

## **Traders Guidelines (Non-Food)**

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## **Introduction**

The purpose of these Guidelines is to provide prospective applicants with information as to the requirements of obtaining a permit for conducting commercial activities on a public place, and to provide a procedure for the management of these Permits.

## **The Local Law**

A Permit is required to operate a commercial business on a public place. The permit is issued under the City of Rockingham's *Public Places and Local Government Property Local Law 2018*. A copy of this Local Law can be found on the City of Rockingham website at <http://rockingham.wa.gov.au/Our-city/Local-laws>.

A public place is defined under the City's *Public Places and Local Government Property Local Law 2018* as being:

- (a) A street;
- (b) Any local government property; or
- (c) A place to which the public have access.

## **Who Needs A Permit?**

Anyone conducting a commercial business on a public place must have a Permit to do so. It is important that the City is aware of who is operating a business from City land in order to:

- manage competing uses of public open space;
- manage the impact on the asset (e.g. wear and tear of the reserve);
- ensure there is adequate public liability insurance and risk management processes in place; and
- ensure that the activation of the space is in the best interests of the City and the community.

You do not need a Permit under the Local Law if you are conducting your business on private land, or have a current lease over Council land and the activity is in line with the core function of your lease. Please note that there may be other approval processes required in these instances.

## **Application Process**

The Permit application will be assessed in accordance with the City's Local Law. Please allow a minimum of 21 days for the application to be assessed once all the required paper work has been received. Please read the following information carefully to ensure you complete your application and submit with all the requirements.

### **1. Assessment of Permit Applications for activities on reserves**

In determining an application, the following considerations are deemed to be essential:

- (a) the preservation of the amenity of the locality;
- (b) the preservation of public safety;
- (c) where the local government property is Crown land:
  - (i) the purpose, if any, for which the land is reserved under the *Land Administration Act 1997*; and

- (ii) the purpose for which the land is designed, developed and used;
- (d) the protection, management and control of the local government property and assets on the local government property;
- (e) the conservation, protection and proper management of flora and fauna on the local government property;
- (f) the impact of the proposed activity on the use of the local government property by existing users (permits holders and bookings), and by the public; and
- (g) the experience and qualifications of the applicant in relation to the activity and the applicant's past performance in undertaking or managing the proposed activity or similar activities.

Once the application has been received with all the required information, the application will be assessed by City Officers to determine an outcome.

Applications that are considered controversial or significant may be deferred to Council for determination.

## **2. Application Requirements - what must be included in your application?**

All applications must provide the following information to the City before the assessment process can take place.

- Submission of the completed permit application form;
- Site map of the requested locations;
- Copy of Public Liability Insurance cover for no less than \$10 million;
- Submission of a completed Risk Assessment for the activity; and
- Industry Accreditation/Qualifications in relation to the activity

In addition to this information, specific activities are required to provide additional information to the City before the assessment process. If this is applicable to your application, you will be notified by the City's Permits Officer for further information or documentation. Please see relevant 'Permit Types' sections within these Guidelines for assistance.

## **3. Conditions of Approval**

In approving an application for a Permit, the City may impose any conditions as it sees relevant to the application.

Approval to operate will be for a maximum period of twelve months from the date of issue, or less dependent on the applicant's request.

The Permit Holder is required to provide proof of public liability insurance for all permit applications (minimum \$10,000,000), and maintain this insurance for the duration of the permit period.

The Permit Holder is required to respond to any substantiated complaints received in relation to the activity (to the satisfaction of the City).

Permit holders are to ensure compliance with other laws in the City of Rockingham. These include such laws relating to signage approval, parking limitations, noise complaints and litter removal.

#### **4. Policing Conditions Applied to the Permit Holder**

Onsite routine inspections will be undertaken to determine if the Permit Holder is complying with the conditions of their Permit. The activity will be given an impact classification upon approval. The impact classification determines the frequency of the routine inspections that will be undertaken over a 12 month period.

Additionally, inspections of the permitted locations will be completed to determine if the operation has had a detrimental environmental impact on the land. Should degradation of the site be evident due to the permitted activity, the permit holder will be requested to undertake necessary repairs and consideration will be given to altering the location of the site or withdrawing permission for the continued use of the reserve by the Permit Holder

Any substantiated complaints received will be forwarded to the Permit Holder for their attention. Should the Permit Holder be unable or unwilling to satisfactorily address such complaints, then the City will give consideration to either varying the conditions of use, altering the location of the site or withdrawing permission for the continued use of the site.

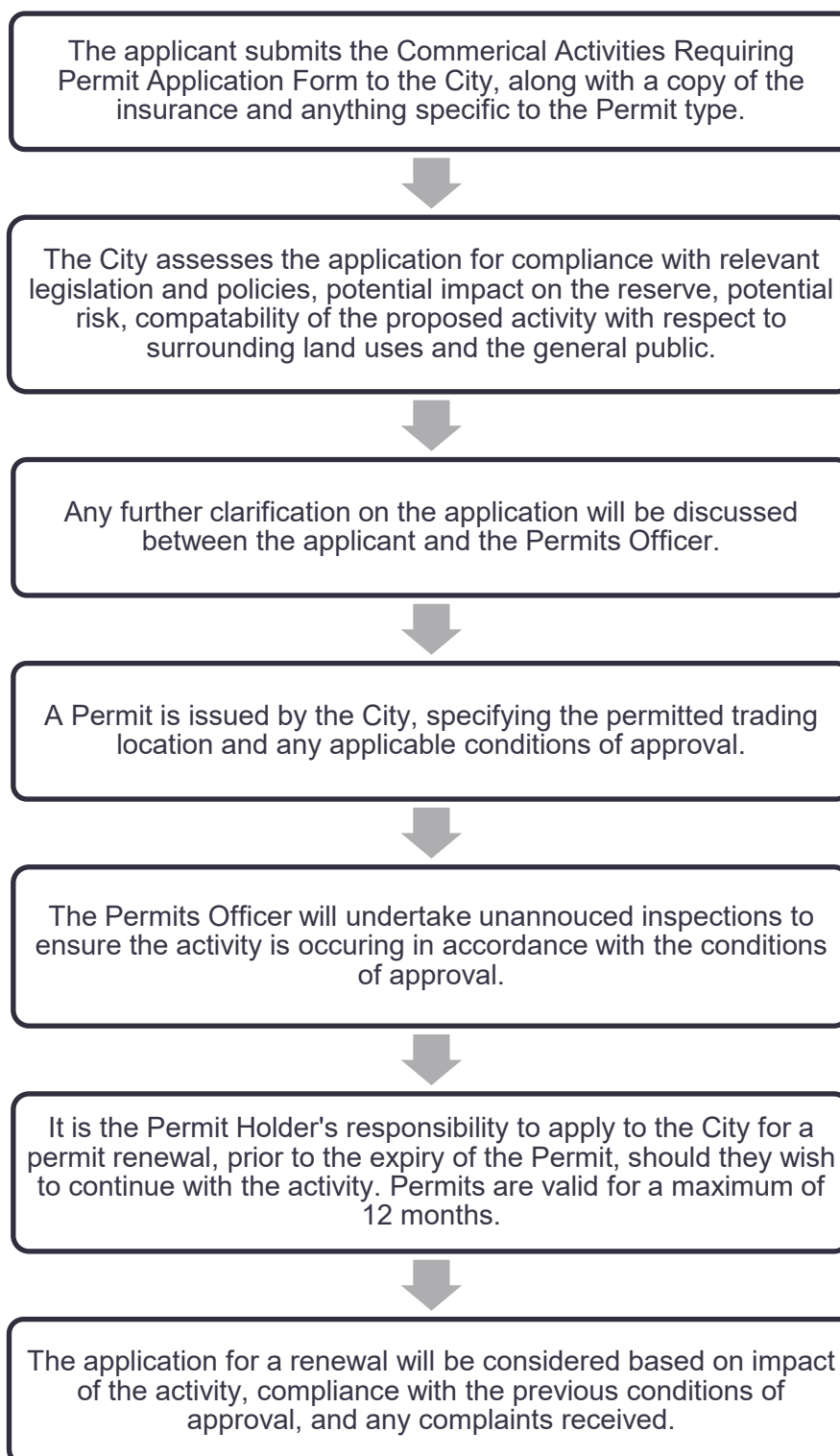
Permit Holders seeking renewal of their Permit, who have not satisfactorily addressed concerns by the City or complaints received, will not have their Permit renewed. It is the Permit Holder's responsibility to renew the application prior to expiration.

If there are serious or ongoing non-compliances with the Permit, the City may issue an infringement or cancel the permit.

#### **5. Traders Permit Application Assistance**

The City's Permits Officer is available to assist applicants in completing and submitting their application, and successfully gaining the relevant approvals from the City. The Permits Officer can be contacted directly on 9527 0730.

## APPROVAL PROCESS



## APPLICATION TYPES

### Advertising Permits

Anyone wishing to advertise on a public place requires a Permit prior to commencement. Advertising includes but is not limited to; displaying literature for religious, charitable, benevolent, educational information or other like nature.

Advertising Permit applications must demonstrate that the location will not obstruct pedestrian access or conflict with surrounding uses.

Permit Holders are not permitted to directly approach members of the public, however are able to engage with the public should they be approached.

Applicant to complete the ['Application for Permit Charity Fundraising, Advertising and Advocacy Activities'](#)

### Animal Farms/Petting Zoos

Animal Farms/Petting Zoos wishing to conduct their business on a public place will require a Permit prior to commencement. This is regardless whether it is in association with an event or private booking.

Permits must ensure that the Department of Health's Petting Zoo Guidelines are followed at all times. All animals are to be confined to a fenced enclosure, and kept under adequate supervision at all times.

Applicant must complete the [Application for Non-Food Stallholders and Amusement Structure Permits for Events](#)

If the animal farm/petting zoo is in association with a private function, wedding or party you are required to book the location through the City's Bookings Team prior to submitting the Permit application form. The applicant can do so by contacting the City's Bookings Officer on 08 9527 0772.

### Amusements

All amusement operators wishing to trade on a regular basis within the City requires a Permit prior to commencement. Amusement include, but is not limited to, inflatable amusements, mechanical amusement rides, amusement games.

Complete the [Commercial Activities Requiring Permits on City and Public Land Application Form](#) and [Risk Assessment Guidelines](#).

There are a number of Australian Standards applicable to amusements, including AS 3533.1, AS 3533.2 and AS 3533.3. Applicants are required to be familiar with these standards and comply with them at all times.

### **Additional Documentation Required for Amusements/Inflatables**

- Names of each amusement
- Photographs of each amusement
- Annual Inspection Certificate for each amusement
- WorkSafe Plant Registration Certificate **OR** Class 1 Certificate for each amusement



- Maintenance Log Books for each amusement
- Risk Management Plan (if requested)
- Copy of Working with Children cards for each operator

Further information or documentation may be required on assessment of the application.

## Aquatic Permits

All aquatic (water based)\* hire operators or instructors, which include but not limited to stand up paddle boarding, kayak hire, and canoeing wishing to trade on public places require a Permit prior to commencement.

*\*Not applicable to surfing and kite boarding permits - See surfing or kite boarding permit sections for more information*

Complete the [Commercial Activities Requiring Permits on City and Public Land Application Form](#) and [Risk Assessment Guidelines](#).

A maximum of twenty (20) physical paddle craft/SUP per business are permitted. The Permit Holder will be limited to a maximum of five permitted locations per business.

The permit holder and patrons must comply with the Department of Transport South Metropolitan Boating Guide at all times.

## **Qualifications**

Documentation demonstrating current qualifications, as listed below, must be lodged with the City at time of application. Once awarded it is the Permit Holder's responsibility to maintain current qualifications and certificates:

- Senior First Aid Certificate (from a recognised registered training organisation);
- Surf Life Saving Bronze Medallion or Certificate II in Public Safety (Aquatic Rescue). (applicable for tours/instructors only)
- Coaching/Instructing Qualifications.  
For example. Level 1 (Flat Water) Stand up Paddle Boarding coaching accreditation with a recognised Australian based Surf Coach/Stand up Paddle Boarding Coach Educational Accreditation Organisation, Council or Academy.

## Bike Hire Operating

Bike hire operators are those intending to hire bikes from public places and not those already hiring from accommodation houses on private property in the City or intending to conduct bike tours throughout the City.

Applicant to complete the [Commercial Activities Requiring Permits on City and Public Land Application Form](#) and [Risk Assessment Guidelines](#).

The Permit Holder must ensure all bicycles comply with AS/NZS 1927-1998 and AS/NZS 1927-2010, and are inspected for compliance and safety prior to each use. Users are to be given sufficient instruction prior to hire.



## Charity Fundraising

Anyone wishing to raise funds for a charity on public places requires a Permit prior to commencement. Anyone wishing to conduct charity fundraising on private property requires permission from the property owner, and does not require a Permit from the City.

Applicant to complete the ['Application for Permit Charity Fundraising, Advertising and Advocacy Activities'](#)

The Permit Holder must comply with any request or instruction by the City of Rockingham Officer or WA Police Officer to relocate.

The permitted activity must not interfere with events or functions being held at the permitted location, or obstruct footpaths/pedestrian access.

If the permit holder wishes to enter a business or private property for the purpose of conducting the permitted activity, the permit holder will need to obtain permission from the business proprietors or owners before commencing.

The Permit Holder must comply with the *Charitable Collections Act 1946* at all times.

### **Additional Documentation Required**

- Copy of current Charitable Collection License from the Department of Mines, Industry Regulation and Safety, formally known as the Department of Commerce.
- Copy of Letter of authority from nominated Charity Organisation
- Copy of permit from Department of Local Government, Sport and Cultural Industries to conduct Standard Lottery (Raffle) formally known as Department of Racing Gaming and Liquor (If applicable)

Further information or documentation may be required on assessment of the application.

## Dog Obedience Classes

All dog obedience classes and operators wishing to conduct classes on public places are required to obtain a Permit prior to commencement.

Applicant to complete the [Commercial Activities Requiring Permits on City and Public Land Application Form](#) and [Risk Assessment Guidelines](#).

Please note; dog obedience classes will only be approved within the approved dog exercise areas detailed on the City's website. Please see the link for further information: [Off Leash Dog Exercise Parks \(rockingham.wa.gov.au\)](#)

A maximum of ten (10) dog clients are permitted per qualified instructor. The Permit Holder will be limited to a maximum of five permitted locations per business.

### **Qualifications**

Documentation demonstrating current qualifications, as listed below, must be lodged with the City at time of application. Once awarded it is the Permit Holder's responsibility to maintain current qualifications and certificates:

- Senior First Aid Certificate (from a recognised registered training organisation);
- Dog Training accreditation with a recognised Australian based Dog Training Educational Accreditation Organisation.  
For example; Certificate III in Dog Behaviour and Training or Certificate IV in Companion Animal Services

## Face Painting

Any person wishing to conduct any type of face painting, airbrushing or temporary tattoos, including henna on public places will require a Permit prior to commencement. A Permit is required regardless whether it is in association with an event or private booking.

Applicant must complete the [Application for Non-Food Stallholders and Amusement Structure Permits for Events](#)

The Permit Holder must comply with the Department of Health's guidelines for these activities.

## Filming

Any Commercial Filming occurring on a public place requires a Filming Permit to be obtained prior to commencement.

A Filming Permit is **not** needed for:

- Still photography;
- Video recording of a wedding ceremony or other private celebration or event principally for the purpose of making a record for the participants in the ceremony, celebration or event; or
- Filming for the immediate purposes of a current affairs or daily news television program.

Point Peron and Lake Walyungup (Rockingham Salt Lakes) fall under the jurisdiction of Department of Biodiversity, Conservation and Attractions (DBCA). Approval from DBCA is to be obtained, and notification to the City is to be given prior to commencement.

Applicant to complete the [Filming Permit Application Form](#).

## **Drones - Unmanned Aerial Vehicles (UAV) – Remotely Operated Piloted Aircraft (RPA)**

The City's *Public Places and Local Government Property Local Law 2018* states "A person must not without a permit - fly or land a drone, balloon, unmanned aircraft or similar device from or on local government property"

The City will only permit the use of drones on a public place when it is in conjunction with commercial filming and that operator holds a valid filming permit from the City.

Permits **will not** be issued to unlicensed operators even if you are proposing to use a drone which is under 2kg.

For all commercial RPA use the following documentation must be submitted for all applications:

- Controller Licenses (RePL) for all purposed operators  
[Remote pilot licence | Civil Aviation Safety Authority \(casa.gov.au\)](#)
- Operator's Certificate (ReOC) issued by CASA  
[Remotely piloted aircraft operator's certificate | Civil Aviation Safety Authority \(casa.gov.au\)](#)

- Certificate of Currency of RPA Liability Insurance
- Risk Assessment for operation of RPA
- CASA Area Approval \*if applicable
- Detailed aircraft operations plan outlining:
  - Take-off and landing zones
  - Proposed flight path
  - Proposed exclusion zones
  - Location of spotters

Please check the Drone Web APP to see where you can and cannot operate a RPA  
[Drone safety apps | Civil Aviation Safety Authority \(casa.gov.au\)](#)

All drone operators must follow the Civil Aviation Safety Authority (CASA) rules and regulations at all times.

## Fitness Training

All fitness training group operators that includes but is not limited to fitness training, boot camps, fitness boxing and other mental and physical activities that include Yoga, Tai Chi etc. must meet the following minimum requirements:

Applicant to complete the [Commercial Activities Requiring Permits on City and Public Land Application Form](#) and [Risk Assessment Guidelines](#).

A maximum of thirty (30) clients are permitted per training session. The Permit Holder will be limited to a maximum of five permitted locations per business.

Applications seeking the use of active reserves will only be considered with written consent from the sporting clubs allocated the seasonal use of reserve. The allocated sporting clubs have priority over active reserves.

## **Qualifications**

Documentation demonstrating current qualifications, as listed below, must be lodged with the City at time of application. Once awarded it is the Permit Holder's responsibility to maintain current qualifications and certificates:

- Senior First Aid Certificate (from a recognised registered training organisation);
- Certificate III or IV in Fitness; (from a nationally recognised training organisation);
- Registration with either Fitness Australia, FITREC or Physical Activity Australia.

## Guided Bike Tours

Guided Bike Tours cover those using public reserves, beaches, cycleways and roads of the City of Rockingham under the care and control of City. Guided Bike Tours include those operating commercial bike tours led by a guide, and require a permit prior to commencement.

Applicant to complete the [Commercial Activities Requiring Permits on City and Public Land Application Form](#) and [Risk Assessment Guidelines](#).

The Permit Holder must ensure all bicycles comply with AS/NZS 1927-2998 and AS/NZS 1927-2010. The Permit Holder must ensure all patrons and staff undertaking a guided bike tour comply with the *Road Traffic Act 1974* and *WA Road Traffic Code 2000* at all times.

Guided bike tours are to share with the general public at all times when using public reserves, cycleways and shared pathways.

## Kite Boarding and Windsurfing Permit

All kite boarding and windsurfing hire business wishing to operate on public places require a Permit prior to commencement.

Applicant to complete the [Commercial Activities Requiring Permits on City and Public Land Application Form](#) and [Risk Assessment Guidelines](#).

A maximum of twenty (20) kite boarding and/or windsurfing vessels per business is permitted. One qualified instructor is required per ten (10) clients. The Permit Holder will be limited to a maximum of five permitted locations per business.

The Permit Holder and patrons must comply with the Department of Transport South Metropolitan Boating Guide at all times

### **Qualifications**

Documentation demonstrating current qualifications, as listed below, must be lodged with the City at time of application. Once awarded it is the Permit Holder's responsibility to maintain current qualifications and certificates:

- Senior First Aid Certificate (from a recognised registered training organisation);
- Surf Life Saving Bronze Medallion or Certificate II in Public Safety (Aquatic Rescue). (applicable for tours/instructors only)
- Coaching/Instructing Qualifications
- Registration with Kiteboarding WA (KWA)

## Retail Stalls

Any person wishing to sell non-edible goods (including flowers stalls) on public land requires a Permit prior to commencement.

Applicant to complete the [Application for Non-Food Stallholders and Amusement Structure Permits for Events](#)

Applications to sell illegal or offensive material will not be approved. The determination if products are considered offensive will be made by the Manager Health and Building Services.

### **Insurance Cover**

The City of Rockingham recommends that each Permit Holder obtains Public Liability insurance to conduct the permitted activity, which requires current "Certificate of Currency" for Public Liability - \$10,000,000.

Alternatively, in agreement with an event/market organiser, non-food stalls occasionally can be covered by the event/market organiser's policy. Please contact the appropriate organiser for further information.

## Sport Coaching

Any coaching which receives a profit from the activity, such as children's soccer coaching will require a Permit to operate on public places prior to the commencement of the activity.

Applicant to complete the [Commercial Activities Requiring Permits on City and Public Land Application Form](#) and [Risk Assessment Guidelines](#).

A maximum of thirty (30) clients are permitted per class. The Permit Holder will be limited to a maximum of five permitted locations per business.

Applications seeking the use of active reserves will only be considered with written consent from the sporting clubs allocated the seasonal use of the reserve. The allocated sporting clubs have priority over active reserves.

### **Qualifications**

Documentation demonstrating current qualifications, as listed below, must be lodged with the City at time of application. Once awarded it is the Permit Holder's responsibility to maintain current qualifications and certificates:

- Senior First Aid Certificate (from a recognised registered training organisation); and
- Working with Children Check (if applicable)

Further information or documentation may be required on assessment of the application.

## Street Entertainers - Standard

Any person wishing to perform on a public place requires a Permit. A performance includes but is not limited to performing with an instrument or multiple instruments, live performance, including but not limited to singing, dancing, mime, clowning, juggling, puppetry, comedy, magic or living statue act and creating visual art.

The [Street Entertainers Permit](#) application form must be completed and submitted in full, with payment of the associated fees.

Permit Holders are not permitted to perform within the Rockingham Foreshore Boardwalk or Rockingham Foreshore Beach Plaza locations.

The Permit Holder may seek voluntary donations by placing a reputable on the ground close to the point of performance but shall not ask members of the public for money nor approach them nor sell goods or services of any description other than what is permitted in permitted activities.

Permit holders must not perform wearing dirty, torn or ragged clothing and act in an offensive manner.



## Street Entertainers - High Risk

A High Risk Street Entertainers Permit is required when the use of dangerous implements or materials as part of any performance. This includes but not limited to sharp objects, knives, saws, swords, the use of fire or other flammable substances, high wire (more than 1.5 metres from the ground) or the use of a uni-cycle or other acts that involve the performers being more than 1.5 metres from the ground in any manner whatsoever as part of any performance.

To obtain a High Risk Street Entertainers Permit all applicants must meet the following minimum requirements:

Applicant to complete the [Street Entertainers Permit](#) application form in full with payment of the associated fees, as well as the following provisions:

### **Additional Documentation Required**

- Public Liability Insurance with a cover of not less than \$10,000,000 (ten million dollars)
- A Risk Assessment will be required upon application.
- Senior First Aid Certificate (from a recognised registered training organisation); and
- Relevant licences/certificates, e.g. chainsaw operators certificate, pyrotechnics certificate

The performance space is to be clearly defined, by establishing a physical boundary of at least 2 metres between the entertainer and the audience utilising one of the following options:

- (a) Ropes or chains, and/or
- (b) Chalk line

*(If the surface to be drawn on is not of a porous material such as granite sandstone, and if the line drawn is water-soluble and removed once the busker has completed the act).*

In the case of the use of flammable liquids, fuels are limited to kerosene, firewater or scented lamp oils (e.g. citronella) only. No other fuels will be permitted.

An AS 3504 approved Fire Blanket and/or water based extinguisher in their performance kit that is kept visible and accessible throughout the performance.

If using dangerous implements in a performance, as defined under the State Act covering prohibited weapons, all edges of metal implements must be blunted and rendered non-dangerous (the use of any mechanical devices is not permitted). An implement would be determined as blunt if it were rendered incapable of piercing human skin if thrown, or if pressure were directly applied to the edge against human skin.

Permit Holders are not permitted to perform within the Rockingham Foreshore Boardwalk or Rockingham Foreshore Beach Plaza locations.

The Permit Holder may seek voluntary donations by placing a reputable on the ground close to the point of performance but shall not ask members of the public for money nor approach them nor sell goods or services of any description other than what is permitted in permitted activities.

Permit holders must not perform wearing dirty, torn or ragged clothing and act in an offensive manner.

## Surfing

All surf lessons or surf hire business wishing to operate on public places require a Permit prior to commencement.

Applicant to complete the [Commercial Activities Requiring Permits on City and Public Land Application Form](#) and [Risk Assessment Guidelines](#).

One qualified instructor per ten (10) clients is permitted. The Permit Holder will be limited to a maximum of five (5) permitted locations per business.

The Permit Holder and patrons must comply with the Department of Transport's South Metropolitan Boating Guide at all times.

The Permit Holder must ensure the surf lesson must operate at a minimum of 150 metres apart from other Permit Holders, and a minimum of 150 metres from flagged swimming areas.

The Permit Holder must ensure that the permitted activity does not impact on Surf Lifesaving Patrol operations, including flagged and patrol areas. Close liaison is to be maintained with the Lifeguard or Surf Lifesaving Patrol, if on duty at a particular beach, used by a Permit Holder. Surf Lifesaving Clubs have priority over public land.

### **Qualifications**

Documentation demonstrating current qualifications, as listed below, must be lodged with the City at time of application. Once awarded it is the Permit Holder's responsibility to maintain current qualifications and certificates:

- Senior First Aid Certificate (from a recognised registered training organisation);
- Surf Life Saving Bronze Medallion or Certificate II in Public Safety (Aquatic Rescue). (applicable for instructors only)
- Level 1 Surf Coaching accreditation with a recognised Australian based Surf Coach Educational Accreditation Organisation, Council or Academy, (applicable for instructors only)

### **Definitions**

**Type 1 Venue** - Type 1 Venue include municipal and commercial swimming pools, as well as shallow, calm, confined swimming areas at natural venues such as lakes, dams, and non-surf beaches. A shallow, natural-water venue is defined as a venue where the maximum depth of water is no greater than should height for any of the students involved in the activity. The water in type 1 venues is clear.

**Type 2 Venue** - Type 2 venues include deep and/or flowing water at non-surf beaches, lakes, channels, rivers and dams. The water in type 2 venues is clear. Water turbidity, temperature and submerged objects should also be assessed.

**Type 3 Venue** - Type 3 venues include all beaches with direct access to ocean waters, any beach exposed to ocean swell, and any beach or lake that is exposed to currents, strong winds or large waves. Type 3 venues also include type 1 and 2 venues where the water is not clear.

Note: If environmental conditions change, a type 1 venue may change to a type 2 or 3 venue. Likewise, type 2 or 3 venues, may also change with environmental conditions.

### **Further Information**



The following table shows the minimum instructor-to-student ratios that must be used for surfing lessons:

Venue Type	Number of Instructors required	Number of Clients
Type 1 and 2 Venues	2	1-20
	3	21-30
Type 3 Venues	2	1-16
	3	17-24

All instructors are to a minimum of a Level 1 Surf Coaching qualification.

It may be necessary to increase the number of staff allocated based on:

- age, maturity, gender and physical characteristics of students
- ability and experience of students
- needs of individuals
- dynamics of the student group
- experience, qualifications and skills of staff
- location of the activity
- anticipated conditions at the location.

### Other Permit Types Not Listed

Business concepts are continually evolving, and new and exciting business ideas are often discussed with the City's Permits Officer. Business ideas that do not fit into any of the above-mentioned categories are still able to be considered for approval.

If there is a business concept that you would like to consider operating on a public place that does not fit into the existing Permit categories, please contact the City's Permits Officer on 08 9527 0730 to discuss the proposal further.

The City is supportive of new business and the Permits Officer will endeavour to assist in gaining an approval to operate.

## APPLICATION CONSIDERATIONS

### Fees

#### **Commercial Traders Permit (Regular Amusements, Aquatic, Dog Obedience etc.)**

Application Fee .....	\$66.00*
Operating Fees <i>(including GST)</i>	
Daily Fee .....	\$11.50
Monthly Fee .....	\$115.00
Annual Fee .....	\$1150.00

\* GST is not applicable to the application fee.

#### **Street Entertainers Permit Fees**

Application Fee for Standard Permit.....	\$10.00 for 3 months
Application Fee for High Risk Permit.....	\$10.00 for 1 day

#### **Private Reserve Booking Fees**

Reserve Booking Application Fee .....	\$48.00
Operating Fees <i>(including GST)</i>	
Daily Fee .....	\$11.50

#### **Filming Permit Fees**

Operating Fee - First Day.....	\$200.00
Operating Fee - Each Subsequent Day .....	\$100.00

#### **Advertising Permit Fees**

Application Fee .....	\$10.00* for 3 months
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*\*fees are not applicable for charitable / not for profit organisations, upon evidence of not for profit status.*

#### **Casual Event Permit Fees**

Application Fee .....	\$66.00
Operating Fees <i>(including GST)</i>	
Daily Fee .....	\$11.50

## Insurance

Public Liability Insurance provides the Permit Holder with insurance cover for their legal liability to third parties for injury and/or property damage arising from conducting their permitted activity. Permit Holders must hold a current public liability policy with an APRA (Australian Prudential Regulation Authority) approved insurer.

A copy of the applicant's Public Liability Insurance (Certificate of Currency) with a cover of not less than \$10,000,000 (ten million dollars) must be provided upon application. The insurance must be maintained for the duration of the permit.

## Risk Assessment

All applications for Permits are required to include a Risk Assessment. A Risk Assessment must cover the whole operations of your activity and take into account:

- (a) The identification of all potential hazards posed by your activity;
- (b) The likelihood of consequences/outcomes of these hazards; and
- (c) What is the potential risk of the hazard and appropriate control of identified hazards, i.e. what needs to be done to eliminate or control the risk e.g. first aid, emergency response and evacuation plan.

## Keys

If you require access to a reserve, a key will need to be organised through the City's Bookings Officer on 08 9527 0772. It is important that you contact the City's Permits Officer one week prior to commencement to arrange for the collection of the key/s to ensure that they are available.

A key bond will be payable for each key upon collection.

## Lighting

The City suggests nominating a location that has adequate lighting, especially during early mornings or into the evenings. The lighting around the reserve is set via a timer dependant on the season and will turn on as required. The lighting times will not be changed to suit the Permit Holder.

Floodlighting can be considered upon assessment of the application, however the Permit Holder will be charged accordingly.

## Noise

Noise must be kept to a reasonable level to not cause a noise nuisance to surrounding residents during the permitted activity.

The Permit Holder must not use any loud hailer, microphone, amplifier or other apparatus for making or transmitting sound on or from the permitted location.

## Protection of Reserves

Each application will assess the potential impact on that reserve. Some reserves may not be able to take activities that are likely to cause damage, where there is heavy equipment proposed to be taken onto the reserve. If the City determines that the proposed location is not suitable for the activity, the City's Permits Officer will endeavour to work with the applicant to find a suitable alternative location.

Upon approval, prior to the commencement of the activity each day, the Permit Holder must:

- (a) carry out a site safety inspection of the permitted location;
- (b) report in writing to the City any unsafe condition with respect to the permitted location or any concern of the Permit Holder; and
- (c) ensure that the Permit Holder's clients are given notice of the unsafe conditions.

If the City determines that substantial damage has been caused by the permitted activity, it is the responsibility of the Permit Holder to rectify the damage. Alternatively, if the City is to repair any damage caused by the Permit Holder or clients, then the cost of repair will be responsibility of the Permit Holder.

## Vehicles on Reserves

No vehicle shall drive or park upon or over any portion of a reserve. If vehicle access is required due to heavy equipment, during set up and pack up, the request needs to be noted on the initial Permit application for assessment.

## Signage

As part of the approved Permit the City allows for not more than one advertising sign having maximum dimensions of one metre by one metre can only be displayed within the permitted location while the permitted activity is being conducted.

The City is committed to investigating traders operating without a current Permit. In order to identify and monitor these traders, the City provides all Permit Holders with one free a-frame corflute sign that shows you are an approved by the City of Rockingham to conduct your activity. If signs are lost/stolen/damaged and a new sign is required, a \$75 replacement fee will be charged.

Signs remain property of the City and must be returned within 10 working days of cancellation or non-renewal of a Permit. If signs are not returned to the City within the time frame, a \$75 trader's sign fee will be charged to the Permit Holder.

## Structures (Stages, Tents, Marquees and the like)

All temporary structures (stages, marquees, tents, spectator stands, outdoor movie screens, fencing etc) which are larger than 3m x 3m require City approval. The information required for temporary structures to be approved includes:

- The purpose for which it will be used.
- The design integrity and ground conditions.
- Erector's competence.
- Manufacture Details:
  - Code/Standards it complies with
  - Structural adequacy
  - Design Parameters.

Once the structure is erected, the installer shall complete a Certification of Structures Form to confirm that the structure has been erected in accordance with all design criteria, engineering details or manufactures instructions and that all structures have been constructed to be structurally sound. This form must be completed for all structures, and submitted to the City within 5 days after the initial operation has occurred.

## PERMIT HOLDERS IMPACT CLASSIFICATIONS

The impact classification is to be determined by the City upon each Permit application.

The impact classification is determined by taking into account, and not limited to the following:

- (a) Nature of the activity;
- (b) Scale of its operation;
- (c) Use of and the impact on the land;
- (d) Impact on the community, both beneficial and detrimental.

The following table provides a guide of the level of impact assigned to each approved activity that holds a Permit. This will determine the number of routine inspections each activity will have undertaken throughout a maximum 12 month approval. The number of routine inspections to be carried out can change if the length of the Permit is less.

Impact Category	Activity
<b>Very Low Impact</b>	Charity Fundraising
	Advertising
	Filming
<b>Low Impact</b>	Street Entertaining
	Personal Training/Fitness Classes
	Non-Edible Stalls
	Dog Obedience Classes
	Amusements at Private Parties
<b>Medium Impact</b>	Amusements on regular basis
	Hand Gliding and Paragliding
	Bike Hire
	Beach Horse Riding
	Surfing Hire/Lessons
	Stand Up Paddle Boarding Hire/Lessons
	Kite Surfing Hire/Lessons
	Kayak and Canoe Hire
Wind Surfing	
<b>High Impact</b>	Sky Diving
<b>Other Activities</b>	To be decided on the merit of each application and with reference to other commercial activities already in operation.

Impact classifications are subject to change upon assessment of the application and throughout the course of the permitted activity. The Permit Holder will be notified in writing by the City of changes of impact classification or Permit conditions.

Impact Category	Inspections Per Year
Very Low	1 - one per 12 months or upon renewal one per 18 months
Low	1 - one per 12 months
Medium	2 - one every 6 months
High	3 - one every 4 months

Upon assessment of the Permit application, the impact classification will be determined for the commercial activity. Each impact classification has an associated number of routine inspections that the commercial activity may receive based on a 12 month Permit. The table above gives an indication on how many routine inspections may be undertaken by the City's Permits Officer.

Separately from the routine inspections, if the City receives a substantial complaint regarding the activity then extra inspections will be undertaken for non-compliance.

If the an application isn't a renewal and has to go through the initial City's assessment process, upon issue of the Permit, the Permits Officer will usually undertake a first routine inspection 30 days from the date of issue of the Permit.

If non-compliance is found, a reinspection of the activity will be undertaken within an additional 30 days to ensure all non-compliance has been corrected.

Alternatively, if there is no non-compliance, the next routine inspection will be scheduled based on the table above.

### [Further Information](#)

The City's Permits Officer is your contact for the City, and will liaise with any other departments within the City to assist you in successfully obtaining your Permit.

The Permits Officer is also able to arrange for a pre-lodgement meeting to assist you in completing your Permit Application.

The Permits Officer can be contacted directly on 08 9527 0730.