

**FOOTPATH TRADING PERMIT  
NEW APPLICATION ONLY**

**PERMIT TYPE (Please tick)**

- A-Board Sign
- Display of Goods
- Tables and Chairs

**Select ONE only**

**Only one permit type is permitted per business**

**BUSINESS DETAILS:**

Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

*(Please note permits will not be issued to residential addresses)*

Business Address \_\_\_\_\_

Telephone: (W) \_\_\_\_\_

Postal Address: \_\_\_\_\_

**APPLICATION MUST INCLUDE:**

- Completed application form (both page 1 & 2 to be returned)
- Application fee, which is non-refundable if permit refused (no pro-rata amounts acceptable)
- Certificate of Currency (Public Liability insurance of a minimum of \$10 million)
- Sketch plan of preferred location of advertising sign, display of goods, or chairs and tables also noting location of trees, pit covers and other permanent fixtures (page 2)
- Charity and community groups must still complete application form but are "exempt" from payment of permit fee.

**CONDITIONS**

- I have read and fully understand the conditions of the Maroondah City Council Footpath Trading Policy.
- Failure to fully provide the required information will result in my application being returned and a delay in processing.
- The applicant understands that the personal information provided is to assess your application and record your permit and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to the Local Laws Department.

\_\_\_\_\_  
Signature

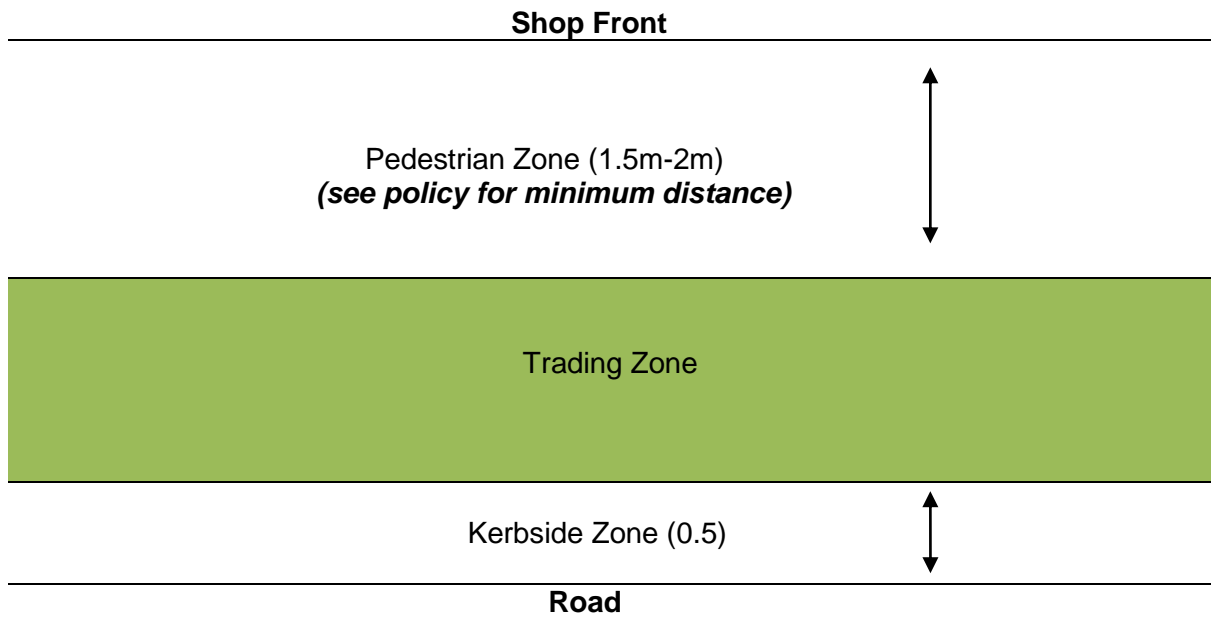
\_\_\_\_\_  
Date

**Receipt Number:** \_\_\_\_\_

**Permit Fee:** \$75.00

|  |                      |
|--|----------------------|
| <b>Office Use Only</b>                         |                      |
| <b>PLEASE RETURN TOP SECTION TO LOCAL LAWS</b> |                      |
| Amount Paid: \$ _____                          | Receipt #: _____     |
| Name: _____                                    | G/L 24100-1709 _____ |

**Example of Trading Zone**



**Sketch Plan**

A rough sketch plan must be provided below showing plan of preferred location of advertising sign, display of goods, or chairs and tables also noting location of trees, pit covers and other permanent fixtures

A large, empty rectangular box with a black border, intended for a rough sketch plan showing the preferred location of advertising signs, displays, chairs, tables, trees, pit covers, and other permanent fixtures.

## **Conditions for Street Trading**

Footpath area must be available to pedestrians with an uninterrupted path of travel and no obstructions or projections providing free access to all facilities. The placement of a-board signs, goods on footpath and tables and chairs against the property line/shop front is prohibited. Anyone wishing to obtain a permit under Council's Local Law 8 must:

- Provide free passage for pedestrians (the Pedestrian Zone); and
- Provide a safety set back from the kerbside to allow for the overhang of cars or opening of car doors (the Kerbside Zone)

After providing the above, a permit holder may occupy an area for the placement of a-board signs, displays or goods or tables and chairs (the Trading Zone). Refer to Footpath Trading Policy for distances and local requirements.

### **A-Board advertising signs**

- The advertising board is less than 1 metre high x 0.6 metre wide
- The bottom of the A-board faces is no more than 0.8 metre apart
- One board only is permitted
- The sign is securely anchored
- The sign is displayed during business hours only
- The sign is not attached to any street furniture, trees or fittings, sandbags or weights
- No damage to Council assets be caused
- The sign is covered by an approved Public Liability Policy of insurance at all times during the terms of the permit in the name of the trader, providing the coverage of at least \$10 million.
- Footway remains unobstructed (refer to Policy for distances and location requirements)
- The sign is displayed on the kerbside of the footpath, in front of the occupier's separate tenement during business hours only (regardless of all weather conditions)
- Signs or displays are to be in front of the place of business they promote.

### **Goods on Footpath, and tables and chairs used for outdoor dining**

- Display is directly outside the premises of application during business hours only
- No impediment is caused to vehicles or pedestrians
- Footway remains unobstructed (refer to Policy for distances and location requirements)
- The goods are to be displayed on the kerbside of the footpath, in front of the occupier's separate tenement during business hours only (regardless of all weather conditions)
- The goods for sale or tables and chairs are covered by an approved Public Liability Policy of insurance at all times, during the terms of the permit in the name of the trader, providing the coverage of a least \$10 million.
- Each display must be maintained in a professional manner to ensure safety to the user and general public.
- No sign or display is to have any moving, rotating, illuminated or reflective components and must be constructed of a durable/suitable material.
- Food handling techniques satisfy Food Act requirements

The Policy does not apply to:

- Advertising boards for home based businesses and real estate boards, including pointer boards, in residential streets. These signs are regulated under the Maroondah Planning Scheme.
- Temporary charity events including sausage sizzles and the like. However, it is important to note that when conducting these events, the area used will be considered a trading activity zone.

### **Requirement of Public Liability Insurance (Certificate of Currency)**

The link below provides an example of insurance policy/certificate of currency that Council requires in order for permit to be approved. **(This wording may be supplied to your insurance provider, when obtaining a copy of insurance for this application):**

***“The interests of the Maroondah City Council as a principal is hereby noted. The policy is extended to indemnify the Maroondah City Council in respect of any claim indemnifiable under the policy brought in respect of personal injury or damage to property caused by an occurrence arising directly and solely out of the negligent acts, errors or omissions of the insured. This extension does not extend to any negligent acts, errors or omissions of the Maroondah City Council, its staff or agents themselves.”***

### **Fees and Conditions**

All permits have a maximum duration of 1 year (expiry of permits is 30 September of each year). Fee is payable in full (no pro-rata payments available)

Permits are not transferable.

Renewal notices will be sent out yearly prior to the 30 September expiry date.

A permit will be issued upon receipt of the renewal fee within 14 days of the expiry date.

Any permit not renewed within 14 days of the expiry date will be cancelled

A cancelled permit will not be renewed; a new application and application fee must be lodged if the applicant wishes to continue to trade from the footpath.