

APPLICATION FOR FOOTPATH TRADING PERMIT

For the year ending 30 June 2017

274 Gower Street, Preston
PO Box 91, Preston, Vic 3072
T 8470 8888 F 8470 8877
E mailbox@darebin.vic.gov.au
darebin.vic.gov.au



the place
to live

APPLICATION INFORMATION

Please complete all sections of this application form and return together with the application fee and required documentation to the City of Darebin.

A non-refundable fee of \$41.00 must be submitted with all applications. Individual items incur differing costs as listed in the fee structure on page 2.

Under Darebin City Council General Local Law Number 1 of 2015, a permit is required to display goods or trade on the footpaths in Darebin.

Please see over for a full list of fees and requirements for footpath trading. For further information please visit www.darebin.vic.gov.au/business

BUSINESS DETAILS

First Name:	Last Name:	
Business Trading Name:	ABN:	
Address:		
Suburb:	Postcode:	
Postal Address (if different from above):		
Suburb:	Postcode:	
Phone:	After hours phone:	Mobile:
Email:		

PERMIT DETAILS

Please select the type of permit you are applying for:

Regular footpath trading Real estate pointer board One-off event permit Date of event:

Please select all applicable items and specify quantity below:

Item type	Qty	Item type	Qty
<input type="checkbox"/> A-board	<i>Maximum 1 sign</i>	<input type="checkbox"/> Planter boxes	
<input type="checkbox"/> Free-standing display units*		<input type="checkbox"/> Fixed café screens	
<input type="checkbox"/> Tables		<input type="checkbox"/> Temporary café screens	
<input type="checkbox"/> Chairs		<input type="checkbox"/> Other (please specify below)	
<input type="checkbox"/> Bench seats			
<input type="checkbox"/> Umbrella			
<input type="checkbox"/> Portable Heater			

**A maximum of two free-standing display units are permitted per business, measuring no larger than 1.2m high, 1.8m long and 0.75m in width*

HOURS OF OPERATION

Trading hours Please detail below the days and hours that your business intends to operate on the footpath.

Seating requirements

Number of indoor seats: Number of proposed outdoor seats: Total number of seats:

REQUIRED DOCUMENTATION

I have included the following information with my application:

- An overhead site plan of the footpath with measurements of the footpath including the Kerbside Zone, Trading Zone and Pedestrian Zone must be provided in support of all applications. The plan should also include the placement of the items you are applying for and their measurements.
- Colour photographs and detailed design drawings with measurements of all items being placed on the footpath.
- A copy of your current public liability insurance with a minimum of \$10 million dollars including the City of Darebin as an interested party.

Please see over for declaration. The applicant must sign the declaration on behalf of the business, organisation or group.

FEES

APPLICATION FEE

\$41.00 (non-refundable)

A non-refundable fee of \$41.00 must be submitted with all applications. On approval of the application an invoice will be forwarded for payment of the approved items.

Office Use Only

Short Code: RC 222

ITEM FEES

A-board/advertising sign	\$102.50
Free-standing display units Display, sell or offer for sale any goods	\$250.00
Tables	\$25.00 each
Chairs	\$25.00 each
Bench seats	\$90.00 each
REAL ESTATE POINTER BOARD PERMIT	\$550.00 per branch/agency

Umbrella	\$45.00 each
Portable heater	\$45.00 each
Planter boxes	\$45.00 each
Fixed café screens	\$143.50
Temporary café screens	\$143.50
ONE-OFF EVENT PERMIT	\$41.00 per day

A 50% discount on fees applies for **new businesses** from 1 January each year.

METHODS OF PAYMENT

IN PERSON

To pay with cash, cheque, money order, credit card or EFTPOS present this completed form at a Customer Service Centre listed below:

- Northland Shopping Centre, 50 Murray Road, Preston
- 23 Edwardes Street, Reservoir
- 274 Gower Street, Preston
- 32-38 Separation Street, Northcote

MAIL

Mail your completed form with cheque or money order to:

City of Darebin
PO Box 91
Preston VIC 3072

Please do not send cash in the mail.

General Requirements

Under the provisions of the City of Darebin Local Law number 1/2015, a business is required to obtain a permit to place any item on Council footpaths. Council provides footpath permits to traders to enable them to display items on the footpath while at the same time ensuring the safety of pedestrians. Council must approve the location of any items prior to placement.

Approved items are to be placed in accordance with Council's Footpath Trading Policy 2015. Items 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.

A Footpath Trading Permit is subject to the conditions of issue in accordance with the Footpath Trading Policy. An authorised officer of the City of Darebin may revoke a permit and impound any offending items if the item is placed on Council Land without a permit or when directed to remove by an authorised officer.

Privacy statement

The collection and handling of personal information is in accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centre/s.

Footpath trading activities must:

- Only be placed in the Trading Zone of the footpath and where applicable.
- Positively contribute to the amenity of the area.
- Not impact detrimentally on people or property in the neighbourhood because of unreasonable noise caused by patrons, amplified music, litter and a lack of cleanliness of the area.
- Align to the boundary adjacent to the Kerbside Zone to maximise the amount of space for pedestrian movement.
- Not be of a permanent nature or of a fixed installation (with the exception of approved café screens or permission granted by Council).
- Be of a high quality design, construction and finish that Council considers attractive and will complement the character of the streetscape and contributes to the visual and urban amenity of the area.
- Be of sturdy and safe construction.
- Not include sharp, protruding or moving parts.
- Not be fixed to any Council or other infrastructure.
- Not cause damage to the footpath.
- Not be illuminated, reflective, flashing or animated in any way or can be mistaken for a traffic sign.
- Not obstruct a driver line of sight, distract or confuse a driver.
- Be maintained to an appropriate standard at all times as determined by Council.
- Only be placed on the footpath during normal trading hours of the business or permission granted by Council

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 footpaths 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.

Signature:

Name:

Date:

For and on behalf of: (name of business or organisation)



National Relay Service
TTY dial 133 677 or Speak & Listen
1300 555 727 or iprelay.com.au,
then enter 03 8470 8888



Speak Your Language
8470 8470


City of
DAREBIN

the place
to live