

# Small Permit Application Form

Page 1 of 2

**OFFICE USE ONLY**

Receipt No \_\_\_\_\_

Amount \$ \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Application No. \_\_\_\_\_

## Application Type

- Street Stall / Fundraising - Food Vending
- Street Stall / Fundraising - Non -Food Vending
- Street Stall / Fundraising - Special Event
- No Stall / Advertising Campaign / Sandwich Boards / Public Address System etc.

## Applicant Details

**Name/Company Name**

\_\_\_\_\_

**ABN / ACN Number:**

\_\_\_\_\_

**Postal Address**

\_\_\_\_\_

**Town**

\_\_\_\_\_

**Postcode**

\_\_\_\_\_

**Email Address**

\_\_\_\_\_

**Telephone**

\_\_\_\_\_

## Stall / Fundraising Details

**Type of Stall**

\_\_\_\_\_

**Stall Name**

\_\_\_\_\_

**Start Time / Date**

\_\_\_\_\_ am/pm \_\_\_\_\_

**Finish Time/Date**

\_\_\_\_\_ am/pm \_\_\_\_\_

**Location**

\_\_\_\_\_

**Event**

\_\_\_\_\_

## Equipment Details

**Standard Equipment**

E.g. table, chairs, boxes, tablecloth

\_\_\_\_\_

**Cold Storage Equipment**

E.g. Mobile cool room, esky cooler

\_\_\_\_\_

**Hot Storage & Cooking Equipment**

E.g. BBQ, bain-marie, gas cooker, trays

\_\_\_\_\_

**Counter Food Protection and Safe/Sanitary Facilities**

E.g. Gloves, plastic guards, film

\_\_\_\_\_

## Vending Items

Please provide a list of all foods/items available for purchase

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## Other Items

Please provide details of other activity in regards to public address, sandwich boards, advertising campaign etc.

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## Checklist

Please tick the applicable boxes to indicate that you have provided this information when lodging application.

- Certificate of Currency for Third Party Property Damage Insurance (to the value of \$20mil)
- Certificate of Currency for Public Liability Insurance (to the value of \$20mil which also indemnifies Moree Plains Shire Council and the Applicant)

## Applicant Declaration

Applicant Name

Applicant Signature

Date

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## Lodgement Details

You can lodge the completed application by:

**Mail:** PO Box 420, Moree NSW 2400

**In Person:** Level 2, 30 Heber Street Moree NSW 2400

**Email:** council@mpsc.nsw.gov.au

**Fax:** 02 6752 3934

**What Now:**

After your application has been receipted it will be processed within 7 working days. For

**Telephone:** 02 6757 3222

## Privacy & Personal Information Protection Notice

**Purpose of Collection:** For Issue of approval.

**Intended Recipients:** Council Staff and approved contractors of Moree Plains Shire Council

**Supply:** Application is voluntary, however required in order to obtain approval.

**Access/Correction:** Contact Moree Plains Shire Council to access or correct this information

**Storage:** Moree Plains Shire Council, Level 2, 30 Heber Street Moree NSW 2400

### Further Information

Moree Plains Shire Council  
Level 2, 30 Heber Street  
PO Box 420  
MOREE NSW 2400  
Tel: 02 6757 3222  
Fax: 02 6752 3934  
council@mpsc.nsw.gov.au