

Application for Footpath Trading Permit



South Gippsland
Shire Council

Application Fee - \$35.00 (non-refundable)

The application fee is payable at the time of applying for a new permit and covers administrative costs and inspection(s). You will be invoiced for this on receipt of your application. This is not applicable to renewals.

Permit Fee - \$75.00 per square metre

Footpath Trading activities are charged at \$75.00 per square metre, to the next nearest whole metre. A-Frame signs, flags and/or banners attached to the building will generally be charged at one square metre, unless collectively they exceed this size. Once your application has been approved, you will be invoiced at \$75.00 per square metre.

Pursuant to Clauses 28, 29 and 30 of South Gippsland Shire Council's *General Local Law 2024*. Permit holders must also comply with Council's Footpath Trading Code. Permits are granted for a 12-month period and are subject to an annual review. The renewal process runs in line with the calendar year and you will receive a notice in November each year. Permits must always be displayed during trade.

BUSINESS DETAILS

Business name: _____

Street address: _____

Postal address: _____

Name of best contact: _____

Best contact: number: _____

Email address: _____

ABN/ACN: _____

Days/hours of trade: _____

APPLICANT DETAILS

Applicant name: _____

Postal address: _____

Best contact number: _____

Email address: _____

Is the business a registered not-for-profit or charity organisation? Yes No

DESCRIPTION OF TRADING DETAILS

A-frame (max of two): _____

Outdoor dining: _____

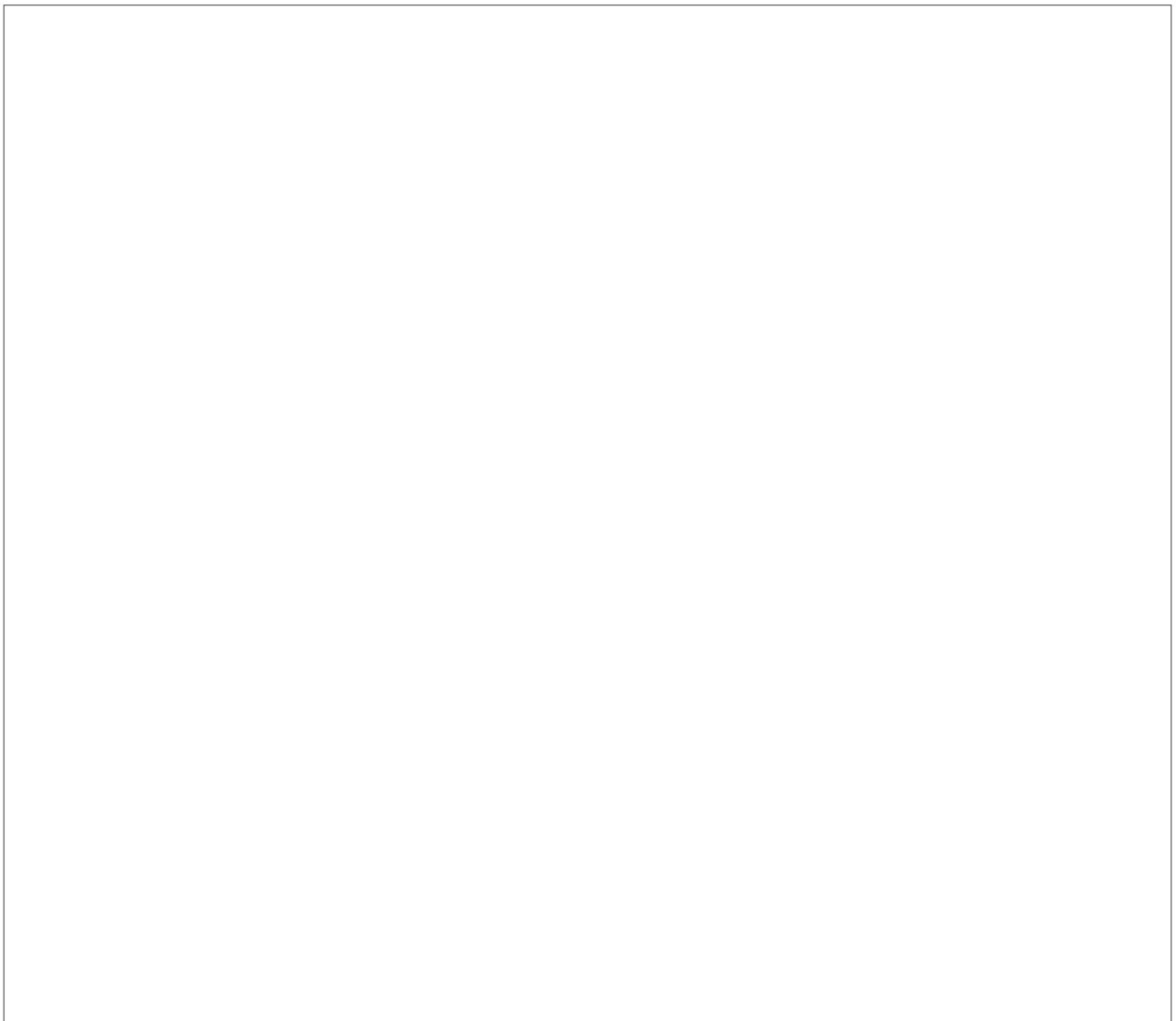
Square meterage required: _____

Display of goods: _____

Square meterage required: _____

SITE PLAN

Please show intended location of footpath trading, noting all footpath dimensions, **and** car parks, intersections, and driveways, and any fixed furniture, trees or any other items of interest.



INSURANCE REQUIREMENTS

A copy of your Certificate of Currency must be attached to this application and include:

- public liability cover with a minimum of \$20,000,000; and
- South Gippsland Shire Council listed as an Interested Party.

DECLARATION

I confirm that all information I have provided is true and correct.

I confirm that I have read and understand the relevant clauses of the *General Local Law 2024* (below) and accompanying Footpath Trading Code.

South Gippsland Shire Council – General Local Law 2024

28. Displaying Goods for Sale

1. Without a permit, a person must not place or display, or cause or allow another person to place or display, any goods for sale on any road or on or in any municipal place.
2. The permit holder under this clause must comply with the Footpath Trading Code.

29. Advertising Signs

1. Without a permit, a person must not erect, place or display on any part of a road or on or in any municipal place:
 - (a) an advertising sign; or
 - (b) a sign promoting a candidate or political party associated with a local, state or federal election.or cause or authorise another person to do so.

30. Use of a Municipal Place for Outdoor Eating Facilities

1. Without a permit, a person must not use or allow to be used any road or municipal place for the purposes of an outdoor eating facility.
2. The permit holder under this clause must comply with the Footpath Trading Code.

I understand that I am required to pay the non-refundable \$35 application fee prior to my application being assessed.

I understand that inspections will be undertaken by the Community Safety team prior to the issuing of a new permit, as well as periodically during the life of the permit to ensure ongoing compliance.

I understand that, if approved, I am required to pay the permit fee, calculated at \$75 per square metre, before my permit will be issued.

I understand that any permit may be revoked if non-compliance is identified.

I understand that infringements may be issued for failing to obtain a permit, or for non-compliance with a permit or notice to comply.

I understand that any items placed on the footpath without a valid permit may be impounded.

Full name: _____

Signed: _____ Date: _____

PRIVACY COLLECTION STATEMENT

The personal information requested on this form is being collected by Council for the purpose of enforcing Clause 28, 29 and 30 of South Gippsland Shire Council's *General Local Law 2024*. The personal information will be used solely by Council for that primary purpose or directly related purposes. Council may disclose this information if required to do so by law. If this information is not collected, we may be unable to action your application fully.

Please return the completed form to:

South Gippsland Shire Council – Community Safety
9 Smith Street (Private Bag 4) Leongatha, VIC, 3953

Phone: 5662 9200 **Fax:** 5662 3754

Email: council@southgippsland.vic.gov.au

For enquiries or further information call 5662 9200 or visit www.southgippsland.vic.gov.au



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