

Footpath Trading Permit Application 2022 - 2023

and extending your current footpath trading permit for dining purposes only

If you are applying for a Footpath Trading Permit for the following reasons, please fill out the details in the relevant pages.

TYPE OF FOOTPATH TRADING PERMIT	PAGES				
	1	2	3	4	5 and 6
To put up A-frame signage	✓	✓	✓		
To display goods	✓	✓	✓		
For dining purposes in front of your own shopfront	✓	✓	✓		
For dining purposes in front of your own shopfront and to extend to other neighbouring shopfronts	✓	✓	✓	✓	✓
To extend to other neighbouring shopfronts – and you already have a permit for dining purposes	✓			✓	✓

Prior to applying for a permit all applicants should review Manningham’s Footpath Trading Guidelines available here manningham.vic.gov.au/apply-for-a-footpath-trading-permit

APPLICANT DETAILS

First name/s	
Surname	
Email	
Postal address	
Mobile phone	
Other phone	

BUSINESS DETAILS

Trading name	
Address	

TYPE OF PERMIT/S REQUIRED

A frame sign/s - Signs to be no larger than 0.9 metres x 1.1 metres

1 sign Fee
\$132.90

2 signs Fee
\$265.80

Total fee \$

For more information about A Frame signs please see page 8 of the *Footpath Trading Guidelines*

Display of goods

Area to be used

Less than six (6) square metres

Fee \$299.00

Greater than six (6) square metres

Fee \$83.00 per square metre

How many square metres to be used?

Total fee \$

For more information about the use of footpaths please see page 9 of the *Footpath Trading Guidelines*

Table and chairs For placement outside the front of nominated business

Area to be used

Less than six (6) square metres

Fee \$299.00

Greater than six (6) square metres

Fee \$83.00 per square metre

How many square metres to be used?

Total fee \$

For more information about the use of footpaths please see page 9 of the *Footpath Trading Guidelines*

PUBLIC LIABILITY INSURANCE

Certificate of currency is attached

A copy of your public liability insurance must be submitted with the form. The certificate must be current and provide cover for the period of the permit:

1 August 2022 to 31 July 2023

Cover must be to the value of or greater than \$20 million.

SITE PLAN

Site plan demonstrating existing conditions or a full colour photograph is attached

A site plan or site photograph must be submitted with this form and outline:

- Width of the business frontage and width of the footpath from front of kerb to the front property boundary
- Location of building lines and type of abutting uses
- Location of existing trees, light poles, signs, existing street furniture, pits, fire hydrants, car parking, bus stops and other infrastructure on the footpath

STATEMENT OF ACCEPTANCE

I declare that the information I have provided is true and correct. I have read, understood and agree to Manningham Council's Footpath Trading Guidelines and wish to apply for the selected permit to use in accordance with these terms. I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for the purposes as stated. I agree to return the permit if my eligibility changes. I acknowledge any information found to be false in support of this application will result in my permit being cancelled.

Applicants signature

Date

Once assessed an invoice and permit will be issued.

HOW TO SUBMIT



Via email

manningham@manningham.vic.gov.au



In person

Visit us in person Monday to Friday 8.00am to 5.00pm
Manningham Civic Centre, 699 Doncaster Road Doncaster, Victoria



By post

Manningham Council PO Box 1 Doncaster VIC 3108

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APPLICATION FOR EXTENSION OF FOOTPATH TRADING (FOR DINING ONLY)

Note: Before completing the following please review the information on manningham.vic.gov.au/extended-footpath-dining to determine if you can make an application.

The following additional details must be submitted to apply to extend the area in front of your business.

SITE PLAN

- A site plan or a full colour photograph showing the entire area of the footpath you wish to utilise

Your site plan must show

- Width of the business frontages and width of the footpath from front of kerb to the front property boundary
- Location of building lines and type of abutting uses
- Location of existing trees, light poles, signs, existing street furniture, pits, fire hydrants, car parking, bus stops and other infrastructure on the footpath

APPROVAL FROM NEIGHBOURING BUSINESS

Written approval to utilise the footpath trading area in front of adjacent properties must be provided with this application. We have prepared a letter below which you can print off or send a digital version to your neighbouring businesses for them to sign.

Please get following pages completed and submit as part of your application

Business 1

Business Name

Address of Business

Permission provided

Yes

No

Date

Business 2

Business Name

Address of Business

Permission provided

Yes

No

Date

Statement of acceptance

I declare that the information I have provided is true and correct. I have read, understood and agree to Manningham Council's Footpath Trading Guidelines and wish to apply for the selected permit to use in accordance with these terms. I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for the purposes as stated. I agree to return the permit if my eligibility changes. I acknowledge any information found to be false in support of this application will result in my permit being cancelled.

Applicants signature

Date

As part of the approval process to extend the area of dining Council seeks to understand whether the application has support from your adjoining businesses.

Please have your neighbouring business operator complete the following document and submit it with your application.

Contact the Business Liaison Team if you have trouble contacting your neighbouring business at business@manningham.vic.gov.au

Business 1

Business Name

Applicant Business Name

THE FOLLOWING TO BE COMPLETED BY THE RESPONSIBLE OWNER / OPERATOR OF NEIGHBOURING BUSINESS

Manager/
Business Owner Name

Business Name

Phone Number

Email Address

I the manager or owner of the business identified above hereby provide support for the above applicant to use the trading area in front of my premises.

I understand that this support will allow for the placement of tables and chairs for outdoor dining.

I understand that the support allows the use of this area until the end of the current permit period ending 31 July 2023.

If you have any additional comments please let us know:

By signing this document you acknowledge support for this application:

Signature

Date

As part of the approval process to extend the area of dining Council seeks to understand whether the application has support from your adjoining businesses.

Please have your neighbouring business operator complete the following document and submit it with your application.

Contact the Business Liaison Team if you have trouble contacting your neighbouring business at business@manningham.vic.gov.au

Business 2

Business Name

Applicant Business Name

THE FOLLOWING TO BE COMPLETED BY THE RESPONSIBLE OWNER / OPERATOR OF NEIGHBOURING BUSINESS

Manager/
Business Owner Name

Business Name

Phone Number

Email Address

I the manager or owner of the business identified above hereby provide support for the above applicant to use the trading area in front of my premises.

I understand that this support will allow for the placement of tables and chairs for outdoor dining.

I understand that the support allows the use of this area until the end of the current permit period, 31 July 2023.

If you have any additional comments please let us know:

By signing this document you acknowledge support for this application:

Signature

Date