



# PERMIT TO CONDUCT APPLICATION

APPLICANT DETAILS			
Organisation Name:			
Contact Name:			
Address:	Street:		
	Suburb:		
	City:	Postal Code:	
Phone:	Work/Home:	Mobile:	
Email:			

Date/s:			
Start Time:		End Time:	

TYPE OF FUNCTION/EVENT/ACTIVITY			
Event Type:	Cake Stall	<input type="checkbox"/>	Street Appeal
	Money Chain	<input type="checkbox"/>	Raffle
	Other (Please specify):		
Raffle Permit Number: (If applicable)			

LOCATION											
Coles	<input type="checkbox"/>	Kmart	<input type="checkbox"/>	<i>Please note – Kmart is not Area "A"</i>							
St Barbara Square	A	B	C	D	E	F	G	H	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify):											

FEES & INSURANCE			
Annual Application Fee	\$51.50*	Daily Fee	\$15.80
Certificate of Currency - \$10 million – Valid To (Attach copy):			

*\*Charitable/Not-for-Profit Organisations do not pay first application fee (in the month) or any daily fees.*

SIGNED BY APPLICANT	
Signature:	Date:

FOR OFFICE USE ONLY			
Approved by Manager Planning, Development & Regulatory Services	YES	NO	
Officer Signature:	Date:		
Condition of Approval:			

**COUNCIL ACCEPTS NO RESPONSIBILITY FOR INJURY OR LIABILITY**

## IMPORTANT INFORMATION

- “Community Association” means an institution, association, club, society or body, whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and the members of which are not entitled or permitted to receive any pecuniary profit from the transactions thereof.
- Applications from commercial organisations must include a copy of Public Liability Insurance to the value of \$10 million.
- A key hire bond is to be paid before keys for access to the power boxes at St Barbara Square are handed out. The bond will be refunded provided that the keys are returned to the City offices within five (5) working days after the last day of the booking. Please note that bond refunds can take up to 14 days to be processed.
- Raffles over \$1000 prize value must have a “Permit Lottery Number” from the Office of Racing, Gaming and Liquor, telephone (08) 9425 1888.
- Cake stalls and sausage sizzles are subject to Health Department approval and compliance with the City of Kalgoorlie-Boulder “Guidelines for Foods Prepared in the Home or Cooked On-Site for One-Off Charity Events”.
- Applications for multiple bookings, either on a single application form or on separate applications forms, can be made one month prior to the requested date/s. Applications won’t be accepted less than three (3) days prior to the date/s requested.
- For multiple bookings in one month, bookings in high traffic areas (Area A, G and H) will be restricted to only twice a month.

## PERMIT CONDITIONS

- This permit is valid only for day/s of issue.
- Permit must be presented on demand to any authorised officer of the City of Kalgoorlie-Boulder or any Police Officer.
- Permit Holder is entitled to conduct activities only as specified in the application.
- The permit holder is to ensure the area utilised is left clean and tidy.
- If a cake stall or sausage sizzle is to be conducted the permit holder agrees to abide by the requirements set out in the City of Kalgoorlie-Boulder “*Guidelines for Food Prepared in the Home or Cooked On-Site for One-Off Charity Events*” and any other requirements as stipulated by Council’s Environmental Health Services.
- In accepting the terms and conditions set out, the applicant indemnifies Council of all public liability for the activities undertaken during the use of this permit. It is strongly recommended that community groups obtain Public Liability insurance.
- Sale of goods, other than for not-for-profit, is not permitted in St Barbara’s Square.

# ST BARBARA SQUARE AREA MAP

