

****Please allow eight (8) weeks for the request to be considered****

****We endeavour to support all requests, however in some instances the proposed activity may not be deemed appropriate and therefore may not be approved****

APPLICANT DETAILS

Name:			
Organisation: (if applicable)		ABN: (if applicable)	
Postal Address:			
Daytime Contact Number:		Email Address:	

Hereby make application to the City of Onkaparinga to trade on Council land at:

From _____ to _____
 between the hours of _____ to _____
 on **MON** **TUES** **WED** **THU** **FRI** **SAT** **SUN**

What type of trading do you propose, including details of goods to be sold to the community

How many people will be involved in the trading? _____
(NB- Police checks will be requested at a later date from the applicant and other staff trading once the activity is approved, prior to finalising any permit/licence. All staff must have current police checks)

Who will be in charge on each day? _____

What equipment will be used? _____

What set up would be involved e.g. car and trailer (include approximate dimensions of vehicles and trailer)?

Please speak with a Duty Planner to enquire if Development Approval (DA) is required for the activity and advise:

Are you required to submit an application for Development Approval (DA)? **YES** **NO**

What was the name of the Planner you spoke to on which date?

_____ on ____/____/____

Is the proposed location a minimum of 500m from a similar competing fixed premises business? **YES** **NO**

Would there be any adverse impact on the Council land or anticipated damage? **YES** **NO**
(If yes, provide details) _____

You are required at the end of each day to remove all rubbish and equipment from the approved location and not dispose of in nearby Council bins. Can you comply with this? **YES** **NO**

ATTACH THE FOLLOWING ITEMS: *(Indicate using tick boxes that items are attached)*

- Site map showing exact location of proposed trading
- Copy of Public Liability insurance to a minimum of \$20 million
- Evidence of payment of application administration fee of \$98.00 (non-refundable). To arrange payment you may visit one of our Council offices or call 8384 0666 and ask to speak with front counter staff who can arrange payment, please quote 'PERTAX'. Include your receipt number below as evidence.
Note- Permit/ Licence fees will apply in addition to the application administration fee as per our fees and charges schedule.

Subject to any variation by Council, any permit/ licence issued is subject to:

- The general and/or special conditions which Council determines; and
- **Payment of the prescribed fee (invoiced separately when activity is approved).**

Please submit application:

Click here to submit via email
mail@onkaparinga.sa.gov.au



By post or fax to:

Permits and Licences Officers
City of Onkaparinga
PO Box 1
NOARLUNGA CENTRE SA 5168
Fax 8382 8744

Receipt – Office Use Only

Receipt Number:- PERTAX

Amount:

Date of Payment: