



# APPLICATION FOR A LOCAL LAW PERMIT

## - Community Local Law 2022

### Applicant Details

Name			
Postal Address			Postcode
Contact details	Phone		Email
Signature			

### Permit Details

Type of Permit (please tick <input checked="" type="checkbox"/> )	<input type="checkbox"/> Roadside trading including sale of raffle tickets etc. (clause 9) <input type="checkbox"/> Street event/event in a public place (clause 22) <input type="checkbox"/> Bulk rubbish container on a road (clause 25) <input type="checkbox"/> Camping on private land (clause 36) <input type="checkbox"/> Fires in the open air (clause 38) <input type="checkbox"/> Shipping container – up to 6 months (clause 39) <input type="checkbox"/> Excess animals (clause 41) <input type="checkbox"/> Roadside animal grazing (clause 49) <input type="checkbox"/> Other (please specify) _____
(for further information about permit types and clauses, a copy of the local law is available at <a href="https://www.loddon.vic.gov.au/Our-Council/Community-Local-Law-2022">https://www.loddon.vic.gov.au/Our-Council/Community-Local-Law-2022</a> )	

### Description of proposed activity

Date of activity	From	to	Time	From	to
I wish to be able to....					
Provide further information (see next page)					

Location / address of proposed activity			
			Postcode
Property number	(this is an 8 digit number from the rates notice or you can search for it at <a href="http://loddon.pozi.com">loddon.pozi.com</a> ) Note: not applicable for activities on roadsides		

**Application Fee Payable \$29.60** (2024/25 financial year)

Office Use Receipt Number \_\_\_\_\_ Date \_\_\_\_\_ **Privacy statement**

Loddon Shire Council  
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## Information to accompany an application

The information required to support each type of permit application will vary in nature. It will assist council staff to properly assess your request and understand what is being proposed. Several staff may be involved in assessing the various aspects.

Keep in mind that the clearer the information, the easier it will be for staff to understand what it is you are wanting to do and the faster it will be to process your application.

The following checklists give a general guide to the things you will need to include:

### Excess animals (clause 41)

- Application form
- Details of animal types, animal numbers and breeds
- Details of any notification/prior discussion with neighbours
- Site plan, including animal housing
- Fee paid

### Bulk rubbish container on road (clause 25)

- Application form
- Details/size of proposed bin and contractor's contact details
- Site plan, including bin location
- Public liability insurance^
- Fee paid

### Fires in the open air (clause 38)

- Application form
- Reason for burning activity and type of materials to be burned
- Site plan, including proposed location and size
- Fee paid

### Street event / event in public place (clause 22)

- Application form
- Explain details of fundraising purpose / event organiser
- Evidence of site being booked / committee of management consent where applicable
- A detailed outline/overview of proposed event, number of people attending and facilities that will be provided such as toilets, litter bins, power supply etc.
- Car parking and traffic management plan

- Site plan, including proposed layout/location of stalls etc.

- Any assistance being sought/required from council, eg. mow lawn areas, locate underground services, access to power and keys, additional public toilets cleaning etc.

- Emergency/risk assessments

- Public liability insurance^

- Fee paid\*

### Roadside animal grazing (clause 49)

- Application form
- Details of animal types, number of animals and their breeds
- Site plan, including proposed location of any fencing, identify council assets and trees etc.
- Public liability insurance^
- Fee paid

### Roadside trading including sale of raffle tickets etc. (clause 9)

- Application form
- Explain activity / fundraising purpose / organiser, including proposed dates and times
- Site plan, including proposed facilities and location of stall/table/vehicle etc.
- Public liability insurance^
- Fee paid\*

### Camping activity (council land clause 21, private land clause 36)

- Application form
- Details of camping facilities to be provided, frequency of use, number of people attending etc.
- Site plan, including proposed location of campsite and facilities
- Toilets, showers, wastewater disposal and litter management
- Fee paid

### Shipping container - up to 6 months (clause 39)

- Application form
- Reason for shipping container
- Site plan, including proposed location on site and size of container
- Public liability insurance (if located on naturestrip or roadside etc)^
- Fee paid

We acknowledge that not all permit types are listed above, however the checklists should help to give a general understanding of the information required to accompany an application for similar permit related activities. Please discuss your application with us prior to lodging if you are unsure about the information required to accompany your application.

(^) Evidence of public liability insurance (Certificate of Currency, minimum \$10m insurance cover) must include a notation that specifically indemnifies Loddon Shire Council with respect to the activity proposed in the application.

(\* ) Loddon Shire Council has a fee waiver policy and separate application form for community groups seeking to have the application fee waived.