

### APPLICANT DETAILS:

Company name:	ABN:
Trading name:	Phone:
Contact name:	
Address:	
Address of where - Sign/Goods/Tables & Chairs placed:	

### PERMIT TYPE:

#### ADVERTISING SIGN

<input type="checkbox"/> Small / A- Frame Small – less than 600mm x 900mm	\$0	To assist the community due to the Coronavirus COVID-19 Pandemic, Council has decided to waive all fees associated with this permit until 31 August 2022.
<input type="checkbox"/> Medium – up to 1800mm x 900mm	\$0	
<input type="checkbox"/> Large – greater than 1800mm x 900mm	\$0	

#### DISPLAY OF GOODS

<input type="checkbox"/> One day only	\$0	To assist the community due to the Coronavirus COVID-19 Pandemic, Council has decided to waive all fees associated with this permit until 31 August 2022.
<input type="checkbox"/> More than one day (annual)	\$0	

ALL PERMITS WILL EXPIRE ON 31<sup>ST</sup> AUGUST 2022. A RENEWAL NOTICE WILL BE ISSUED PRIOR TO THIS DATE

#### CHAIRS & TABLES

##### Non-refundable fee, plus:

<input type="checkbox"/> x number of tables	=	\$0	To assist the community due to the Coronavirus COVID-19 Pandemic, Council has decided to waive all fees associated with this permit until 31 August 2022.
<input type="checkbox"/> x number of seated persons		\$0	
<b>Total =</b>		<b>\$0</b>	

Please ensure you complete a sketch plan on the last page of this document. The plan must show the preferred location of any item in a public place that you wish to place out, including sign, goods, chairs, tables and any other associated trading items.

##### Your application must include:

- **Completed application form.**
- **Total fees required, of which the application fee is non-refundable if permit is refused.**
- **A copy of your Public Liability Insurance showing a minimum of \$20 million, providing principal's indemnity cover. This copy should also include the Name of Insurer, Name of Policy Holder, Insurance Expiry date, Policy number and list Knox City Council as an interested party.**
- **A sketch plan of preferred location of advertising sign, display of goods, or chairs & tables.**

**CONDITIONS:**

- I have read and fully understood with conditions of the permit (attached).
- I am aware that a breach of permit conditions may result in my permit being cancelled at any time.
- **Failure to full provide the required information will result in the application being returned and a delay in processing.**
- I understand that the personal information provided is to assess the application and record my permit and that I can apply to Council for access to and/or amendment of the information. Request for access and/or correction should be made to the Community Laws Department.
- An annual renewal fee will apply for all permits. Renewal notices will be sent out prior to the expiry date of a permit.
- The renewal fee will not include initial application fee.
- A permit will be renewed upon receipt of the renewal fee within 14 days of the expiry date.
- Any permit not renewed within 14 days of the expiry date will be cancelled.
- A cancelled permit will not be renewed, a new application and application fee must be lodged if the application wishes to continue to display their sign or trade from the footpath.
- If a permit has expired or has been cancelled, all items from that business must be removed from the public place immediately or fines may apply.

SIGNATURE:	NAME:	DATE:
<b>Office Use Only</b>	<b>Cashier LC/LLGRPS (choose Prepayments)</b>	
Date Issued:            /    /	Receipt Number _____	

**Privacy Notification**

The personal information requested is being collected by Council for purposes of applying for the above permit under Amenity Local Law 2020 and will be used solely by Council for that primary purpose or directly related purposes.

## STREET TRADING CONDITIONS:

Permits are non-transferable to any other person and/or business. If a business changes ownership then the permit will cease and a new application will be required.

The following applies to all items placed in a public place unless otherwise specified:

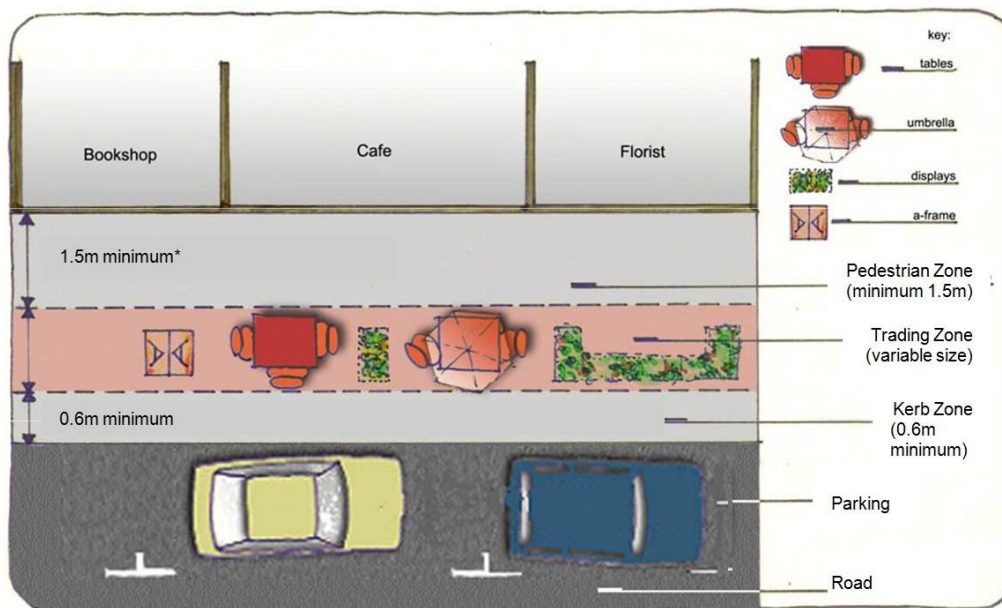
- Items are only placed directly out in front of the permitted business and are not to extend in front of adjacent properties unless approved by an authorized officer.
- Items are only to be placed out during normal trading hours for the business to which they relate.
- No hazardous items are to be placed out in a public place.
- No items are to be placed against the building/property line.
- Items must not impede the vision of motorists or the movement of pedestrians.
- No items are to be fixed to any council infrastructure or tree without written approval from Council.
- The cost of repairing any damage caused by the placement of items in a Public Place will be borne by the permit holder.
- Items must be kept clean, free from graffiti and maintained in a professional manner.
- A diagram drawn to scale of the proposed trading area is to be included with the permit application.
- Failure to obtain a permit or items placed out in breach of permit conditions may result in any offending item/s being impounded and enforcement action being taken.

## FOOT PATH TRADING:

There are specific requirements in shopping centres and strip shops where there is a footpath or public walkway immediately outside of businesses. In such areas the footpath is divided into three specific zones to provide a clear and consistently unobstructed footway for pedestrian access.

### Pedestrian Zone:

This is the pedestrian walkway located immediately outside of businesses. This walkway must be a minimum of 1.5 metres wide (measured from the property boundary) to provide continuous and unobstructed movement for pedestrians. No items are permitted to be placed out in this area, including against the shop front/property line.



The size of the pedestrian zone may increase depending on the width of footpath and the requirements of the area. The below table outlines the minimum pedestrian zone requirements (unless otherwise indicated by Council markings on the footpath):

Footpath Width	Minimum Pedestrian Zone requirements
Less than 2.6m	Trading not permitted
2.6m - 3.0m	1.5m
3.0m - 4.0m	1.8m
4.0m - 5.0m	2.0m
5.0m and over	2.5m

A minimum footpath width of 2.6 metres must exist before a Local Laws permit will be considered, unless there are exceptional circumstances to warrant a further reduction in size of the Pedestrian Zone (to a minimum of 1.2 metres), however the amenity of the area, foot traffic and access (including meeting any requirements of the Disability Discrimination Act 1992) will need to be taken into account.

#### **Trading Zone:**

This is the area between the Pedestrian Zone and the curbside Zone and may vary in size according to the width of the footpath. This is the only area where items can be placed.

#### **Kerbside Zone:**

The kerbside Zone must be a minimum of 0.6 metres wide (unless otherwise indicated by Council markings on the footpath) to allow for access at the rear of the trading zone, including the overhang or access to and from a parked vehicle. If located next to a loading zone the width may be increased to 1.0 metre. The curbside zone may be increased to 1.5 metres when adjacent to a disabled parking bay. No items are to be placed out in this area.

Anyone wishing to obtain a permit in such areas must:

- Provide free passage for pedestrians (the Pedestrian Zone).
- Provide a safety setback from the kerbside to allow for the overhang of cars or opening of car doors (the kerbside Zone).
- Ensure items are only placed within the trading zone.
- Ensure items are only placed directly out in front of the permitted business and do not encroach into the trading zone of adjacent properties.
- Comply with type of items or goods permitted to be placed out (refer to **Display of Sale of any Goods or Services**).

#### **DISPLAY OR SALES OF ANY GOODS OR SERVICES:**

A permit is required prior to displaying or selling any goods or services in a public place and such activities can only occur directly out in front of the permitted business and whilst that business is open.

Below are factors taken into account when assessing a permit:

- The location of the site on which any stand or fixture from where sales are proposed must maintain pedestrian and vehicle safety.
- Height of any outdoor display and product must not exceed 1.5m.
- All displays are to be professional, consistent in style, well maintained and not contain loose items and boxes.

- The total area occupied by any goods or display is not to exceed 75% of the linear shop front.
- A maximum recommended depth of 0.75m will apply to display stands.
- Adequate room within the Trading Zone to accommodate pedestrians stopping to look at goods out on display without encroaching into the Pedestrian Zone.
- Where a trading zone extends greater than 10m in length then a 1.5m opening gap may be required within a trading zone to allow for pedestrian traffic access.
- A 1m gap between adjoining trading zones (0.5m requirement from the two abutting traders) may be required to allow pedestrian access between the two trading zones. This mainly applies where trading areas abut a roadway. If there is no adjacent trading zone, then the sole trader may trade up to their extended property line, however if a neighbouring trading zone was to be established at a later date, then this gap may be required.
- The nature and type of goods to be sold.
- The capacity of the road and parking facilities to cater for the activity.
- The duration of the activity and time of day with consideration for the environment and safety to all footpath users.
- Where food is being sold, a permit has been obtained from Council's Health Services Department.
- Any interest or concern from other departments within Council.
- Minimum clearance distances may be required around Council assets, public infrastructure, street furniture, pedestrian crossings and disabled parking bays.

#### PLACEMENT OF TABLES AND/OR CHAIRS AND OTHER ITEMS ASSOCIATED WITH TRADING ACTIVITIES:

Items such as tables, seats, umbrellas, ashtrays, screens, planters, barriers, awnings, heaters, signs, display stands and goods, or any other thing will require a permit if placed in a Public Place or on Council controlled land. These items are usually related to premises which utilize the area at the front of their business for outdoor dining and must be included in the permit application. The following conditions are in addition to those mentioned above:

- Temporary café screens and wind barriers are not to exceed 1.0m in height.
- Branding and advertising on café screens and umbrellas should not exceed 25%.
- Any umbrellas used must allow a minimum height clearance of 2.2 metres above the footpath.
- Umbrellas should not protrude out from the approved trading area where possible.
- Planter Boxes are not to exceed 1500mm in height and 1800mm in length (including plants).
- All items, including umbrellas and screens must be adequately secured to the satisfaction of Council.
- Items can only be placed out the front of the permitted business within the trading zone and are to be removed at close of business.
- Tables and chairs must be positioned to ensure seats are entirely within the approved Trading Zone at all times. Chairs must not back on to the Pedestrian or Curbside Zone unless they can be completely contained within the Trading Zone.
- Businesses utilizing tables and chairs within the Trading Zone need to ensure that they are adequately able to accommodate their patrons. This is generally one person per square metre.
- Heaters (including gas cylinders) are to be installed, operated and maintained according to manufacturer specifications, Energy Safe Victoria safety standards and all applicable Australian standards.
- The applicant's Public Liability Insurance will need to cover the use of outdoor heaters.

**SKETCH PLAN REQUIRED:**

Complete a sketch plan below of the preferred location of any advertising sign, display of goods, or chairs and tables (include all other items to be located in a public place such as any screens/barriers, umbrellas and heaters)

Type of sign:		Size of sign:	Height:	x	Width:
Goods to be displayed					
Dimension of display stand for goods:	Length:	Depth:	Height:		
Total number of chairs:					
Total number of tables:					
List all other items:					

Detailed sketch plan to be provided below showing all items: