



# Trading Tables / Stallholders Permit

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Some common examples are: - **badge days, street stalls, trading tables, raffles etc**

I..... (name)

for and on behalf of (*hereinafter called the permit holder*) .....

..... (*organisation, business, group*)

of Address: .....

of telephone: ..... Fax.....

Email .....

Hereby make application to the **NORTHERN AREAS COUNCIL**

For the purpose of.....

..... (*here insert the purpose of the permit application*)

to be held at.....

..... (*Address & exact location*)

on.....(*date/s*)

between the hours.....(*period of time/s*)

If food and/or drink are to be sold, please provide details:

.....

..... (*Refer to General Condition 7*)

If music will be played or amplified sound used, please provide details:

.....

..... (*Refer to General Condition 8*)

Council will not normally provide power. If it will be provided, please provide the details: .....

..... (*Refer to General Condition 11*)

**The issuing of this permit is subject to:**

- A. The Permit Holder agreeing to the General Conditions of the permit as contained herein.
- B. The Permit Holder agreeing to all Special Conditions which the Council may determine.
- C. The Permit Holder paying the prescribed fee.
- D. The Permit Holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of Permit.

**General Conditions of Permit:**

- 1. The Permit Holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges, and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the Permit.
- 2. The Permit Holder shall take out and keep current a public risk insurance policy in the name of the Permit Holder insuring the Permit Holder for the minimum sum of twenty million dollars (\$20,000,000.00) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Permit Holder in relation to the activity.
- 3. The Permit Holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the Permit Holder.
- 4. The Permit Holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this Permit.
- 5. The Permit is not transferable.
- 6. The Permit Holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
- 7. No food or drink will be offered for sale by any Permit Holder without the prior approval of the Council. Application for "Exemption from Food Safety Standard" to be completed and approved by Council. The Permit Holder shall read and comply with the requirements of Council's "Food Safety Tips for Outdoor Events", "Basic Requirements for Food Labelling" and "Temporary Food Premises" fact sheets.
- 8. No music system or amplified sound to be used by any Permit Holder without the prior approval of the Council.
- 9. Stalls, exhibitors, trading table sites etc will be allocated by the Council and no allocated sites may be altered without the approval of the Council.
- 10. The Permit Holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
- 11. The use of power by Permit Holders shall not exceed that agreed to and approved by the Council.
- 12. This Permit is liable to be revoked by Council if the Permit Holder fails to comply with a condition of this Permit or may be revoked in any other justifiable circumstance.
- 13. This Permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this document, signed by the Council has been returned to you.

TRADING TABLES / STALLHOLDERS PERMIT

**Special Conditions of Permit:**

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

I acknowledge that I have read and understand the Permit Conditions and agree to abide by and be bound by the said Conditions.

***Signed for and on behalf of the Permit Holder***

Name: ..... Date: .....

Position: ..... Signature: .....

***Signed by or on behalf of the Council***

Name: ..... Date: .....

Position: ..... Signature: .....

**Office Use Only  
COUNCIL AUTHORISATION**

Sale of food/drink    Approved / Denied / N/A    Playing of music    Approved / Denied / N/A

Power    Approved / Denied / N/A    Insurance    Yes/No

**Permit Approved / Denied**    Fee: \$.....    Booking Sheet Updated?

Signature: .....    Date: .....   

**PLEASE NOTE:**

This permit will not come into operation until proof of the appropriate insurance has been provided to the Council, all fees have been paid, and a written permit, signed by the Council has been provided to the applicant.

[Food Fact Sheets and Exemption Form D:\SharedFolder\Bookings\Permit Forms\Food]