction

The City of Greater Geraldton (the City) values the positive impact of local businesses in enhancing community vibrancy.

To support this, the City encourages short-term trading in parks and reserves, fostering community engagement and activating public spaces while considering nearby businesses.

These guidelines provide a framework to ensure the community benefits economically, socially, and culturally from trading on local government property.

2 Objectives

- Encourage year-round opportunities for community interaction and enjoyment.
- Enhance access, use, and the overall appeal of public spaces.
- Balancing the needs of pedestrians, consumers, and local businesses.
- Provide clear guidelines for trading and the operation of mobile trading vehicles, where applicable.

3 Definitions

Itinerant Trading* means a Trader who travels along a road looking for customers or is hailed by them. The vehicle stops temporarily to conduct business and then moves on once the business transaction with customers is complete. **Not covered under these guidelines.**

Local government means the City of Greater Geraldton

Local government property as defined in the City of Greater Geraldton *Public Places and Local Government Property Local Law 2020* means anything:

- a) which belongs to or lease by the local government;
- b) of which the local government is the management body under the *Land Administration Act 1997*; or
- c) which is an otherwise unvested facility within section 3.53 of the Act; except a street.

Mobile Trading refers to conducting business from a registered vehicle, caravan, trailer, or other transport method used for selling products or services.

Permit Holder is the person(s) whose name is written on the Trading Permit issued by the City of Greater Geraldton.

Public place as defined in the City of Greater Geraldton *Public Places and Local Government Property Local Law 2020* means:

- a) a street;
- b) any local government property; or
- c) a place to which the public have access.

Trading as defined in the City of Greater Geraldton *Public Places and Local Government Property Local Law 2020* means selling or hiring goods or services and includes the setting up of a stall and conducting business at a stall.

Trading Permit is an authorisation granted under the *City of Greater Geraldton Public Places and Local Government Property Local Law 2020*, permitting vendors to conduct trading activities, such as food trucks, fitness classes or market stalls, on designated City-owned or managed land.

Trading Requirements

4 Trading on Local Government Property

Vendors may trade on City owned and/ or managed land, including parks, reserves, and other public spaces within the City boundaries.

To ensure fair access and avoid direct competition, Trading Permits require vendors to operate at least 200 metres from any existing business offering similar goods or services.

5 Trading on Private Land

Vendors must lodge an application for development approval with the City's Town Planning Department if intending to operate on privately owned land. The City's 'Mobile and Itinerant Vendors' local planning policy (see link [here](#)) outlines the considerations and application requirements to obtain approval.

6 Trading Requirements

6.1 Administration

Vendors are required to comply with all conditions of their Trading Permit, including but not limited to:

- All requirements of the City's **Trading Permit Guidelines** and the City of Greater Geraldton *Public Places and Local Government Property Local Law 2020*.
- Presenting their permit and supporting documents when requested by an authorised City officer.
- Trading exclusively within approved locations and during approved hours.
- Food Vendors must hold a current *Food Act 2008* Certificate of Registration issued by a Western Australian Local Government entity.

Non-compliance with these conditions may result in permit cancellation.

6.2 Location Restrictions

- Applications to operate on the Geraldton or Beresford Foreshore are currently ineligible for consideration under a Trading Permit.

- Vendors must always operate on hard stands or concrete surfaces. If this is not feasible, they must distribute the load and shift slightly to either side with each visit to the site.
- During approved community events like festivals or family fun days, Trading Permits for the event area will be temporarily suspended to ensure the event's success and safety.
- The City reserves the right to approve additional Trading Permits at any site or to reduce the number of permits at sites due to wear and tear issues.
- Trading will not be supported where vehicle size or layout may compromise public access, safety or other street activities.
- Trading setups must allow unimpeded access to essential service covers, such as manholes, when required.
- Towing vehicles may remain on-site if they fit entirely within the designated trading location and do not obstruct surrounding activities.

6.3 Amenity and Appearance

- The trading location remains public open space, this means that vendors do not have exclusive occupancy of the area.
- Council works such as park upgrades, maintenance and mowing take precedence over trading activity.
- Vendors must not block public, maintenance, or emergency access to City infrastructure, including park furniture, shelters, recreation facilities, signage, playgrounds, and public toilets.

6.4 Furniture

- Advertising signage is limited to one (1) standard free standing "A" frame sign.
- Temporary furniture may only be used where space allows, and where it is safe to do so. The furniture should be able to withstand windy conditions and be readily moveable.
- Use of temporary furniture must not obstruct pedestrian, cyclist or vehicle movement or access to and use of Council infrastructure such as park furniture,

recreation facilities, signage, playgrounds, footpaths, and public toilets.

- All temporary furniture is required to be removed from site at the completion of service.
- All temporary furniture must not obstruct sight lines for either vehicles or pedestrians, either at road junctions or crossovers.

6.5 Maintenance and Cleaning

- The trading vehicle and fixtures should be kept in a clean, safe and well-maintained condition.
- Food vendors must ensure that the trading vehicle and food handling activities always comply with the requirements of the *Food Act 2008*.
- The trading location must be regularly cleaned during all hours of operation.

6.6 Power and Water

Vendors must provide their own on-board power and water and ensure any power cords are protected in accordance with appropriate workplace health and safety requirements.

6.7 Waste

- Liquid waste must be properly collected and disposed of off-site in accordance with best practices to ensure environmental responsibility.
- Vendors are to provide waste bins for customer use and ensure that the area around their location remains clean and free of rubbish.
- All refuse should be removed off-site after trading hours to uphold a tidy and professional environment.
- No waste or litter is to be disposed of in Council rubbish bins.

6.8 Waste Reduction Guide

Avoid	Alternatives
Non-recyclable plastics	• Re-useable items • Compostable items • Recyclable plastics
Coffee cup lids	• Provide only on request

Individual sugar, salt and pepper sauce sachets	• Provide bulk shakers or bulk dispensers
All polystyrene including clam shells, plates, bowls and cups	• Provide a serviette on request. • Paper or sugarcane plates, palm leaf plates, paper noodle boxes, cardboard food trays, corn-starch containers, cardboard clams, paper cups, paper bags
Aluminium food containers / bags	• Cardboard trays or paper bags
Plastic cutlery	• Reusable cutlery. • Wooden or corn-starch cutlery.
Pre-wrapped straws	• Keep in covered dispenser. • Provide only on request or not at all.
Stirrers or spoons for hot drinks	• Provide only on request. • Provide washable spoons for use at stall.
Plastic bags	• Ask customers to bring own bag or sell/provide paper/reusable/corn-starch bags.
Cling Wrap	• Cellophane Wrap (made from cellulose). • Reusable beeswax wraps.

6.9 Noise

Noise emissions, including those from music and generators, must comply with the *Environmental Protection (Noise) Regulations 1997*. Vendors should be prepared to adjust noise levels if complaints are received or if requested by City officers to ensure compliance.

6.10 Insurance

Trading vendors **must** maintain public liability insurance of at least \$10 million dollars, covering injury, loss, or damage arising from activities under this Permit.

7 Permits and Fees

Permits are issued throughout the year and are valid for up to 12 months. The current round of permits is valid up until **30 September 2026**.

Applicants can choose permit durations ranging from 3 to 12 months.

Permit holders may trade at up to three (3) nominated locations, as specified on their application form.

A fee of \$240.00 (including GST) applies to each Trading Permit application.

If you are unsure whether your proposed trading activity requires a Trading Permit, please contact the City's Land and Leasing team at (08) 9956 6600.

7.1 How to Apply for a Trading Permit

1. Complete a Trading Permit Application form, available online from the City of Greater Geraldton's [website](#).
2. Provide a current photograph of your trading vehicle/equipment.
3. Provide a current Certificate of Currency for Public Liability Insurance, with a minimum cover of \$10 million.
4. Include a copy of your current *Food Act 2008* Certificate of Registration of a Food Business (if applicable).

Submit your application form, vehicle photograph and any other required certifications / documentation either in person to a City of Greater Geraldton administration office or via email to council@cgg.wa.gov.au

7.2 Payment Options

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

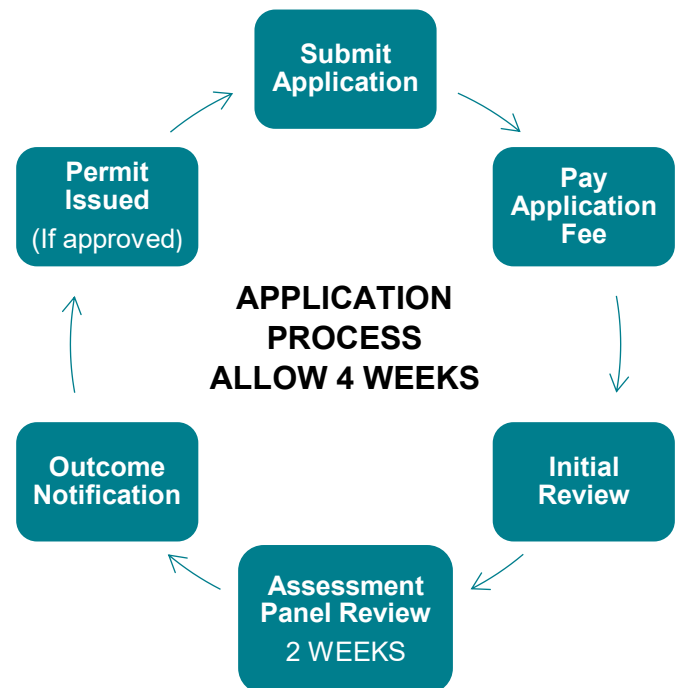
- Call the City on (08) 9956 6600 to pay over the phone.
- Visit the City Administration Office located at 63 Cathedral Avenue, Geraldton.

7.3 Approval Process

The City will assess applications on a case-by-case basis. Permits will be allocated to vendors at the discretion of the City in accordance with the following criteria:

- The condition and appearance of the Trading vehicle (where applicable)
- Public safety

- Unfair competition against local businesses and sporting clubs



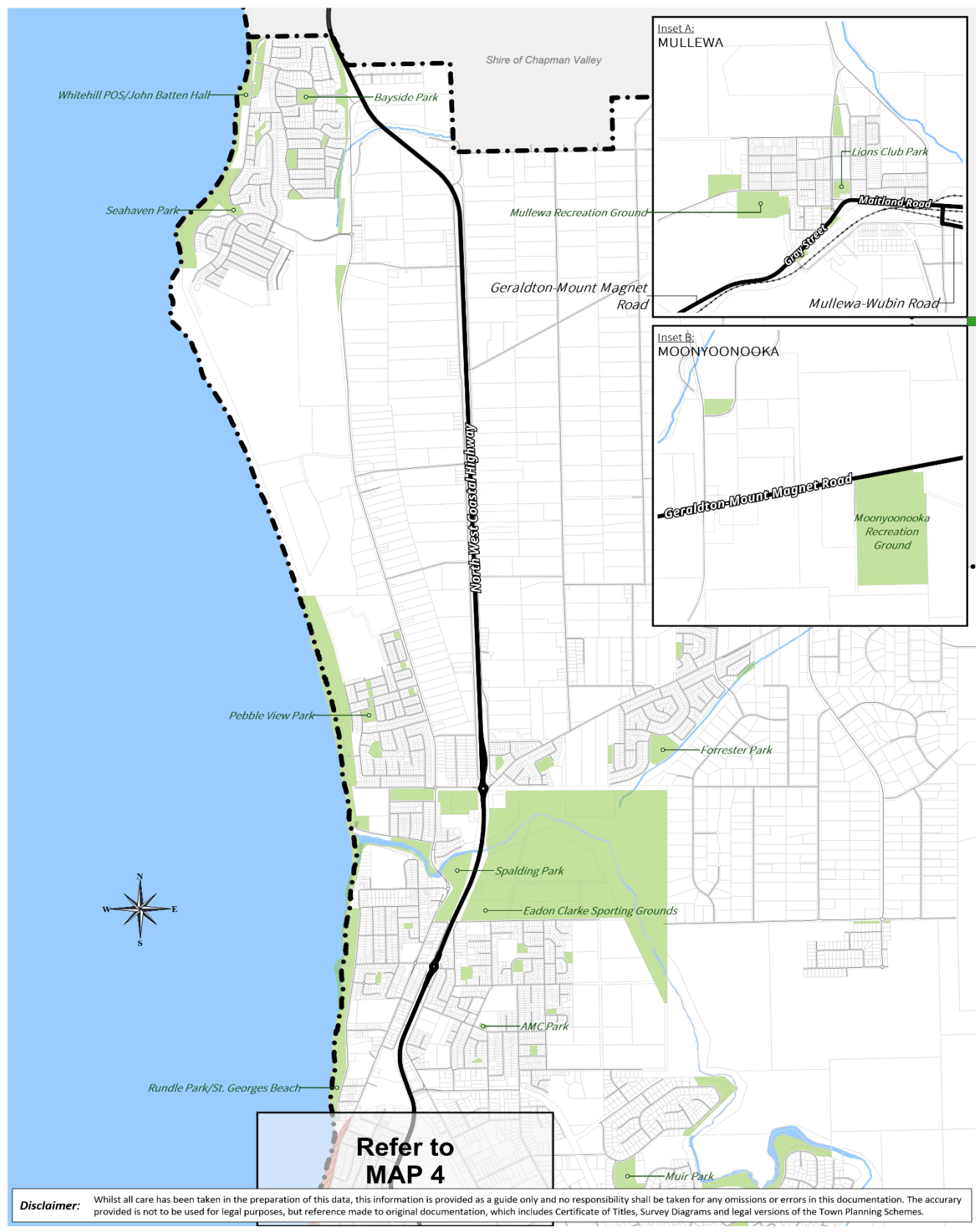
7.4 Permit Renewal

It is recommended that vendors renew their permits four weeks before their existing permit expires. Permits are not automatically renewed.

8 Location Guide

Park	Street Address	Suburb
Alexander Park	Roberts Street	Utakarra
AMC Park	Mitchell Street	Spalding
Bayside Park	Bayside Boulevard	Drummond Cove
Bellimos Park	Bellimos Drive	Wandina
Derna Park	Derna Parade	Wandina
Eadon Clarke Sporting Grounds	Green Street	Spalding
Forrester Park	Kultown Drive	Waggrakine
Fraser-Gregory Park	Fraser Street	Beachlands
Glendenning Park	Glendinning Road	Tarcoola Beach
GRAMS Reserve	Rifle Range Road	Rangeway
Greenough Park	Greenough River Road	Cape Burney
Greenough Oval	Horwood Road	Woorree
HMAS Sydney II Memorial Park	Gummer Avenue	Geraldton
Karloo Park	Solomon Circle	Karloo
Leonard T Green Memorial Park	Olive Street	Mahomets Flats
Lions Club Park	Jose Street	Mullewa
Mahomets Beach	Wilcock Drive	Mahomets Flats
Maitland Park	Carson Terrace	Geraldton
Moonyoonooka Recreation Ground	Geraldton-Mount Magnet Road	Moonyoonooka
Mullewa Recreation Ground	Main Road	Mullewa

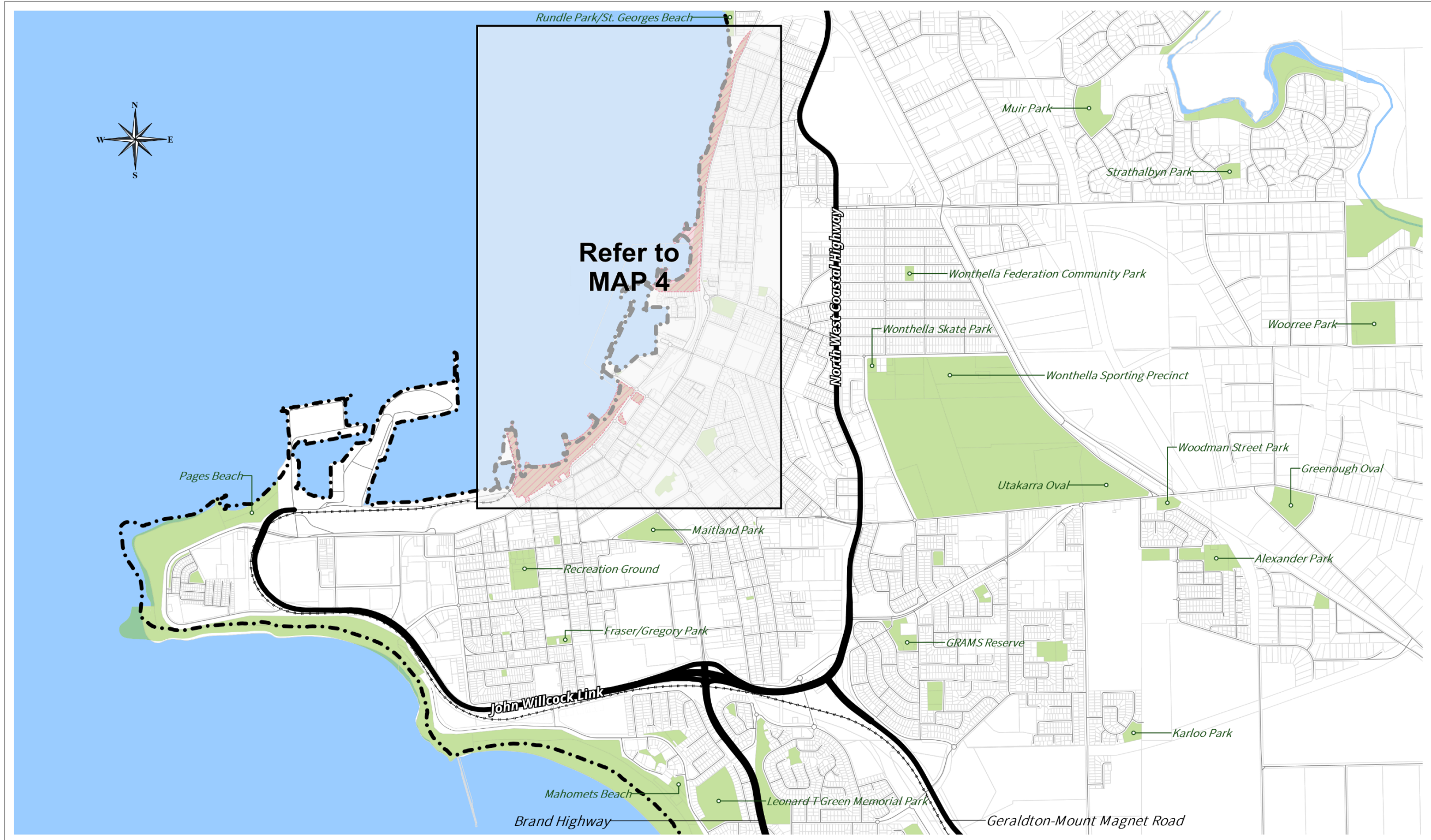
Park	Street Address	Suburb
Muir Park	Sunnybanks Drive	Strathalbyn
Pages Beach	Marine Terrace	West End
Paringa Park	Paringa Street	Mt Tarcoola
Pebble View Park	Volute Street	Sunset Beach
Recreation Ground	Augustus Street	Beachlands
Rundle Park	Kempton Street	Bluff Point
Seahaven Park	Glenfield Beach Drive	Drummond Cove
Spalding Park	Chapman Road	Spalding
Strathalbyn Park	Candlebark Drive	Strathalbyn
Tom Burges Park	Mersey Drive	Cape Burney
Utakarra Oval	Eastward Road	Utakarra
Walkaway Recreation Ground	Levette Road	Walkaway
Whitehill POS	Waterfront Circle	Drummond Cove
Wonthella Federation Community Park	Fourth Street	Wonthella
Wonthella Skate Park	Eight Street	Wonthella
Wonthella Sporting Precinct	Eight Street	Wonthella
Woodman Street Park	Woodman Street	Utakarra
Woorree Park	Dayana Drive	Woorree



CGG Trading Permit Locations

Scale: 1:30,000

Date	11-Aug-25
Department	IS [Engineering - GIS]
Drawing No.	MAP152 [1]
Operator	RJT
Paper Size	A3



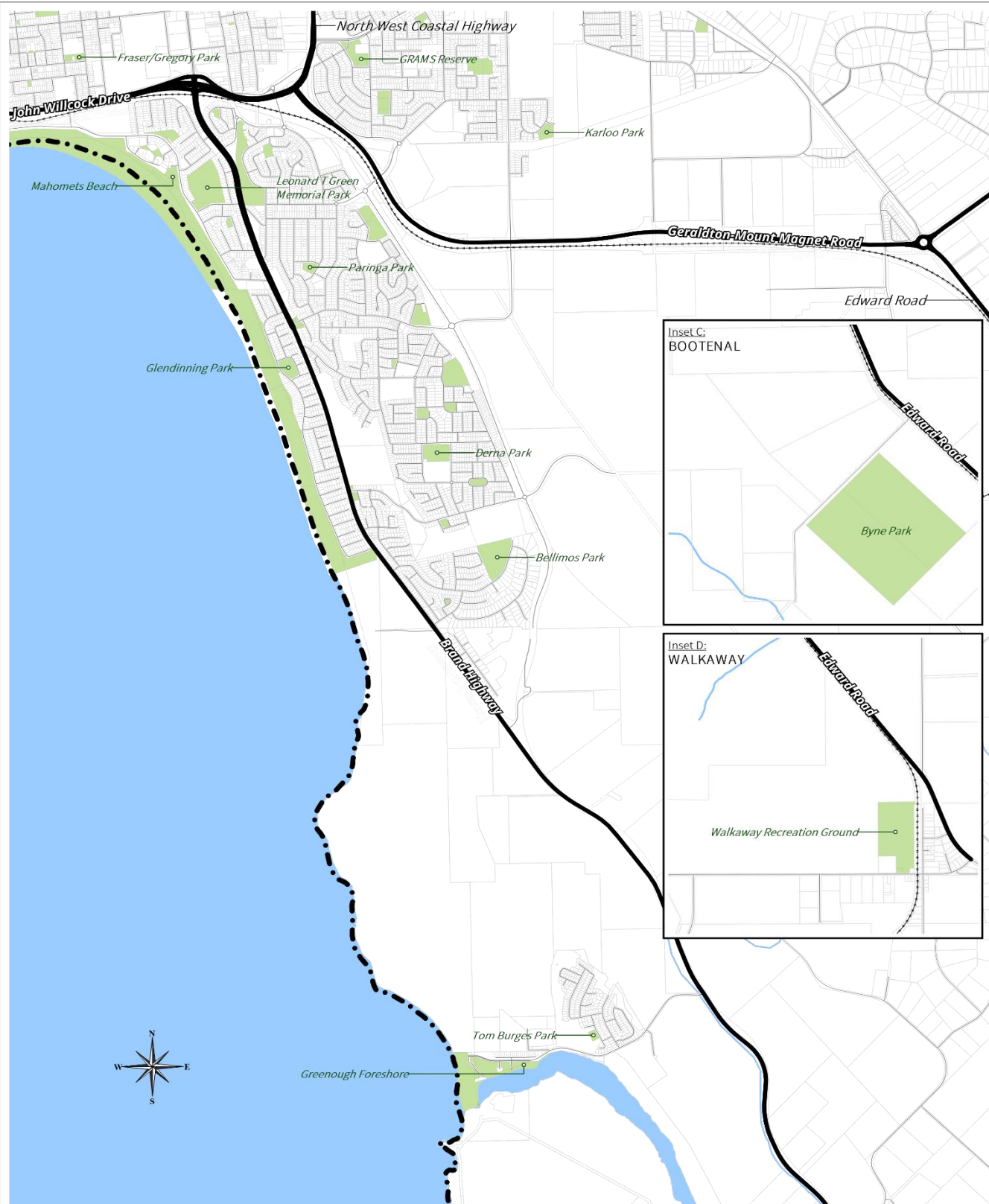
Map produced by the City of Greater Geraldton
 W: www.cgg.wa.gov.au E: council@cgg.wa.gov.au

CGG Trading Permit Locations

Scale: 1:25,000

Date	11-Aug-25
Department	IS [Engineering - GIS]
Drawing No.	MAP152 [2]
Operator	RJT
Paper Size	A3

Disclaimer: Whilst all care has been taken in the preparation of this data, this information is provided as a guide only and no responsibility shall be taken for any omissions or errors in this documentation. The accuracy provided is not to be used for legal purposes, but reference made to original documentation, which includes Certificate of Titles, Survey Diagrams and legal versions of the Town Planning Schemes.



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CGG Trading Permit Locations

Scale: 1:30,000

Date	11-Aug-25
Department	IS [Engineering - GIS]
Drawing No.	MAP152 [3]
Operator	RJT
Paper Size	A3

LEGEND

 Geraldton Foreshore and Beresford Foreshore
Trading Permits will not be issued in these areas



Rundle Park/St. Georges Beach

Beresford Foreshore

Marina Park

Edith Cowan Square

Batavia Park

HMAS Sydney II Memorial

Geraldton Foreshore

Stow Gardens

John Forrest Park

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CGG Trading Permit Exclusion Zone

Scale: 1:10,000

Date	11-Aug-25
Department	IS [Engineering - GIS]
Drawing No.	MAP 152 [4]
Operator	RJT
Paper Size	A3