

Footpath trading application

Public space licence agreement



Before completing this document it is recommended that you read the requirements of Merri-bek's "Footpath Trading Guidelines" – these can be found on our website:

<https://www.merri-bek.vic.gov.au/other-business-permits>

PART A – Application for Footpath Trading Permit

Business details

Trading name	
Business address	
Suburb	Postcode
Business phone	Mobile
Email	
Nature of the business	
Hours of operation	

Applicant details

Applicant name (in full)	
Applicant's address	
Position at the company	
Phone	Mobile
Email	

Permit fees

Details of Council fees and charges effective for this financial year are available on the Merri-bek City Council website (<https://www.merri-bek.vic.gov.au/other-business-permits>) or by contacting Council on **03 9240 1111**.

Application process

- A Local Laws Officer will assess your application.
- If approved, an invoice will be sent out for payment.
- A permit will be issued once payment has been received.

Note – Your Footpath Trading Permit will expire on 31 August annually and you will receive a renewal notice.

PART A – Application for Footpath Trading Permit

Item	Number of Items	Item	Number of Items
Tables < 800mm width		Fruit/Veg or Plant/Flower stands	
Tables > 800mm width		Heaters (Free standing only)	
Bench seats < 800mm width		Goods or Promotional Displays	
Bench seats > 800mm width		Umbrellas	
Chairs		Awnings	
Screens		Advertising Signs (A-board)	
Planter Boxes		Other	

YOU MUST PROVIDE COPIES OF THE FOLLOWING DOCUMENTS (YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THE REQUIRED DOCUMENTATION)

Copy of current Public Liability Insurance Policy that must contain your Policy Number, minimum coverage of \$10 million and current expiry date.

Site plan showing placement of items on footway (a site plan template is included in this application.)

Where the trading area extends in front of a neighbouring property, written consent from the tenant or operator of the adjoining business must be obtained. Where the adjoining building is vacant, consent is required from the managing agent.

Copy of your Liquor Licence and details of your red zone.

Collection notice

Merri-bek City Council is committed to protecting your privacy in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). The personal information requested on this form is being collected by Merri-bek City Council for the purpose of assessing your eligibility for a footpath trading permit or any other directly related purpose under the Local Government Act 1989 or other relevant legislation and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number).

It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided your application cannot be processed or a permit issued. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on **9240 1111** or e-mail at **Privacyofficer@merri-bek.vic.gov.au**.

I _____ (please print) understand that the information provided above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

Date

Signed by applicant

PART B – Extension to Footpath Trading area

Fill in Part B if in addition to your immediate footpath trading area, you would like to apply to trade on the footpath outside an adjoining business.

Note: Written consent from the tenant or operator of the adjoining business must be obtained. Where the adjoining building is vacant, consent is required from the managing agent. Where the adjoining building is residential, consent is required from the body corporate.

Is your business in a residential area?	Y	N
Do you have a disabled parking bay in front of your premises?	Y	N
Do you have a loading zone bay in front of your premises?	Y	N

YOU MUST PROVIDE COPIES OF THE FOLLOWING DOCUMENTS (YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THE REQUIRED DOCUMENTATION)

Updated site plan showing placement of items on footway (a site plan template is included in this application). The site plan must show where the items will be placed, specific measurements of the trading zone, walkway zone and kerbside zone and any council infrastructure such as rubbish bins or bike hoops.

Written consent from the tenant or operator of the adjoining property. Where the adjoining building is vacant, consent is required from the managing agent. Where the adjoining building is residential, consent is required from the body corporate. (template include in this application form).

Updated public liability statement that covers the expanded trade area.

Collection notice

Merri-bek City Council is committed to protecting your privacy in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). The personal information requested on this form is being collected by Merri-bek City Council for the purpose of assessing your eligibility for a footpath trading permit or any other directly related purpose under the Local Government Act 1989 or other relevant legislation and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number).

It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided your application cannot be processed or a permit issued. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on **9240 1111** or e-mail at **Privacyofficer@merri-bek.vic.gov.au**.

I _____ (please print) understand that the information provided above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

Date

Signed by applicant

Footpath trading extension letter of consent

Date:

Merri-bek City Council
Amenity and Compliance
Locked Bag 10
Brunswick 3056
CSAenquiries@merri-bek.vic.gov.au

Dear Merri-bek City Council,

FOOTPATH TRADING EXTENSION REQUEST

I confirm that I am the owner/operator of _____
Business name

at _____
Business address

I give consent for the adjoining business, _____
Neighbouring business name

at _____
Neighbouring business address

to use the footpath trading area directly in front of my premises. I have no concerns with _____
Neighbouring business name

using this area for their own footpath trading activities. If we later require the area, we will notify the Council in writing to withdraw consent.

Yours sincerely,

Business giving consent:

Full name

Business name

Position

Signature

Neighbouring business receiving consent:

Full name

Business name

Position

Signature

廣東話 9280 1910
Italiano 9280 1911
Ελληνικ 9280 1912

عربي 9280 1913
Türkçe 9280 1914
Tiếng Việt 9280 1915

हिंदी 9280 1918
普通话 9280 0750
ਪੰਜਾਬੀ 9280 0751

All other languages
9280 1919