



PO Box 614 Kununurra 6743
20 Coolibah Drive KUNUNURRA

Koolama Street WYNDHAM

T | 9168 4100

F | 9168 1798

E | mail@swek.wa.gov.au

W | www.swek.wa.gov.au

8.00am - 4.00pm MON - FRI

Application for Trading in Public Places (Outdoor Dining or Display of Goods)

Establishing an Outdoor Eating (al fresco dining) or Display of Goods area on Shire owned or managed land requires a permit. It will be assessed according to the requirements of the *Activities in Thoroughfares and Public Places and Trading Local Law 2005*. In order for your permit to be issued you will need to provide:

- Public liability insurance.
- Liquor application for alcohol consumption on Shire-managed land (if applicable).
- Payment of a permit fee.

Applicant Details

Name		Phone	
Postal Address			
Email			
Signature		Date	

Property Details

Lot		Number		Street	
Town					
Nearest Intersection					

Area Dimensions and Details

Length		Width		Total Area	
Estimated no. of Patrons					
Duration applied for (up to 1 year)					
Is alcohol to be consumed?					

Hours of operation:

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday		P/Holidays	

APPLICATION AND ANNUAL FEES

Please refer to the current Fees and Charges schedule, as adopted by Council, for the initial permit application and ongoing permit fees. After submission of your application and all required documentation, the licensing officer will contact you to arrange an inspection of the proposed area to ensure compliance with local laws.

LOCAL LAW RELATING TO ACTIVITIES IN THOROUGHFARES

You are encouraged to read the Shire Activities in Thoroughfares and Public Places and Trading Local Law 2005 for further information. Note that offences and penalties up to \$5000 may apply.

Extract from Local Law – Prescribed Offences

Clause number	Description of offence	Modified Penalty
2.2 1b	Throwing or placing anything on a verge without a permit	\$100
3.2 (1)	Placing advertising sign or affixing any advertisement on a thoroughfare without a permit	\$100
5.3 (1)	Trading without a permit	\$300
5.10	Establishment or conduct of outdoor eating facility without a permit	\$300
	Failure of permit holder of outdoor eating facility to comply with obligations	\$100
5.14	Use of equipment of outdoor eating facility without purchase of food or drink from facility	\$50
	Failure to leave outdoor eating facility when requested to do so by permit holder	\$50
6.5	Failure to comply with a condition of a permit	\$100
6.9	Failure to produce permit on request of authorised person	\$100
9.1	Failure to comply with notice given under local law	\$100

The following is provided as a guide from the local law:

- Paved verges and footpaths are to include a clear width of not less than 2 metres for safe egress of pedestrians.
- Furniture and other temporary structures must be free-standing and not attached to the ground. All such structures must be removed from public areas at the close of each business day.
- Applicants will be responsible for all costs relating to repair, reinstatement or reconstruction of any part of the public place arising from using the Outdoor Dining/Display of Goods Area.
- Food businesses with more than 20 patrons including the Outdoor Dining Area will need toilet facilities.
- Food businesses which sell alcohol must have a valid liquor license for trading from the Department of Racing, Gaming and Liquor, and where applicable Shire permission to consume alcohol on Shire managed land.
- Areas must be kept in a clean and tidy condition at all times.

OFFICE USE ONLY

Date Received	
Fees Paid	
Receipt No	
Application No	

Document No	
Officer	
Response	
File	