

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

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 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):	
<input type="checkbox"/> 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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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** and agree 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

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

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