

# HUME CITY COUNCIL ROADSIDE TRADER APPLICATION FORM

ABN 14 854 354 856  
1079 Pascoe Vale Road, Broadmeadows Vic 3047  
Correspondence: PO Box 119, Dallas Vic 3047  
Telephone: 03 9205 2200  
Email: [contactus@hume.vic.gov.au](mailto:contactus@hume.vic.gov.au)  
[www.hume.vic.gov.au](http://www.hume.vic.gov.au)

## TYPE OF PERMIT (PLEASE TICK):

- |  |          |
|--|----------|
| <input type="checkbox"/> ICE CREAM VAN   | \$975.00 |
| <input type="checkbox"/> ROADSIDE TRADER | \$980.00 |

## APPLICANT DETAILS

NAME OF APPLICANT	
POSTAL ADDRESS	
POST CODE	
📞 BH	📞 AH
📞 M	EMAIL

## BUSINESS DETAILS

BUSINESS NAME	ABN OR ACN
TRADING NAME	
VEHICLE REGISTRATION	
VEHICLE MAKE	DIMENSIONS
TRADING LOCATION/S (MAXIMUM OF TWO)	
TIMES OF OPERATION	
TOILET ACCESS (PLEASE DESCRIBE)	
WASTE MANAGEMENT (E.G. LITTER DISPOSAL)	
WHAT ARE YOU SELLING?	



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## REQUIRED DOCUMENTS

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| • I have attached a current FoodTrader Certificate.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • I have also attached a copy of current Public Liability Insurance to \$10 million noting Hume City Council. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • I have attached a photos/sketch of trading locations encompassing trading vehicles location.                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • I have attached proof of registration of a business.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

*Incomplete applications will not be processed without the above information*

### I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge.
- This application is a legal document and penalties exist for providing false or misleading information.
- Hume City Council may refuse this application if it becomes evident that any information or supporting documents provided is incomplete or false
- The application will not be processed until payment of the application fee is received by Council.
- The application fee is non-refundable and is not conditional on the permit being issued.
- I have read the "Conditions and Information" and agree to comply with all conditions stipulated
- I understand that I am not to operate as an roadside trader/ice cream van (as the case may be), until a permit has been issued.

\_\_\_\_\_  
|APPLICANTS SIGNATURE

\_\_\_\_\_  
|DATE

## PLEASE NOTE

An invoice will be posted requiring payment of the application administration fee **within 14 days**.

A permit will not be granted unless all information is provided and the application administration fee is paid. **The application administration fee is non-refundable.**

Traders are not to operate until a permit has been issued.

Permits expire on **31 August each year**.



# HUME CITY COUNCIL ROADSIDE TRADER CONDITIONS

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## **A permit is required to trade on any road or municipal place. (General Local Law No. 1 – 2023 - Division 4 - Trading Activities, Clause 23)**

### **Roadside Trading Conditions:**

Application must be completed and all supporting documents supplied before your application can be processed.

This permit only authorises the use of the prescribed vehicle to be used for roadside trading as allowed by this permit.

Prior to the commencement, Registration under the Food Act 1984 is required and Statement of Trade lodged with FoodTrader.

The operator of the prescribed vehicle shall ensure that all relevant road laws, including parking restrictions, are observed at all times.

The vehicle opening, for the serving of customers shall open onto the footpath and at no time open onto the road.

That you have current Public Liability Insurance to a minimum value of \$10 million noting Hume City Council's interest.

The operator must not restrict the flow of pedestrian traffic, interfere with entry to or exit from any building or driveway and obstruct any footway or roadway.

No permit holder, employee or person known to the permit holder may cause a nuisance.

Noise from the roadside trading activity must be kept to a minimum at all times. Any substantiated noise complaints received from neighbouring properties may result in the permit being cancelled.

Hours of operation must be during daylight hours only. All operations must cease during inclement weather or when lighting conditions are poor. No permits will be issued for night time roadside trading.

All litter generated from or around the roadside trading site must be removed and disposed of by the holder of the permit and the area must be left in a neat and tidy condition.

Council reserves the right to revoke this permit at any time if in the opinion of an Authorised Officer, any condition of the permit is being breached.

This permit is non-transferable to any other vehicle or person.



# HUME CITY COUNCIL ROADSIDE TRADER GUIDELINES & INFORMATION

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## GUIDELINES & INFORMATION FOR ROADSIDE TRADERS:

### Who can apply?

Anyone looking to roadside trade can apply for the permit, whether it is a Mobile Coffee/Food, Ice Cream van or Selling Goods while on a road or in a municipal place.

### When can I apply?

Applicants may apply once they have obtained all the relevant information and documentation required with this application in order for it to be processed.

### What does Council take into consideration when assessing an application?

The requirements of Council's Health Department for sale of food items.

(If registered with another Council under the Food Act 1984, then that Registration Certificate will need to be produced. Otherwise it will be necessary to register with the Hume City Council Health Department. The van must meet the requirements of the Food Act 1984 and any Regulations in force pursuant to the Act)

Each van must be available for inspection by Council's Health Department. (If applicable)

The days and times that itinerate trade is to be conducted.

The area in which the trade is proposed to be carried out, priority will be given to existing businesses of a similar nature.

The views/requirements of VicRoads.

Council cannot grant a Roadside Trading Permit to trade from a VicRoads controlled road. Please see following link for a list of VicRoads controlled roads in the Hume Municipality;

[https://www.hume.vic.gov.au/Business\\_amp\\_Major\\_Projects/Major\\_Projects/Roads\\_Transport/Local\\_and\\_VicRoads\\_Road\\_Register](https://www.hume.vic.gov.au/Business_amp_Major_Projects/Major_Projects/Roads_Transport/Local_and_VicRoads_Road_Register)

The views/requirements of relevant Council Departments.

Trading from Council Controlled Car Parks and/or Reserves will require entering into an additional leasing agreement. Council's Finance Department advises this agreement is not available at present.

Access to toilet facilities

### How do I apply?

You must complete the application and provide all relevant documentation in order for your application to be processed. You can lodge your application using the following options:

† **In person:**  
1079 Pascoe Vale Road Broadmeadows 3047  
44 Macedon Street Sunbury 3429  
75-95 Central Park Avenue Craigieburn 3064  
Office hours are Monday to Friday 8.00am-5.00pm

✉ **By post:**  
Hume City Council, PO Box 119, Dallas 3047

✉ **By email:**  
[contactus@hume.vic.gov.au](mailto:contactus@hume.vic.gov.au)



### How much does it cost?

Council charges an pro rata application fee and or annual fee of **\$975.00** for Ice-cream vendor permits and **\$980.00** for Roadside Trading permits.

Fee may vary. The fee is non-refundable.

Privacy Statement: Council is collecting the personal information on this form for the purpose of gathering information applicable to this permit application. The information will be used for issuing the permit and will not be disclosed to any other party except as required by law. If you fail to provide this information, the delays will be experienced in the issuing of this permit. You may access this information by contacting Council on 9205 2200.