

INDIVIDUAL STALLHOLDER APPLICATION

395 Fitzgerald Street
PO Box 613
NORTHAM WA 6401
P: (08) 9622 6100
E: records@northam.wa.gov.au
W: www.northam.wa.gov.au

This application is for individual Stallholders (other than food stalls or blanket/multiple stallholders) permit under the Shire of Northam Activities on Thoroughfares and Public Places and Trading Local Law 2008.

Food stalls are required to complete a 'Food Stall Application' form

Applicant

Business Name: _____ Postal Address: _____
Contact Person: _____
Phone: _____ Email / Fax: _____

Proposed Stall Assistant

Specify the proposed number of assistants to be engaged in conducting the stall as well as their names & addresses

Name: _____ Postal Address: _____
Signature: _____

Stall Type

☐ Temporary Stall (Not Food)

☐ Amusements – Commercial

Proposed Stall

Date(s) of Operation: _____ Hour(s) of Operation: _____

Name of Event (Note: Approval of Event Organiser is required) :

Location of Event:

Goods or Services

Specify the proposed food to be sold/ hired or offered for sale from the stall.

Description of Proposed Stall

Specify stall set up eg: 3x3 marquee, 2 x Trestle tables etc. and draw it in the box

Plan of Proposed Stall (Bird's Eye View)



Other Information Required

All stallholders are required to have current and adequate public liability insurance.

A copy of public liability insurance is attached, minimum \$20 million

☐

Fees and Charges as per [Shire of Northam Fees and Charges](#)*.

Fee types:	
Stallholder Application Fee (Administration fee)	As per Fees & Charges*
Daily	As per Fees & Charges*
Weekly Fee	As per Fees & Charges*
Monthly Fee	As per Fees & Charges*
Annual Fee	As per Fees & Charges*

Example – 2 day stall = Application Fee + 2 x daily fee = \$Total cost

Fees & charges do not apply for Charitable/Community stallholders where 100% of profit are for the community or charitable cause and staff or contractors are not paid. An application form is still required!

You may nominate a number of stall days on one application

Lodgement and Payment of Application

PAY IN PERSON

At Shire of Northam Office, 395 Fitzgerald Street, Northam during hours 8:30am to 4:30pm Monday to Friday.

PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD

Name as shown on Card.....

Signature.....

Amount \$.....

PAY BY MAIL or EMAIL

Send completed form together with your cheque or if paying by credit card complete the section provided on the right and send to;
Shire of Northam
PO Box 613
Northam WA 6401

Expiry Date...../.....

CCV.....

Card Number:

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**ALL FEES MUST BE PAID IN FULL BEFORE A HEALTH APPLICATION
WILL BE ACCEPTED**

or email to
records@northam.wa.gov.au

Shire Events

Enquiries regarding Northam Shire Events please contact the Event Coordinator on (08) 6608 0310.