

APPLICATION FOR STALLHOLDERS TRADERS PERMIT

Activities in Thoroughfares and Public Places

Trading Local Law 2003



The City of Karratha is committed to working towards a paperless environment and reducing our environmental footprint, therefore we encourage you to complete and submit your application electronically.

APPLICANT DETAILS		
Name of proprietor(s):		
Email:		
Phone:	Mobile:	
Postal address:		
BUSINESS DETAILS		
Name of business:		
Business address (if applicable):		
Applications to trade at:	☐ Approved locations ¹	☐ Organised events and markets ☐ Other _____
General description of set up (e.g. van, table, tent):		
Vehicle make:	Vehicle model:	
Vehicle registration plate:		
Description of good(s) or service(s) for sale/hire:		
BUSINESS OPERATION		
Type of permit:	☐ Daily	☐ Weekly ☐ Monthly ☐ 6-Month ☐ Annual
Dates from _____ to _____	Hours:	
Number of assistants (if applicable provide names and addresses below):		
ASSISTANT DETAILS		
Name:	Address:	
Name:	Address:	
Name:	Address:	
Name:	Address:	
ADDITIONAL INFORMATION		
Please ensure all boxes are ticked (✓) before submitting form	Yes	No
Certificate of Currency for public liability insurance (minimum \$10M) provided with this application	☐	☐
Accurate site plan and/or photographs of setup provided with this application (if requested)	☐	☐
Applying to waive permit fee on the basis of a charitable/eligible community organisation	☐	☐
Operator understands requirements of the Food Safety Standards ² (if applicable)	☐	☐
DECLARATION		
I/we declare that all details in this form are true and correct.		
Signature:	Date:	

¹ Approved locations for trading are outlined in the stallholder and Street Trading Policy (DR05).

² Safe Food Australia – A Guide to the Food Safety Standards www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx

Privacy Consent and Disclosure Form

The City of Karratha collects personal and business-related information on this form for the purpose of assessing and processing your application for a Stallholder/Trader's Permit, determining compliance with applicable local laws and permit requirements, administering any approval granted, maintaining accurate records, and meeting its statutory obligations. This collection is managed in accordance with the *Privacy and Responsible Information Sharing Act 2024* (WA) and the City's Privacy Statement.

Your information may be disclosed to authorised City staff, contractors, consultants, relevant government agencies, emergency services, and law enforcement where required or authorised by law, or where necessary to assess your application, administer any approval, monitor compliance, maintain accurate records, and carry out the City's statutory functions.

This information is collected in accordance with the *Local Government Act 1995* (WA), the City of Karratha Activities in Thoroughfares and Public Places and *Trading Local Law 2003*, other relevant Western Australian legislation, and is subject to the *Freedom of Information Act 1992* (WA).

By completing this form, you acknowledge that the City will collect, use, and disclose your information as described in this notice. You may request access to, or correction of, your personal information by emailing enquiries@karratha.wa.gov.au or writing to PO Box 219, Karratha WA 6714.

If you do not provide the requested information, or if the information provided is incomplete or inaccurate, the City may be unable to process or assess your application.

For more information about our privacy practices, please refer to the City's [Privacy Policy](#) and [Privacy Statement](#).