



INFORMATION FOOTPATH TRADING PERMIT 2018/2019

Applying for a Footpath Trading Permit

Applicants are advised to read and familiarise themselves with the Footpath Furniture and Trading Code of Practice prior to any formal application being made to Council.

Failure to submit all required information may result in delays in processing the application or refusal of a permit. Applications submitted after 1st September 2018 will incur a late fee.

The Footpath Furniture and Trading Code of Practice is available on our website at www.hobsonsbay.vic.gov.au

On receiving your application Council will:

- Check all relevant information has been received.
- Arrange a time to meet on site for an inspection - if required.
- Assess the application against other outstanding matters that may relate to the premises.
- Approve or refuse the permit application.

CHECKLIST – Additional requirements to be submitted with your application.

Please tick

1. A copy of the current planning permit (only required if applying for outdoor eating facility). **New applications or changes only.**

2. A site plan 1:100 scale of the existing conditions, and proposed footpath activity. **New Applications or changes only.**

3. Photographs of the site and details of the furniture. **New Applications or changes only.**

4. Details of any advertising including A-boards (design and size). **New Applications or changes only.**

5. A current Certificate of Currency (public liability insurance) for a minimum of ten million dollars (\$10,000,000) specifically covering the area occupied by the footpath trading and indemnifying Hobsons Bay City Council against all claims.

6. Complete Indemnity Form on the reverse of the application form.

7. A non-refundable Fee for the permit.

Fees Schedule

Fees are per annum. Permits are valid from the date of issue to 31 August, after which they are renewed annually. Reduced fees apply to businesses not operating until after 1 February on a pro rata basis.

Item	Fee
Tables and chairs	\$59.00 per chair \$114.00 per benchseat \$39.00 per table
A-boards (ONE ONLY per business)	\$196.00
<u>Display of goods</u>	\$314 per premises
Screens	\$247.00 per premises
Planter	\$83.00 per planter
Heaters	\$39 per heater
Umbrellas	\$0
Real Estate Auction/Open For Inspection Boards	\$726 per agency
Late Application Fees will apply to Renewal Applications not submitted and completed before 1 st September of the renewal year. All documentation as per the checklist is required.	\$52.00

NOTE: Fees are reviewed and set annually by Council as part of its budget process.



APPLICATION FORM FOOTPATH TRADING PERMIT 2018/2019

Parking and Local Law Services Unit, 115 Civic Parade, Altona 3018
(03) 9932 1051, Facsimile: (03) 9932 1390
For more information visit www.hobsonsbay.vic.gov.au

Please tick the appropriate box:

New Application	<input type="checkbox"/>	Transfer of Ownership	<input type="checkbox"/>
Renewal of Existing Permit	<input type="checkbox"/>	Amendment to Existing Application	<input type="checkbox"/>

Complete you business details

Business Trading Name:	
ABN:	
Contact Name:	
Contact Numbers:	(work) (home) (Mobile)
Email:	
Business Address:	
Mailing Address:	
Hours of Operation	(Mon – Fri) (Sat & Sun)

LEDGER NUMBER (Quote at Cashier): 11501.5660

ALL PAYMENTS MUST BE MADE AT THE ALTONA OFFICE, 115 CIVIC PARADE, ALTONA

RECEIPT NUMBER:	AMOUNT PAID \$
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I would like to apply for a Footpath Trading Permit and agree to abide by the conditions of the Hobsons Bay City Council Footpath Furniture and Trading Code and I hereby consent to the disclosure of any information and publication of any document or part of any document as may be required by the Mayor, Councillors and staff of Hobsons Bay City Council with respect to my application within the city of Hobsons Bay.

I declare that all the above details are true and correct. If granted a Footpath Trading Permit, I agree to comply with all the terms and conditions of the permit.

Signature (Registered Proprietor).....Name (please print)

Privacy Notification

The personal information requested on this form is being collected by Council for a Footpath Furniture & Trading Code Permit. The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the Footpath Furniture & Trading Code Permit and that they may apply to Council for access and / or amendment of the information.

INDEMNITY CLAUSE

The Applicant agrees to indemnify and keep indemnified the Hobsons Bay City Council (The Council), and its servants and agents and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, arising out of or in any way related to the granting of this Permit and be directly related to the negligent acts, errors or omissions of the Applicant. The Applicants liability to indemnify the Council shall be reduced proportionately to the extent that any act or omission of the Council, contributed to the loss or liability. The Applicant also agrees to hold harmless the Council, its servants and agents, and each of them from claims resulting from damage, loss, death or injury whatsoever which may otherwise be brought or made or claimed by the Applicant against the Council, except to the extent that the Principal is negligent.

.....
Signed by the Applicant

.....
Print Name

.....
If signing on behalf of Company, indicate position/authority.

LETTER OF CONSENT FROM ADJOINING PREMISES

Where the Applicant seeks to occupy a public place immediately adjacent to the Outdoor Eating Facility, consent from the occupier/owner of the adjacent building is required. Should the occupier/owner wish to withdraw their consent, Council must be notified in writing.

I,Owner, and/or I Occupier, of
(Print Name) (Print name)
..... hereby give ongoing
(Adjoining premises address)
consent to at
(Trading name) (Premises address)
to trade across the front of my premises.

.....
(Signature of Owner/Occupier)

IMPORTANT FOR PREMISES WITH TABLES AND CHAIRS THAT THE THREE BOXES BELOW ARE ANSWERED – IF NOT YOUR APPLICATION WILL BE RETURNED TO YOU AND NO PERMITS ISSUED.

Internal Seating Capacity	External Seating Capacity	Number of Toilets (refer to Code of Practice)

Furniture Required	Quantity	Rate	Cost
<u>Tables and chairs</u>			
Chair:		\$59.00	
Bench seats		\$114.00	
Tables:		\$39.00	
A-boards (one only)		\$196.00	
<u>Display of Goods</u>		\$314.00 per premises	
Screens		\$247.00 per premises	
Planter		\$83.00	
Umbrellas		\$0	
Real Estate Auction/Open For Inspection Boards		\$726.00 (per agency)	
Heaters		\$39.00	
Late Fee		\$52.00	

- Heater AGA Number
- Heater AGA Number
- Heater AGA Number
- Heater AGA Number
- Heater AGA Number

TOTAL FEES PAYABLE	\$
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Please Note: Footpath trading permits apply only to the premises for which they are issued and are non-refundable.

METHODS OF PAYMENT

1. Payment Through Mail

- Make cheque payable to Hobsons Bay City Council and crossed “Not Negotiable”.
- Post-dated cheques will not be accepted
- Forward your cheque or money order along with entire form and required documents to:
Hobson’s Bay City Council
PO Box 21
ALTONA VIC 3018

2. Payment In Person

Can be made directly with our Cashier located in the foyer of the Council Offices, at 115 Civic Parade, Altona. Mel Ref 54 H10

3. Instalment Payments.

Must be in five equal payments but are only available for fees in excess of \$1000.00 (total). Write on application for payment by instalments and Council will invoice you after your application has been assessed.

CREDIT CARD PAYMENTS

Your signature below is an authority for Council to issue a sales voucher for the amount shown below as your payment for this account.

Card Expiry Date Month / Year /

Card No: _____

Amount: _____

Cardholder’s Name: _____

Cardholder’s Signature: _____

Date: _____

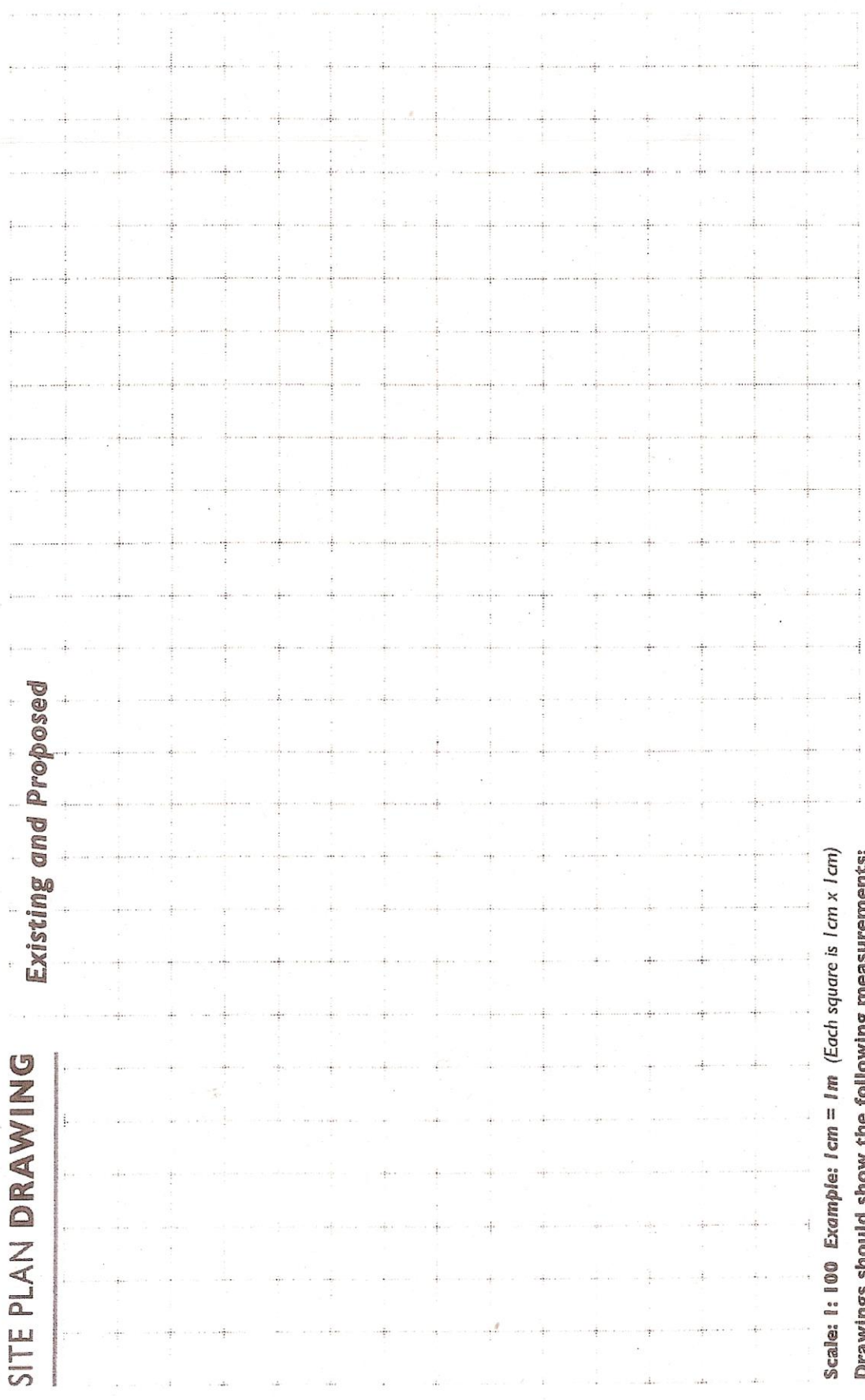
Bankcard Mastercard Visa

Please complete the above credit card details and return.

Note: Council is collecting this information for the purpose of processing your payment. It is not disclosed to anyone outside of this purpose and may be accessed by you upon request.

SITE PLAN DRAWING

Existing and Proposed



Scale: 1: 100 Example: 1cm = 1m (Each square is 1cm x 1cm)

Drawings should show the following measurements:

- Width of the shop front
- Width of the footpath
- Pedestrian, Trading and Kerb zones
- Location of the furniture or goods
- Existing public infrastructure