

Activities on Council Land – Election Candidates

Guide and Application

Purpose

Activities conducted on Council land require a permit. This ensures Council can regulate and manage activities on public land and minimise impacts on public amenity.

All applications must be submitted to Council with the following:

- Application fee of \$132.00, per day, per location
- Current \$20 million Public Liability Certificate
- Sketch or plan of the proposed occupied area

All locations are subject to availability.

Attendants must behave appropriately in public places and must not harass or hinder any person.

The area must be left in a clean and tidy condition.

No bill posting is permitted on Council assets.

A sketch or plan of the area you wish to occupy must be provided at the time of application. This must demonstrate how pedestrians will safely navigate around the stand and how you will manage potential crowd congestion.

Tables and attendants must be positioned so they do not impede pedestrian or traffic flow and must maintain a continuous accessible path for people of all abilities.

Entrances to buildings or premises must not be blocked by attendants or any equipment at any time.

All Council street furniture, planters, gardens, posts and poles must be protected from damage. Hanging equipment or materials from this infrastructure is prohibited.

Activities

Sausage Sizzle

A permit can be sought for candidates wishing to conduct a sausage sizzle. Candidates must comply with the Food Standards Code. Additional approval must be sought from Council's Environmental Health Team by phoning 9457 9965.

Information Stand

A permit can be sought for candidates wishing to set up a table or stand, or to hand out flyers or brochures.

Applicant Details:

Candidate:	
Contact Name:	
Postal Address:	
Mobile Number:	
Email:	

Application Type

Please tick appropriate permit type	Sausage Sizzle ☐	Information Stand ☐
Location of Activity:		
Requested Date / Times:		
Public Liability Policy Number:	Expiry Date:	PL Limit: \$
Permission from neighbouring trader:	Yes ☐	NO ☐

Checklist

- ☐ Application type selected
- ☐ Location selected
- ☐ Requested date selected
- ☐ Public Liability attached
- ☐ Application Fee \$132.00

Payment can be made in person at any Council service centre:

Level 3, 1 Flintoff Street Greensborough
275 Upper Heidelberg Road, Ivanhoe

Declaration:

Council respects all personal and confidential information provided by the applicant and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of Council Services in accordance with Council's powers, functions and purposes under the Local Government Act 2020 and other relevant legislation. It may also be used by Council to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change your details, please contact Customer Service on (03) 9490 4222.

I, (Please print)_____, understand that the information provided will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge. I understand the standard conditions for a permit to place a Temporary sign on council land or roadway.

Signature: _____ Date: _____

Applications can be submitted to permits@banyule.vic.gov.au

Please allow up to 10 business days to process your application.

Office use only:

T721 65108.0021.7047 \$132.00