

Footpath Permit Application

Darebin City Council General Local Law Number 1 of 2005, Part 8, 9 and 17



For the year ending 30 June 2014

All sections must be completed

Darebin City Council

274 Gower Street

Preston, Victoria

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ABN

Owner's details
Business name:
Applicant's first name: Surname:.....
Business Address:
Suburb: Postcode:.....
Private address:
Suburb:Postcode:
Phone (B): Phone (M):

Footpath items

Display, sell, or offer any goods: Yes (maximum two free standing items/display stands)

A-board (sign): Yes (maximum one sign) Umbrella: (Qty:)

Portable Heater: (Qty:)

Tables and chairs: (Qty of tables: Qty of chairs:)

Fixed café screens: Yes, new **OR** Yes, previously approved/installed Canvas cafe screens: Yes

Insurance details	Hours of operation
In accordance with the permit conditions, I attach proof of current \$10 million public liability insurance which shows the City of Darebin as an interested party and the current policy expiry date as / /	List the days and hours of operation:
I have attached a certificate of currency: <input type="checkbox"/> Yes	

Other information required with application (if not previously supplied)

Refer to Section 4.2 Information to be included with Application

- A site plan or sketch (refer to Section 4.2 (a) for requirements).
- Details of all proposed items including colour photographs and details design drawings including locking and other securing devices.
- Details of any proposed advertising including a colour photograph or detailed design drawings of the advertising and an indication of its size.
- If an application includes advertising on a cafe screen, Council requires photographs of the external business premises (front and sides as applicable) showing all advertising in context with the building.

A non-refundable fee of \$40.00 must be submitted with all applications

Declaration

The applicant must sign this indemnity on behalf of the business, organisation or group.

I certify that I am the applicant or authorised by the applicant/owner to bind the applicant/owner by signing this form.

I am fully aware of the Darebin City Council policy and conditions for displays on footways that apply to the permit sought by me. I understand that Council may require further information from me in support of my application or that Council may refuse my application or grant a permit with conditions, which I agree to abide by. My permit may be cancelled after 3 warnings if I breach the permit conditions (section 8.3) and/or failure to pay the permit fees by the due date on the Tax Invoice which will be sent to me with my permit sticker if my application is approved will result in the cancellation of my permit. The applicant acknowledges that a CURRENT COPY of public liability insurance listing the Darebin City Council as an interested party in regards to the permit with minimum public liability coverage of \$10,000,000 must be attached to my application. A copy of my public liability insurance renewal policy MUST be provided to Darebin City Council's Local Laws Unit when the current insurance policy expires.

Applicant's Signature: **Date:**

For and on behalf of.....(Name of business or organisation)

Permit Information



Fees (GST not applicable)

Placement of an Advertising Sign (please read Section 3.2)	\$97.00 each sign
Display, Sell or Offer for Sale any Goods (please read Section 3.2)	\$138.00
Tables and Chairs for Customer Use (please read Sections 3.4 and 3.5)	\$138.00
Umbrella (please read Section 3.6)	\$42.00 each umbrella
Heater (please read Section 3.10)	\$42.00 each heater
Fixed Café Screen (please read Sections 3.7 and 3.8)	\$138.00
Temporary Café Barrier (please read Sections 3.7 and 3.9)	\$138.00
Planter Boxes (please read Section 3.12)	\$42.00 each planter box
APPLICATION FEE (RC 222)	\$40.00

General information

Footpath permits

Under the provisions of Council's Local Law, a permit is required to place advertising signs, goods, planter boxes, tables with chairs, umbrellas, heaters, café screens or temporary café barriers and street furniture on footpaths. Council provides footpath permits to traders to enable them to display these items on the footpath while at the same time ensuring the safety of pedestrians. No item shall be placed on any footpath without a permit issued by Council and except in accordance with the permit conditions and Council's Footpath Activity Policy 2010. In all places, Council must approve the location of such items prior to placement.

Goods and signs guidelines

Goods and signs are to be placed in accordance with Council's Footpath Activity Policy 2010. Goods and signs are only permitted on the footpath outside the applicant's property and are not to be placed on or affixed to vehicles, or to items which are the property of a public authority such as electricity, tramway and Council poles. **Display cases and racks (inclusive of products)** are not to be greater than **1.2m high, 1.8m long and 0.75m in width. Signs** are not to be greater than **1.2m high by 0.75m wide**. Signs should be constructed in a manner so they do not move in the wind.

Tables and chairs guidelines

Tables and chairs shall not be placed in the walkway or kerbside section or prohibited areas i.e. intersections or pedestrian crossings. They should be positioned so that they do not prevent the free flow of pedestrian traffic. Tables and chairs should not extend beyond the frontage of the applicant's premises.

Canvas café screens (temporary café screens)

Temporary café screens must **not exceed a total height of 0.9m** and **must secure to a lock in device located in and flush to the footpath**. Any footpath construction will be managed by Council at a cost borne by the applicant. Council will require an up-front full payment prior to proceeding with any works.

Authorised officer

Any footpath display is subject to any conditions or directions of an authorised officer. Council may revoke a permit and structures may be removed by an authorised officer if any conditions or directions are not complied with.

Payment

Payment must be submitted with your application. Additionally a non-refundable application fee of **\$40.00** is required for all new applications

If you require assistance on the calculating the amount due, please contact the Local Laws Unit on 8470 8888.

Privacy statement

The personal information requested on this form is being collected by Council for the purpose of regulating commercial activities on Council land as required by Darebin City Council Local Law No. 1/2005. The information will be used by Council and may be disclosed to other Government bodies in connection with the administration and enforcement of the Local Laws. The applicant may apply to Council for access and/or amendment of the information by contacting Council on 8470 8888.