

# Application to Spruik in a Public Place

General Local Law No. 1 - Part 10 - Section 10.4

## What you need to do for your application



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Make a payment

Please supply your credit card details or include a cheque for payment of this application.



### Supporting Documents

Please ensure you attach all supporting documents to your application.

### Fees Apply

Permit fee **\$100.00**

*Fee waived for registered charitable organisations.*

### Office Use Only

**RT 137**

Receipt Number

Date Paid

## Collection of Information

Colac Otway Shire is committed to protecting your privacy. The personal information requested on this form is being collected by Colac Otway Shire for the purpose of an Application to Spruik in a Public Place and other related purpose. The personal information may also be disclosed to Local Laws, Risk and OHS, Emergency Management, Health Protection, Building and Statutory Planning departments for the purpose of assessing if further approvals may be required for the event. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, the application for a permit cannot proceed. If you wish to alter any of the personal information you have supplied to Colac Otway Shire, please contact Council via telephone on 5232 9400 or email [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au). Council's Privacy Policy is available from our website: [colacotway.vic.gov.au/Council-the-shire/Council-policies](http://colacotway.vic.gov.au/Council-the-shire/Council-policies) and all Council Customer Service Centres.

## Your Details

First name

Last name

Residential or postal address

Best phone number to contact you on

Email

## Application Details

Description of activities

Age of performer(s)\*

Number of performer(s)

Type of instrument/s (if applicable)

*\*Persons under-16 years of age must be accompanied by a parent or guardian.*

Start Date

End Date

Start Time:

End Time:

Has permission been obtained from the surrounding businesses?  YES  NO

# Application to Spruik in a Public Place

## Public Liability Insurance

**Please ensure that the following information is attached with this application.**

Applicant's Public Liability Policy Certificate of Currency noting Colac Otway Shire Council as an interested party (with proof of a minimum \$20 million Public Liability Insurance coverage) attached. Please be advised that it is the applicant's responsibility to ensure that your insurance policy covers the activity or event relevant to the application.

## Signature

Name

Signature

Date

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# Payment by credit card

## What you need to do for your application



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Submit payment

**Please attach this to the FRONT of your application/documents**

This form will be destroyed upon completion of the payment process

Office Use Only	
Application No	
<input type="text"/>	
Amount	Receipt Type
\$ <input type="text"/>	<input type="text"/>
Receipt No	Date
<input type="text"/>	<input type="text"/>
<b>DO NOT SCAN - TO BE DESTROYED</b>	

## Your Details

First name

Last name

Company

Best phone number to contact you on

Email

Residential or postal address

Description of payment (*i.e. Rates, Permit Application, Invoice*)

Amount to be charged

Amount in words

## Credit Card Details

Name on card

Credit Card Number

VISA CARD

MASTERCARD

AMEX

Expiry Date

CIV

Signature