



City of Port Lincoln

Template No 4-38-T6

Address: Level One, Civic Centre, 60 Tasman Terrace, Port Lincoln SA 5606
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2019-20 CRUISE SHIP SEASON PRODUCT PROMOTION PERMIT APPLICATION

1. APPROVED LOCATION & SITE PROVISIONS:

The product promotion area will be positioned adjacent Council's volunteer information station which is located on the lawn area between the town square and jetty amenities block. Council will provide two 3 x 3 shade shelter and trestles. Space is limited and will be allocated on a first in first served basis.

2. GENERAL CONDITIONS OF PERMIT

- Applications must be submitted at least two weeks prior to the event date.*
- The Form of Indemnity (Part C) must be signed and a copy of applicant's public liability insurance certificate of currency current for the date of the event supplied with the Application.*
- The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.*
- Participation is strictly limited to local tourism operators and attractions.*
- Participants can have a maximum of two representatives onsite due to space limitations.*
- Participants must attend a pre-event induction session onsite at 7.30am for each arrival.*
- Promotional collateral must be set up prior to 8.15am. Hours of operation: 8.15am until 2.00pm*
- Participants must remain within the designated area and not encroach on shuttle or council volunteer information services. Promotional collateral cannot be given to council volunteers to distribute.*
- No sales are to occur at the site. Interested persons are to be directed to the Visitor Information Centre for all bookings.*
- Promotion incorporating food must be tasting size only, on a free of charge basis and be relevant to tour or attraction offerings. Part B of this permit must be completed for all food offerings.*
- The permit is not transferable to other persons, locations or dates.*
- No nuisance may be committed. Permit holders must not upset or cause annoyance to any member of the public, including obstruction to pedestrians or traffic movement.*
- The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.*
- The permit holder shall ensure that the site is left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.*

Failure to comply with a condition of this permit, or any other justifiable circumstance, may result in applicants being asked to leave the site by Council staff or Volunteer Team Leader and the permit being revoked and not reissued for future cruise ship seasons.

3. PERMIT FEES

A permit fee may be charged at the discretion of the Business Manager Corporate and Community Services as per Councils Fees and Charges Schedule. For the 2019-20 season, a permit fee will not be charged.

APPLICATION FORM PART A

I (name): _____

On behalf of: _____

Mobile: _____ Email: _____

Postal address: _____

PROMOTION CATEGORY☐ Tourism Operator☐ Attraction

I am applying to be a part of the 2019-20 Cruise Ship Season Product Promotion area for the following dates:

Date	Cruise Ship	Participating:
Wed 30 Oct 2019 18:00	GOLDEN PRINCESS	<input type="checkbox"/>
Thu 21 Nov 2019 18:00	GOLDEN PRINCESS	<input type="checkbox"/>
Sun 08 Dec 2019 18:00	VASCO DA GAMA	<input type="checkbox"/>
Thu 19 Dec 2019 20:00	VASCO DA GAMA	<input type="checkbox"/>
Sun 05 Jan 2020 17:00	VASCO DA GAMA	<input type="checkbox"/>
Tue 07 Jan 2020 18:00	GOLDEN PRINCESS	<input type="checkbox"/>
Tue 14 Jan 2020 21:00	SUN PRINCESS	<input type="checkbox"/>
Mon 24 Feb 2020 18:00	ALBATROS	<input type="checkbox"/>
Sat 14 Mar 2020 18:00	SUN PRINCESS	<input type="checkbox"/>
Fri 20 Mar 2020 18:00	PACIFIC ARIA	<input type="checkbox"/>
Tue 24 Mar 2020 18:00	PACIFIC ARIA	<input type="checkbox"/>
Tue 31 Mar 2020 18:00	PACIFIC ARIA	<input type="checkbox"/>

Please describe your promotional collateral & requirements (eg just flyers, own marquee/trailer, food tastings, power required etc). *Space and power is limited, first in first served basis.*

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I declare that I am 18 years of age or over and I have read and agree to comply with the "General Conditions of Permit". I also declare I am responsible for the set up, removal and clean up of site.

Signature of Applicant.....Date

APPLICATION FORM PART B

This section must be completed if food is to be provided

I,(name)

As the applicant for the permit Part A, hereby apply to provide food on behalf of the organisation.

Details of the person responsible for the food, if not the applicant or supervisor of the site.

.....(name)

..... (postal address)

MobileOther phone contact

Address of premises where food will be prepared, processed, packed etc, prior to distribution at stall site.

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Is the premises registered as a food premises under the Food Act Yes ☐ No ☐

If No and food will be provided, a Food Business Notification Form must be completed. Form is available online (no fee) www.fbn.sa.gov.au

If YES, please provide registration number.....

Contact Council's Environmental Health Officer on 86212320 for further information.

Type/s of food intended to be provided (describe range and type of food and whether it is to be provided in wrapped form, hot or cold, etc)

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In the case of unwrapped foods, how do you intend to protect them against contamination?

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I have read and understood the last page of this application outlining "Guidelines for the sale of food at markets, street stalls, fetes and other similar functions"

Signature of Applicant Date

APPLICATION FORM PART C**FORM OF INDEMNITY****FOR CRUISE SHIP PRODUCT PROMOTION AREA***this form must be completed in all instances*

THIS INDEMNITY is given for cruise ship arrivals as per indication on page 2 of this application:

Byorganisation/individual
(hereinafter called "the Indemnifier") to the City of Port Lincoln (hereinafter called "the Council").

WHEREAS the Indemnifier has applied to the Council for authority to use a portion of a public area under the Councils control and care, for the purpose of holding a Street Stall, Raffle or Collection.

The permit holder agrees to indemnify the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them, arising out of or in relation to the issuing of the permit.

The permit holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.

The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.

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Signature of Authorised Applicant Being 18yrs or over
(On behalf the above organisation, or as an individual applicant)

* Attach copy of insurance

OFFICE USE CHECKLIST**PERMIT DECISION: APPROVED / DECLINED****APPROVAL RECORD NUMBER:**

Part A complete	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Part B completed	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Part C completed	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Copy of Insurance Provided	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Permit Fee Applicable	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

APPLICANT IS TO KEEP THIS PAGE

**GUIDELINES FOR THE PROVISION OF FOOD AT
MARKETS, STREET STALLS, FETES AND OTHER SIMILAR FUNCTIONS**

1. The organiser of the temporary function from which food is to be sold, displayed, stored or otherwise handled, shall record the donors/suppliers names and addresses, together with the type of food that has been prepared or offered for sale at that function or ensure that the products are labelled with a means of identifying the donor/supplier. This record shall be produced on request by Health Officials.
2. All foods shall be entirely wrapped, enclosed or covered with approved wrapping before being displayed for sale to the public.
3. All foods for sale shall be prepared under hygienic conditions at all times. People with an illness should not handle food. Animals must be excluded from food preparation areas.
4. Every person engaged in the sale, preparation, serving, cooking or handling of any food for human consumption which is liable to contamination by handling shall wear a clean washable outer garment.
5. All pre-packaged food shall be placed or displayed on benches, tables or trestles above ground level and on a clean surface free from contaminating matter.
6. Potentially hazardous foods are not to be sold without specific approval of the council's Environmental Health Officer. Such approval will only be considered if storage and handling procedures, including temperature controls are satisfactory.

Potentially hazardous foods include any perishable food which consists in part or whole of milk or milk products, eggs, meat, poultry, fish, opened shellfish or other ingredients capable of supporting rapid and progressive growth of infectious or toxicogenic micro-organisms.

7. As a general rule, food businesses should not transport potentially hazardous food without keeping the food cold (5°C or below) or hot (60°C or above), if transport times will be 2 hours or longer.
8. Food which is consumed in the state in which is sold must be stored or displayed in a separate compartment from raw food which may be a source of contamination and that separate utensils are used for raw foods.
9. During transport, preparation and prior to sale, the food shall be stored in such a manner so that it is completely enclosed and protected from contamination or spoilage by dust, weather, flies or any other means whatsoever.