

Footpath Trading Permit Application Form

Applicant details

Applicant name: _____

Phone number: _____

Email address: _____

Business or trading name (if applicable): _____

Company name (if different from business or trading name): _____

Business ABN: _____

Location address: _____

Postal address: _____

Trading hours: _____

Council planning permit number (if known): _____

Building permit number (if known): _____

Application type

Are you applying for or renewing an existing Footpath Trading Permit?

- Amendment of existing permit? Permit number: _____
- Transfer of existing permit: Permit number: _____
- New application

What will your Footpath Trading Permit include?

- A-frame
- Screens
- Awning
- Display of goods
- Tables and chairs
- Real estate pointer boards
- Umbrella sockets (Road Opening Permit application required)
- Umbrella
- Planter boxes
- Heater(s)
- Outdoor lighting
- Bike parking or mobility device

Furniture

Tables

Number of tables: _____

Size: L _____ mm × W _____ mm × H _____ mm

Tables cannot exceed 1000mm in height

Chairs

Number of chairs: _____

Size: L _____ mm × W _____ mm × H _____ mm

Chairs cannot exceed 1000mm in height

Umbrellas

Number of umbrellas: _____

No of umbrella sockets Y/N? _____

- Yes - sockets require a Road Opening Permit and a Dial Before You Dig report
- No

The lowest edge of an umbrella canopy must be 2.4 metres above the footpath.

Planter boxes

Number of planter boxes: _____

Size: L _____ mm × W _____ mm × H _____ mm

Planter boxes cannot exceed 1500mm, including foliage (e.g. 1000mm planter box / 500mm plants)

Screens

Number of screens: _____

Size 1: L _____ mm × W _____ mm × H _____ mm

Size 2: L _____ mm × W _____ mm × H _____ mm

Size 3: L _____ mm × W _____ mm × H _____ mm

Is there advertising on the screen(s)?

- Yes - please provide details of proposed advertising (e.g. design)
- No

Awnings

Size 1: L _____ mm × W _____ mm

Upload/attach: Please provide details of proposed awning (e.g. photo and dimensions)

Do you have an approved Building Permit for the awning?

- Yes - Building Permit Number _____
- No

Bicycle or mobility device parking

Size: L _____ mm × W _____ mm × H _____ mm

Upload/attach: Details of proposed bike rail or area for mobility devices - please provide a plan of what you would like to include and photo of any materials required (e.g. bike hoop).

Display of goods

Size: L _____ mm × W _____ mm × H _____ mm

Details of proposed display:

Please provide details of proposed design (e.g. description or design).

Height cannot exceed 1500mm.

Trading zone map

(Goods and furniture only)

Please fill in the length of your shopfront and the width of your shopfront to the kerb.

See the diagram for measurements, with zones corresponding to the diagram legend in the guidelines.

Shopfront

Length (a): _____ mm

Pedestrian zone

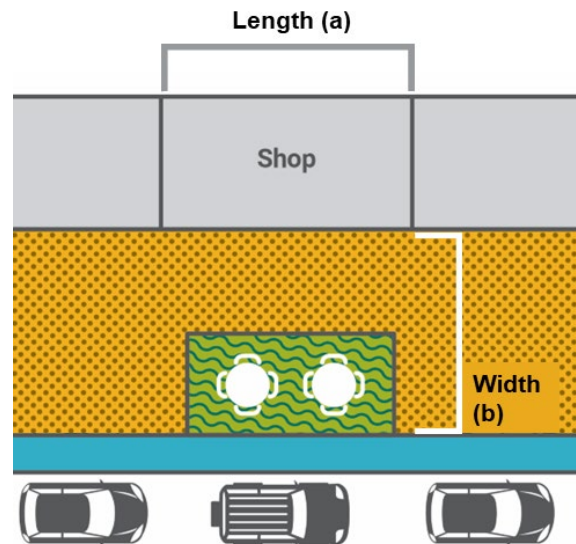
No furniture permitted in pedestrian zone.

Min. 1500mm - Footpath width up to 4000mm

Min. 1800mm - Footpath width >4001mm

Shopfront to kerb

Width (b): _____ mm



Is there any existing street furniture or Council assets outside your shop? (e.g. street benches, street trees parking meters, bike rack, bins)

Description of street furniture of other Council assets:

Trading zone

Is there any existing street furniture or Council assets outside your shop? (e.g. street benches, street trees, parking meters, bike rack, bins).

Yes

No

Note: Display of goods must be less than 1.5 metre in height.

Kerbside zone

No furniture permitted in kerbside zone.

May vary - refer to minimum clearances in the *Footpath Trading Guidelines*.

Application checklist

Upload/attach the following documentation

- Current copy of business registration certificate (ASIC Business Registration certificate).
- Certificate of current Public Liability Insurance for a minimum of \$20 million.
- Any requested photos and details of proposed furniture or display of goods or advertising.
- Dial before you dig report (umbrella socket).
- Building and Planning Approval Number (if required).

Checklist

- I understand that the permit is only valid during the opening hours of my business.
- I understand I am only able to display goods and place furniture in the approved trading zone.

Serving alcohol

If you plan to serve alcohol within your footpath trading area, you will need to apply for a planning permit and liquor licence. For your planning permit please contact our Planning team on 9278 4444. A liquor licence is applied for separately through the Victorian Gambling and Casino Control (VGCCC). Please visit [Liquor licensing | Victorian Government](http://www.vic.gov.au) (www.vic.gov.au).

Signature

Print full name: _____

Signature: _____

Date: _____

Indemnity statement

The owner, in signing this application form, agrees to comply with permit conditions and guidelines and to indemnify the Council from and against any loss, damage or expense (including legal costs) arising from any claim, demand, action, suit or proceeding that may be brought by any person against the Council in respect of the death or injury of any person or the loss or damage to any property, where such death, injury, loss or damage arises out of or in connection with the owner's actions on any land owned or managed by the Council and is caused by the negligent act or omission of the owner or the owner's employee, agent, contractor or client. *Provided that* the owner shall not be liable for any liability or loss to the extent that such loss or damage is caused by the error, omissions or actions of the Council. Where negligence is found to have been contributory, each party shall bear full responsibility in accordance with the party's fault.

Privacy statement

The personal information requested on this form is being collected by Council for the purpose of issuing a permit in relation to the above service. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected, we are unable to process your application and provide the service sought by you. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.