

PURPOSE

This form is to be used to apply for amendment of a vehicle verge permit under the *Public Unleased Land Act 2013* (the Act). You can access the legislation and its regulation at www.legislation.act.gov.au. You may also obtain further information and forms at www.act.gov.au/accessCBR.

PRIVACY

The *Information Privacy Act 2014* applies in the ACT. The Act authorises the Commissioner for Fair Trading (the Commissioner) to collect the information required by this form. The Commissioner prevents any unreasonable intrusion into a person's privacy. The JACS Privacy Policy contains information on how you can access or seek to correct any of your personal information that is held by the Directorate, as well as the process for lodging a complaint about an alleged breach of the *Information Privacy Act 2014*. The Privacy Policy can be found on the JACS website at <http://www.justice.act.gov.au/privacy>. The Commissioner may provide identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances.

INSTRUCTIONS FOR COMPLETION & IMPORTANT INFORMATION

- This form is only to be used if the area you are applying for is on unleased Territory land.
- Complete this form using a black or blue pen only.
- If the applicant is a company, a separate applicant details page of this form must be completed by each company director.
- If the applicant is a partnership, a separate applicant details page must be completed by each partner.

TRANSLATING AND INTERPRETING SERVICE

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.

LODGEMENT AND CONTACT INFORMATION

Email:
liquor@act.gov.au

Post:
Access Canberra
Registrations and Fair Trading
GPO Box 158
Canberra, ACT 2601

In Person:
Please visit
www.act.gov.au/accessCBR
Or call **132281** to find an
Access Canberra Shopfront.

FURTHER INFORMATION ABOUT APPLYING FOR AMENDMENT OF A VEHICLE VERGE PERMIT

Types of amendments

- Amendment of a partnership or company-held permit: A permit **must** be amended if someone is to be added or removed as a permit-holder. For any new persons, suitability information will be required.
- Other alteration of permit-holder details: For any other change of details relating to the permit-holder, such as name, address, contact details or suitability information.
- Alteration to nature of activity: For any change relating to what the public unleased land is to be used for, including any equipment to be placed on the land as well as trading hours.
- Alteration to permit (other than as described above): For any changes relevant to the permit, other than those listed above.

Please note, significant amendments may necessitate a new or updated Risk Assessment Management Plan, public consultation period or other condition. You will be advised of this on assessment of your application.

Only complete the parts of the application form relevant to the requested amendment to your permit.

You will find the following parts in this form:

- Part A: Current Permit Holder Details (required)
- Part B: Dissolution of a Partnership
- Part C: Incoming Permit Holder Details
- Part D: Change of Permit Holder Details
- Part E: Change of Activity Details
- Part F: Amendment to a Permit

Please note, Part F is for any amendments which are not covered in the rest of this form.

LENGTH OF TIME NEW PERMIT REQUIRED *(A permit may be provided for up to two years)*

Two (2) years	<input type="checkbox"/>
One (1) year	<input type="checkbox"/>
Alternate time period (please specify) _____	<input type="checkbox"/>

APPLICANT SIGNATURE

I, _____, am applying for amendment of vehicle verge permit number _____.

I confirm that the information supplied in this application is true and accurate and understand that the provision of false or misleading information is an offence.

I confirm that each company director / partner who hold this permit, as listed and signed below, agree to the amendment:

Name: _____	Signed: _____
Name: _____	Signed: _____
Name: _____	Signed: _____
Name: _____	Signed: _____
Name: _____	Signed: _____
Name: _____	Signed: _____
Name: _____	Signed: _____

Signature: _____ Date: / /

PART B: DISSOLUTION OF A PARTNERSHIP

DECLARATION – FOR COMPLETION BY REMAINING PERMIT HOLDER

I, name, being the proposed permit-holder for premises
address:

- a) declare that I have read and understood the information provided in this form, and that the details shown are true and correct;
- b) declare that this application is made due to the dissolution of the partnership that currently holds the permit for the above premises;
- c) understand that I will retain the permit for the premises;
- d) agree to abide by any conditions that form part of the permit issued by the Commissioner;
- e) consent to Access Canberra having access to the records relating to my history, only for the purposes of this application; or in relation to a public unleased land permit subsequently granted by the Commissioner; and
- f) understand that it is an offence to provide false or misleading information.

Signed: _____ Date: / /

DECLARATION – FOR COMPLETION BY THE EXITING PARTNER

I, name, being a current permit holder for premises
address:

- a) declare that I have read and understood the information provided in this form, and that the details shown are true and correct;
- b) confirm that I am no longer a partner in partnership name and that I consent to permit holder name retaining the permit in their name; and
- c) understand that it is an offence to provide false or misleading information.

Signed: _____ Date: / /

PART C: INCOMING PERMIT HOLDER DETAILS <i>(Each individual proprietor, company director or partner must complete a separate details form)</i>																						
TITLE <i>(Mr, Ms)</i>	GIVEN NAMES	SURNAME																				
ROLE FOR PURPOSES OF PERMIT <i>(e.g. Sole permit holder, partner, company director)</i>																						
HOME ADDRESS <i>(Property Name, Unit, Flat No, Street Number, Street Name)</i>	EMAIL ADDRESS																					
CITY / SUBURB / TOWN	STATE / TERRITORY	POSTCODE																				
POSTAL ADDRESS <i>(If different to home address)</i>																						
REGISTERED ADDRESS FOR COMPANY <i>(If different to home address)</i>																						
CITY/ SUBURB/ TOWN	STATE / TERRITORY	POSTCODE																				
BUSINESS HOURS TELEPHONE NUMBER	MOBILE TELEPHONE NUMBER																					
()																						
COMPANY NAME <i>(If applicable)</i>	AUSTRALIAN COMPANY NUMBER (A.C.N.) <i>(If applicable)</i>																					
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PARTNERSHIP NAME <i>(If applicable)</i>	AUSTRALIAN BUSINESS NUMBER (A.B.N.) <i>(If applicable)</i>																					
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SUITABILITY INFORMATION <i>If you tick yes to any of the below please provide further information</i>																						
I have had a conviction of, or finding of guilt, for an offence against this Act or another Act anywhere in Australia dealing with the use of public land	<input type="checkbox"/> Yes <input type="checkbox"/> No																					
I have had proven that I was non compliant with a legal obligation in relation to carrying on an activity on public unleased land	<input type="checkbox"/> Yes <input type="checkbox"/> No																					
I have been refused a licence, permit or other authority to carry on an activity on public land	<input type="checkbox"/> Yes <input type="checkbox"/> No																					
I have had action taken against me which reflects on my ability to safely and responsibly carry on an activity on public unleased land.	<input type="checkbox"/> Yes <input type="checkbox"/> No																					
APPLICANT SIGNATURE																						
I, _____, confirm that the information supplied in this application is true and accurate and understand that the provision of false or misleading information is an offence.																						
Signature:	Date: / /																					



APPLICATION FOR AMENDMENT OF A VEHICLE VERGE PERMIT

Public Unleased Land Act 2013

PART D: CHANGE OF PERMIT HOLDER DETAILS

(Each individual proprietor, company director or partner must complete a separate details form)

Please indicate what details are to be changed:

- | | |
|---|--|
| <input type="checkbox"/> Name | <input type="checkbox"/> Business hours telephone number |
| <input type="checkbox"/> Home address | <input type="checkbox"/> Mobile telephone number |
| <input type="checkbox"/> Email address | <input type="checkbox"/> Company name |
| <input type="checkbox"/> Registered address for company | <input type="checkbox"/> Partnership name |
| | <input type="checkbox"/> Other (please specify) |

Please provide the updated details below:

PART E: CHANGE OF ACTIVITY DETAILS

Please indicate what details are to be changed and then provide the updated information in the relevant section/s below:

Trading Days and Hours Furniture / other items to be placed on land
 Activity information Plans of location

TRADING DAYS AND HOURS

DAY	PROPOSED TIMES
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

ACTIVITY INFORMATION**FURNITURE / OTHER ITEMS TO BE PLACED ON PERMITTED LAND**

DETAILS	DIMENSIONS	NUMBER	APPROVED
CHAIRS			<input type="checkbox"/> Yes <input type="checkbox"/> No
TABLES			<input type="checkbox"/> Yes <input type="checkbox"/> No

BENCHES			<input type="checkbox"/> Yes <input type="checkbox"/> No
TROLLEYS			<input type="checkbox"/> Yes <input type="checkbox"/> No

UMBRELLAS (attach a plan showing support system, anchoring method & Layout)			<input type="checkbox"/> Yes <input type="checkbox"/> No
BARRIERS (attach a plan showing anchoring method & Layout)			<input type="checkbox"/> Yes <input type="checkbox"/> No
AWNINGS (attach a plan showing anchoring method & Layout)			<input type="checkbox"/> Yes <input type="checkbox"/> No
HEATERS (attach a plan showing anchoring method & Layout)			<input type="checkbox"/> Yes <input type="checkbox"/> No
OTHER (state item and attach a plan or picture showing the item)			<input type="checkbox"/> Yes <input type="checkbox"/> No

PLANS OF LOCATION <i>Plans are to be professionally drawn</i>		
DETAILS	SPECIFICATION OR DESCRIPTION	APPROVED
A detailed plan clearly showing the positioning of any item to be included in the area, including furniture or equipment to be affixed in the area.		<input type="checkbox"/> Yes <input type="checkbox"/> No
A detailed 1:100 scale plan clearly showing the location, boundaries and dimensions of the area.		<input type="checkbox"/> Yes <input type="checkbox"/> No

PART F: AMENDMENT TO A PERMIT

Complete this part if you wish to amend a permit in a way not already described. Attach any supporting documentation to the application.

Provide a brief description of what you wish to have amended on your permit:

Provide a rationale for why you require this amendment: