

Application for an extension for a Footpath Trading permit



Moreland
City Council

Applicant details

Applicant name (in full) _____

Position at the company _____

Address of applicant _____

Suburb _____ Postcode _____

Phone _____ Mobile _____

Email _____

Business details

Trading name _____

Business address _____

Suburb _____ Postcode _____

Business phone _____ Mobile _____

Email _____

Manager's name _____

Type of business _____

Hours of operation _____

Current Footpath Trading Permit number _____

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)

Copy of current Public Liability Insurance Policy that must contain your Policy number, the company insuring you, minimum coverage of \$10 million and current expiry date

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

Footpath trading extension letter of consent

Footpath trading extension

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 complete the attached Footpath Trading Plan and provide a detailed plan detailing 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 parking meters. Please note if you wish to place items outside adjacent premises to your own, written permission from the occupier is to be obtained. These premises must also be listed on your public liability insurance as an additional situation of risk.

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**.

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:

Moreland City Council
Amenity and Compliance
Locked Bag 10
Moreland 3058
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