

APPLICATION FOR A LOCAL LAW PERMIT

Community Local Law 2022



APPLICANT DETAILS:

Name:

Postal address:
 Postcode:

Phone: Email:

Signature:

PERMIT DETAILS

Type of permit (please tick)

☐ Roadside trading including sale of raffle tickets etc. (clause 10)

☐ Street event/event in a public place (clause 10)

☐ Camping on private land (clause 9)

☐ Excess animals (clause 8)

☐ Alcohol on Council land (clause 14)

☐ Other (please specify)

For further information about types and clauses, a copy of the local law is available at www.westwimmera.vic.gov.au/Council/Documents-and-publications

DESCRIPTION OF PROPOSED ACTIVITY

Date of activity from to Time from to

I wish to be able to....

Location/address of proposed activity

Postcode

Property number (this is an 8 digit number from the rates notice or you can search for it at westwimmera.poz.com) Note: not applicable to activities on roadsides

Application fee payable: \$75 (2026/27 financial year)

Office use Receipt number Date

Privacy statement

West Wimmera Shire Council
49 Elizabeth Street, Edenhope
PO Box 201 Edenhope VIC 3319
Phone: 13 99 72
Email: council@westwimmera.vic.gov.au
Web: www.westwimmera.vic.gov.au

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INFORMATION TO ACCOMPANY AN APPLICATION

The information required to support each type of permit application will vary in nature. It will assist council staff to properly assess your request and understand what is being proposed. Several staff may be involved in assessing the various aspects.

Keep in mind that the clearer the information, the easier it will be for staff to understand what it is you are wanting to do and the faster it will be to process your application.

The following checklists give a general guide to the things you will need to include:

Excess animals

- ☐ Property owner permission
- ☐ Application form
- ☐ Details of animal types, animal numbers and breeds
- ☐ List of neighbours' names and phone numbers (with consent)
- ☐ Site plan, including animal housing
- ☐ Evidence of desexing and microchipping
- ☐ Fee paid

Roadside trading including sale of raffle tickets

- ☐ Application form
- ☐ Explain activity / fundraising purpose / organiser, including proposed dates and times
- ☐ Site plan, including proposed facilities and location of stall/table/vehicle etc.
- ☐ Public liability insurance
- ☐ Fee paid

Camping activity

- ☐ Application form
- ☐ Details of camping facilities to be provided, frequency of use, number of people attending etc.
- ☐ Site plan, including proposed location of campsite and facilities
- ☐ Toilets, showers, wastewater disposal and litter management
- ☐ Details of building permit if required
- ☐ Fee paid

Alcohol on Council land

- ☐ Application form
- ☐ License information
- ☐ Dates/times (ongoing)
- ☐ Hours of operation
- ☐ Fee paid

Street event / event in public place

- ☐ Application form
- ☐ Explain details of fundraising purpose / event organiser
- ☐ Evidence of site being booked/ committee of management consent where applicable
- ☐ A detailed outline/overview of proposed event, number of people attending and facilities that will be provided such as toilets, litter bins, power supply etc.
- ☐ Car parking and traffic management plan
- ☐ Site plan, including proposed layout/location of stalls etc.
- ☐ Any assistance being sought/required from council, eg. mow lawn areas, locate underground services, access to power and keys, additional public toilets cleaning etc.
- ☐ Emergency/risk assessments
- ☐ Public liability insurance (^)
- ☐ Fee paid

We acknowledge that not all permit types are listed above, however the checklists should help to give a general understanding of the information required to accompany an application for similar permit related activities. Please discuss your application with us prior to lodging if you are unsure about the information required to accompany your application.

(^) Evidence of public liability insurance (Certificate of Currency, minimum \$10m insurance cover) must include a notation that specifically indemnifies West Wimmera Shire Council with respect to the activity proposed in the application.