

Street Activities Extension 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.

To help hospitality businesses move out of COVID-19 restrictions, eligible traders can apply for a *Street Activities Extension Permit*. All *Street Activities Permits* and *Street Activities Extension Permits* are free until 30 June 2021.

- See *Street Activities Policy Guidelines* and permit conditions at www.maroondah.vic.gov.au/Street-trading-and-activities
- See specific guidelines for a *Street Activities Extension Permit* at <http://www.maroondah.vic.gov.au/Street-Activities-Extension-Permit-Guidelines>

Check if you are eligible to apply

Businesses are eligible if they:

- operate a business premises located in Maroondah City Council and
- hold a valid Class 2 or 3 Service Sector Certificate of Registration under the Food Act 1984 (Vic) and/or a relevant Liquor License.

You should contact us to check eligibility if:

- your business is on a major arterial road, or
- you wish to occupy a carpark on a road which has a speed limit of more than 60kmh.

Contact our Traffic Engineering Team on 1300 88 22 33 and they can advise if you can extend your trading area in these circumstances.

Supporting documents

To apply for a *Street Activities Extension Permit* you need to provide the following 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
 - Maroondah City Council must be listed as an interested party**Note: a tax invoice will not be accepted.**
- written support from neighbouring businesses
- If you are wanting to sell alcohol, a proposed 'red line plan' showing the proposed area that alcohol will be served.

Council has developed some templates to help you with the above documents. Please visit our website to download them or contact us on 1300 88 22 33 if you would like the templates emailed to you.

Application process

- All applicants must complete *Part 1*.
- If you **currently** hold a *Street Activities Permit* and want to apply for a *Street Activities Extension Permit* please complete *Part 3*.
- If you **do not currently** hold a *Street Activities Permit* please complete the full application form (Parts 1, 2 and 3).

Part 1 - Applicant details

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

Do you currently hold a *Street Activities Permit*?

| | |
|------------------------------|---|
| <input type="checkbox"/> Yes | Permit number: Proceed to Part 3. |
| <input type="checkbox"/> No | Proceed to Part 2. |

Part 2 - Street Activities Permit application

Complete this section if you **DO NOT** already have a Street Activities Permit, otherwise, proceed to Part 3.

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

| Categories available (based on space up to 6m ²) | |
|--|---|
| <input type="checkbox"/> Tables and chairs | <input type="checkbox"/> Shade shelters/umbrellas |
| <input type="checkbox"/> A-Board (max. 2) (1m high x 600mm wide in size) | <input type="checkbox"/> Pot plants/planter boxes |
| <input type="checkbox"/> Protective barriers | <input type="checkbox"/> Goods display |
| <input type="checkbox"/> Other (please specify): | |

Part 3 - Street Activities Extension Permit application

Complete this section if you want to extend your dining and table service onto defined areas of public land.

Tell us the areas that you wish to extend into:

| |
|--|
| <input type="checkbox"/> Footpath of neighbouring business |
| <input type="checkbox"/> Carparking spaces |
| <input type="checkbox"/> Unused public space (laneway, open space etc) |
| <input type="checkbox"/> Comments or other (please specify): |

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

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Liquor Licence information

Please complete this section if you are planning to serve alcohol in the extended outdoor dining area.

A proposed “red line plan” needs to be attached with your application, showing the proposed area where alcohol will be served.

| Do you currently hold a Liquor Licence? | |
|--|---|
| <input type="checkbox"/> Yes | What type of liquor licence do you hold? |
| <input type="checkbox"/> No | If you currently do not hold a Liquor Licence, normal planning and Victorian Commission for Gambling and Liquor Regulation (VCGLR) permits apply. |
| Is the extended dining area on public or private land? | |
| <input type="checkbox"/> Public | |
| <input type="checkbox"/> Private | Is the Extension on the same title as your existing ‘red line’ plan? <input type="checkbox"/> Yes <input type="checkbox"/> No |

What are the proposed hours of operation for the sale and consumption of alcohol in the outdoor area?

Conditions

- All permits expire on 30 June 2021.
- Permits are not transferable.
- Renewal notices will be sent out yearly prior to the 30 June 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, and the Street Activities Extension Guidelines.
- I have **completed a CovidSafe plan** and agree to follow the most current Chief Health Officer public health directions and guidelines while trading under the *Street Activities Extension Permit*.
- I have attached the required supporting materials

- Risk Assessment document
- Public Liability Insurance (Certificate of Currency)
- Letters of support

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

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

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & 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 or authorised to do so by law. 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 & Health Records Officer on email - privacy@maroondah.vic.gov.au