

# Footpath trading application

## Public space licence agreement



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

<https://www.moreland.vic.gov.au/about-us/local-laws-and-legislation/local-law-permits/footpath-activities/>

### 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 Moreland City Council website (<https://www.moreland.vic.gov.au/about-us/local-laws-and-legislation/local-law-permits/footpath-activities/>) or by contacting Council on **03 9240 1111**.

#### Please Note

As part of Moreland Council's Covid-19 response, permit fees have been waived until 30 June 2021. Pro Rata fees do not apply.

#### 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 30 June annually and you will receive a renewal notice.

# PART A – Proposed footpath trading site plan

## Footpath trading site plan

This footpath trading plan forms part of the public space licence agreement and must be completed. On this form provide a detailed plan of the licensed area indicating the exact measurements of the walkway, trading and kerbside zones. The type and dimensions of furniture and street fixtures must also be shown.

																				Kerbside Zone is _____ metres
																				Trading activity zone is _____ metres
																				Walkway Zone is _____ metres
Building Line																				

## 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)	
Benches < 800mm width		Promotional Displays	
Benches > 800mm width		Umbrellas	
Chairs		Awnings	
Screens		Other	
Planter Boxes		Advertising Signs (A-board)	

### 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

Moreland 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 Moreland 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 Moreland 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@moreland.vic.gov.au](mailto:Privacyofficer@moreland.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

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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 Moreland 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@moreland.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 – Updated footpath trading site plan

## Footpath trading site plan

This footpath trading plan forms part of the public space licence agreement and must be completed. On this form provide a detailed plan of the licensed area indicating the exact measurements of the walkway, trading and kerbside zones. The type and dimensions of furniture and street fixtures must also be shown.

																								Kerbside Zone is _____ metres
																								Trading activity zone is _____ metres
																								Walkway Zone is _____ metres
Building Line																								

# Footpath trading extension letter of consent

Date:

Moreland City Council  
Amenity and Compliance  
Locked Bag 10  
Moreland 3058  
[CSAenquiries@moreland.vic.gov.au](mailto:CSAenquiries@moreland.vic.gov.au)

Dear Moreland 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

### Moreland Language Link

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