



Application for 2023-24

Recreation and Leisure Traders Licence Application Form

1. Business contact details

Name of Applicant _____

Business Trading Name _____

Postal Address _____

Phone _____

Mobile _____

Fax _____

Email _____

Website _____

Vehicle Registration _____

2. Details of proposed trading

Description of any structures proposed to be used by the applicant at location

Will any audible equipment be used whilst trading? Yes | No (Please circle)

 Attach any additional information that supports your application

3. Proposed days and times for trade

Day	Date	Time (from-to)

4. Applicant must provide the following

- a) An accurate plan and description of any proposed stand, table, structure or vehicle which may be used for the proposed trading.
- b) Evidence of public liability insurance to a minimum of \$10,000,000 cover.
- c) A detailed risk management plan that includes safety equipment, entry/exit points, emergency contacts, dangers and site plan.
- d) Proof of certified accreditation and qualifications.
- e) Evidence of National Police Clearance and Working with Children Check.
- f) Provide an outline of operating history including if the applicant operates at other locations and the reasons for wanting to operate on Cockburn's coastline.
- g) Two (2) referees that can vouch for the applicants credentials. Include contact number and email address for each referee and the relationship between the referee and applicant.

5. Fees

Yearly Licence Fee \$1,500 | Six Month Fee \$750 | Monthly Fee \$216 | Non Refundable Application Fee \$50

I/We hereby acknowledge having read the Conditions and Applications Process Guidelines and agree to ensure compliance therein.

Name

Date

Signed

Email: recreation@cockburn.wa.gov.au

Recreation Services Office use only – Approvals

Name

Date

Signed

Conditions and Application Process Guidelines

Licenses are approved in accordance with Part VI, Division 2, and Licenses of the Local Laws

APPLICATION PROCESS

1. Assessment to undertake Commercial Activities on Council reserves and foreshores

- a) Applications for a Traders License on Council reserves must include a site plan showing the area of proposed operation or development, nature of operation, any requirements associated with fixed plant or buildings, times of operation and necessary equipment;
- b) Applications will be checked for consistency with any existing development plans, beach and reserve classification, gazetted or priority uses, other existing uses, potential conflict and any perceived beneficial or adverse impacts. If the proposal is in direct conflict with any identified use or beach classification, then the application must be automatically rejected;
- c) Minimum \$10,000,000 Public Liability cover to be provided and remain current for the period of license;
- d) Provide up-to-date State and/or National Police Clearance Certificate and/or Working with Children Check according to the Traders License they are seeking, such as:
 - i. State: required if Licensee will be transporting people
 - ii. National: required for all new applicants and renewals
 - iii. A current W WC check is required for all traders and assistants working in contact with children (valid for 3yrs)
- e) Where required, obtain written approval from the Department of Transport – Marine Division, Fremantle Port Authority, Department of Conservation and Land Management, Work Safe and/or any other relevant statutory authority;
- f) Where appropriate provide up to date Accreditation Certification prior to the commencement of operations and such policy to remain during the approval period;
- g) Provide a Risk Management Plan;
- h) New license applications may not be approved if a similar business is operating within at least 500m of the location on the same day/s. The City reserves the right to not provide permits under these circumstances.

2. Conditions of Approval

Applications received by the City will be assessed by the Chief Executive Officer or nominated officers under delegated authority. The following conditions will be set for all Recreation and Leisure Traders License:

- a) In general, any commercial operations should be located within the vicinity of existing parking, toilet facilities and take into account reserve access constraints. Proposals requiring extra parking or access are to be assessed in conjunction with a Reserve Management Plan, provided by the applicant, identifying any financial or other support required from Council for establishment and maintenance costs to enable the commercial operation to proceed;
- b) Approval to operate will be for a maximum period of twelve (12) months from date of issue;
- c) The Licensee is required to ensure that the site is left in a clean and tidy condition during and after use;
- d) The Licensee is required to ensure that the natural ground coverage or dune stabilisation growth is not disturbed;
- e) The Licensee must forward a Certificate of Currency or copy of the Insurance Policy for a minimum of \$10million Public Liability Insurance to Council prior to the commencement of operations and such Policy to remain current during the approval period;
- f) Compliance with Council's Local Law relating to signs and its statement of planning policy (Part12 Enforcement of Local Laws, Division 5 Section 12.29) with all signs being removed after each day's trading or as agreed by Council at the completion of the event period in which the operation included;

- g) The Licensee is responsible for ensuring that payment of all License and Charge Fees, together with the written approval from other Statutory Authorities, relevant Accreditation Certification and a Certificate of Currency have been submitted to Council's Recreation Services Department prior to the commencement of operations;
- h) Any substantiated complaints received will be forwarded to the operator for his/her attention. Should the operator be unable or unwilling to satisfactorily address such complaints, then consideration will be given to either varying the conditions of use, altering the location of the site or withdrawing permission for the continued use of the site;
- i) Operations seeking renewal of their Traders License who have not satisfactorily addressed concerns by Council or complaints received will not have their Traders License renewed;
- j) On-site inspections to be undertaken by Council Staff to determine if operation has had a detrimental environmental impact on the foreshore area. Should degradation of the site be evident, the operator will be requested to undertake necessary repairs and consideration will be given to altering the location of the site or withdrawing permission for the continued use of the foreshore or reserve area by the operator;
- k) The Council may require an Acoustic Consultants Report from a Member of the Association of Australian Acoustics Consultants, indicating that noise levels will comply with prescribed standards;
- l) Fees charged are in accordance with the fees and charges schedule set by Council with the inclusion of a bond at the discretion of the City;
- m) Prior to final approval to being issued, Council's staff will ensure that: all fees have been paid, written approval from relevant statutory authorities had been obtained, a copy of the relevant Accreditation Certification, a copy of Public Liability Insurance Policy has been provided and the operator have satisfactorily addressed any previous concerns or complaints received in respect to their previous license;
- n) Council reserves the right to withdraw permission for the use of the site, to alter the location of the site and/or vary conditions of use in relation to any Recreational Traders License issued.