

Street Activities Permit Application

A *Street Activities Permit* is required if you want to provide activities that impact an area beyond your current trading area, including the footpath.

* See *Street Activities Policy Guidelines* and permit conditions at [www.maroondah.vic.gov.au/Street-trading-and-activities](http://www.maroondah.vic.gov.au/Street-trading-and-activities)

Supporting documents

To apply for a Street Activities Permit you need to provide with your application:

* a site plan, featuring a layout of the space and detail on how it will be used
* a copy of your Public Liability Insurance is required, showing:
  + Current expiry date
  + Providing a minimum indemnity of $20million ***(Note: a tax invoice will not be accepted)***

Public Liability Insurance (Certificate of Currency)

## Part 1 - Applicant details

|  |  |
| --- | --- |
| Applicant's full name: |  |
| Business name: |  |
| Business address: |  |
| Postal address  (if different to above): |  |
| Applicant email: |  |
| Applicant contact number: |  |

## Part 2 - Street Activities Permit application

**Tick the elements you wish to set up within the outdoor dining area:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Categories available (based on space up to** **6m2)** | | | |
|  | Tables and chairs |  | Shade shelters/umbrellas |
|  | A-Board (max. 2) (1m high x 600mm wide in size) |  | Pot plants/planter boxes |
|  | Protective barriers |  | Goods display |
|  | Other (please specify): | | |
|  | **Do you require additional space?**  Total square metres required: | | |

Site plan

A sketch of the proposed site plan must be provided with your application. The site plan must show the preferred location of all items in the space including advertising signs/A-boards, display goods, tables and chairs, seating, umbrellas, safety barriers or any other items. Please indicate the width and length of proposed area and location of existing infrastructure including trees, pit covers, street lighting poles, bins and other permanent fixtures.

Note: A-board sign must not exceed 1 metre high x 0.6 metres wide.

**Once the proposed area has been inspected and approved by Council, the permitted trading zone will be defined.**

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**\*Once the proposed area has been inspected and approved by Council, the permitted trading zone will be defined.**

Conditions

* Permits are not transferable.
* Renewal notices will be sent out yearly prior to the 30 September expiry date.
* A permit will be issued upon assessment and current public liability insurance.
* Renewals of permits will be delayed if all required information has not been received by Council.
* Permits will not be issued to a residential address.

Acknowledgement:

* I have **read and fully understand the conditions** of the Maroondah City Council Street Activities Policy and Guidelines.
* I have **completed a CovidSafe plan** andagree to follow the most current Chief Health Officer public health directions and guidelines while trading under the *Street Activities Permit*.
* I have attached the required supporting materials

**Signed ……………………………………………**

**Name ……………………………………………**

**Date ……………………………………………**

**Please send your completed application and supporting documents to Council via:**

|  |  |
| --- | --- |
| **Mail**  Maroondah City Council  PO Box 156  Ringwood VIC 3134 | **Email**  [maroondah@maroondah.vic.gov.au](mailto:maroondah@maroondah.vic.gov.au) |

If you have any questions in relation to the policy or the application procedure, please contact Council on 1300 88 22 33.

*Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy and Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required to do so by law or it is part of the Council business that is being undertaken. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council’s Privacy Officer and Health Records Officer on 1300 88 22 33 or email -* [*privacy@maroondah.vic.gov.au*](mailto:privacy@maroondah.vic.gov.au)