



ON STREET ACTIVITIES AND OCCUPATION OF PARKLANDS PERMIT APPLICATION FORM

Please complete this form in **BLOCK LETTERS** and return to Council at least **21 days** before proposed activity

RECORD NO:
FILE NO : 2.9.1

1. Applicant Details	
Individual Name:	
Organisation/Company:	
Postal Address:	
Email:	Mobile/Phone:
2. Contact person details Provide details if contact person for approval is different to applicant	
Contact name:	
Email:	Mobile/Phone:
3. Type of Permit Requested <i>(please tick the permit you are applying for)</i>	
<input type="checkbox"/> Street Trading Stalls <input type="checkbox"/> Badge Day / Raffles <input type="checkbox"/> Occupation of Parklands <input type="checkbox"/> Commercial Fitness Activities <input type="checkbox"/> Preaching <input type="checkbox"/> Busking	<input type="checkbox"/> Survey <input type="checkbox"/> Literature Distribution <input type="checkbox"/> Collection of Monies <input type="checkbox"/> Distributing Free Samples <input type="checkbox"/> Business Promotion / Marketing Activity <input type="checkbox"/> Pedestrian Advertising
4. Dates/Times <i>(attach paperwork for multiple dates)</i>	
Dates:	
Start Time:	Finish Time:
5. Location/Description of Activity	
Hereby apply for a Permit to use all/part of land/road reserve pursuant to Section 238 and 246 of the Local Government Act 1999 and Section 9.19 and 9.32 of the Local Government Land Bylaw located at:	
Activity description and estimated number of persons attending:	

Lifestyle location of choice

Any participants under 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be any food provided or for sale?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If, yes, has any of the persons handling the food, had or, completed a formal Food Handling Course		
		YES / NO

6. Conditions of the Permit (please read, and tick of your agreeance)

- I have read the Street Permit Occupation of Park Lands Policy
- I agree to pay the prescribed fee prior to be application being considered
- I agree to all conditions that the Council may determine and attach to the Permit
- I have attached a copy of Public Liability Insurance Certificate of Currency with a minimum of \$10 million coverage. I confirm that the insurance attached is adequate in providing the appropriate insurance cover for the permitted activity. I understand that Council holds no responsibility for determining the validity of the insurance provided.
- I have provided a detailed description of my requested area of use.
- I understand that this permit does not provide me with exclusive use of the site and as such, I acknowledge that other traders or activities may be located in relatively close proximity to the location of this permitted activity.
- I understand that this permit application is not consent to undertake the activity until such time as I receive a copy of the signed Permit Form by Copper Coast Council.

7. Declarations (please tick)

IT IS HEREBY AGREED by the permit holder that:

I have read and understood the terms and conditions of the On Street Activities and Occupation of Parklands Permit and agree to abide by the said conditions.

I declare that the particulars provided with regard to the proposed use are true and accurate.

Signed for and on behalf of the permit holder:

Name Position

Signature Date

8. Approval (Office Use Only)

Authorised Officer:	Permit Number:
	Permit Date/s:
Synergy Booking by:	Booking No.:
Fee:	Receipt No.:



General Information

On Street Activities and Occupation of Parklands Permits

Designated Days

Badge Day, Collection of Monies, Pledges and Goods on Street, have designated days and locations which they are allowed and must be booked in advance. Currently they are as follows:

- KADINA – Outside Kadina Chemist, Graves Street (Thursday/Friday)
- MOONTA – on footpath outside Foodland (Thursday/Friday/Saturday)
- WALLAROO – on footpath outside Wallaroo Newsagency (Thursday/Friday/Saturday)

Badge Day

There are designated days that Registered Charities are permitted to collect money in the public realm (1).

The following item/s must accompany a completed application form:

- Evidence the Charity is registered under the Collections for Charitable Purposes Act, 1939 and registered with Consumer and Business Services SA.

Collection of Monies, Pledges and Goods On Street

Only designated days not-for-profit incorporated organisations or companies limited by guarantee may apply for a permit to collect money, pledges or goods on-street (including sale of raffle tickets) in the public in the public realm (1).

The following item/s must accompany a completed application form:

- Evidence the Organisation is a not-for-profit or limited by guarantee Charitable

Survey / Petition

Survey - To establish a database via the observation of behaviours or the collection of information towards attitudes on products and services in the public in the public realm (1).

Petition – The collection of signatures to oppose/support a particular purpose in the public in the public realm (1).

The following item/s must accompany a completed application form:

- Statement addressing the purpose the information is being collected
- Sample of the Survey or Petition Documents

Literature Distribution

To give out, hand out or distribute leaflets or other printed matter in the public realm (1). Material of a promotional or commercial nature requires a Business Promotion Permit.

The following item/s must accompany a completed application form:

- Sample of the literature to be distributed

Lifestyle location of choice

Free Samples & Business Promotions

The distribution of free samples to the general public and/or to undertake business promotional activities in the public realm (1).

The following item/s must accompany a completed application form:

- Sample of item/s to be distributed (if applicable)
- Plan showing setup of structures (if applicable)
- Details/images of structures (if applicable)

Preaching

To proclaim advocate or inculcate asserted religious or moral truth and right conduct in speech or in writing.

The following item/s must accompany a completed application form:

- Photographic ID or 3 non photographic forms of ID

Pedestrian Advertising

The activity of carrying advertising generally, but not limited to, slung over the shoulders in the form of a sandwich board or similar in the public realm. Literature distribution is not permitted.

The following item/s must accompany a completed application form:

- Sample of the advertising artwork

Street Trading / Busking

Activity of selling unique goods and services in the public realm. This is only a once off, if a shop owner, an Outdoor Trading Application must be submitted.

The following item/s must accompany a completed application form:

- Map of proposed location showing setup of structures

Commercial Fitness Activities

To undertaking Commercial Fitness Activities in the public realm.

The following item/s must accompany a completed application form:

- Map of proposed location showing setup of structures
- Current Senior First Aid Certificate issued by a Registered Training Organisation.
- Registration with Fitness Australia or the relevant peak body

For any queries regarding On Street Activities and Occupation of Parklands Permit Application and requirements please contact Council on (08) 8828 1200.

Lifestyle location of choice