

<b>Responsible Department:</b>	Development Services
<b>Responsible Business Unit:</b>	Environmental Health
<b>Date of Review:</b>	20 May 2026
<b>Council Resolution:</b>	110526

#### 1. OBJECTIVE

The objective of this Policy is to provide a clear and consistent framework for the assessment and approval of Trader's Permits under Part 12 of the *Shire of Chittering Local Government Property and Public Places Local Law 2023*. The local law prevails in the event of any inconsistency with this Policy.

#### 2. SCOPE

This Policy applies to all applicants seeking a Trader's Permit to operate within public places in the Shire of Chittering, and to officers responsible for assessing, issuing and managing permits.

#### 3. DEFINITIONS

**Authorised Officer** means an officer appointed to administer and enforce this Policy and the relevant Local Law.

**Public Place** has the meaning given in the *Shire of Chittering Local Government Property and Public Places Local Law 2023*.

**Trader's Permit** means an approval issued by the Shire permitting a person to trade in a public place in accordance with the Local Law.

#### 4. POLICY STATEMENT

All applications for Trader's Permits must be submitted on the approved form and include sufficient information to enable proper assessment.

Permits will only be issued for approved locations, as defined by the Principal Environmental Health Officer (PEHO) in collaboration with the Executive Manager Technical Services.

Hours of operation shall be generally restricted to 7am to 9pm however times may be varied subject to individual application and assessment.

Permits are issued for a maximum period of 12 months, subject to payment of the Shire's annual fee (located in the Schedule of Fees and Charges) after which renewal is required.

Any issues or complaints arising from the operation of permit holder will be assessed by the PEHO and, where necessary, the Chief Executive Officer may revoke a permit.

Permit holders do not have exclusive right to any approved location and must operate in a manner that is considerate of other users of the space.

The Shire will maintain a register of permit holders and approved locations to manage site use and minimise conflicts between traders.

This policy does not restrict registered food businesses from operating at approved public events subject to separate approvals processes.

### 4.1. Location-Specific Requirements (Bindoon and Other Areas)

Traders permits for food vehicles and stalls will be issued for within the Bindoon and Muchea townsites, and other locations of commercial sensitivity, where applications meet the requirements of the Local Law.

Trading at Clune Park (Bindoon) is restricted to between 5:00pm – 9:00pm unless otherwise approved.

## 5. ROLES AND RESPONSIBILITIES

Council is responsible for establishing the policy framework for trading in public places.

The Chief Executive Officer is responsible for ensuring the implementation of this Policy and may exercise delegated authority in relation to permit approvals and revocations.

The Principal Environmental Health Officer is responsible for assessing applications, determining appropriate locations, maintaining the register of permit holders, and managing compliance and complaints.

The Executive Manager Technical Services is responsible for providing input into location suitability and infrastructure considerations.

Authorised Officers are responsible for monitoring compliance and enforcing permit conditions and Local law requirements.

Permit holders are responsible for complying with all conditions of their approval, operating in a safe and responsible manner, and ensuring their activities do not negatively impact public amenity.

## 6. COMPLIANCE

<b>Legislation</b>	<i>Shire of Chittering Local Government Property and Public Places Local Law 2023</i>
<b>Industry</b>	Relevant food safety and mobile trading standards
<b>Organisational Documents</b>	Schedule of Fees and Charges Council Plan Corporate Business Plan
<b>Strategic Alignment</b>	

## SHIRE POLICY 8.3 Trading in Public Places

### 7. ADMINISTRATION

<b>Review Cycle</b>	Every 3 years	<b>Next Review Due</b>	June 2029
<b>Policy Owner</b>	Principle Environmental Health Officer		
<b>Version</b>	<b>Decision Ref</b>	<b>Date</b>	<b>Change</b>
1.0		12/12/2018	Initial adoption
2.0		20/04/2022	Amendment
3.0		19/07/2023	Amendment
4.0	110526	20/05/2026	Amendment