

Footpath trading application

Public space licence agreement



Before completing this document it is recommended that you read the requirements of Merri-bek's "Footpath Trading Guidelines" – these can be found on our website:

www.merri-bek.vic.gov.au/other-business-permits

PART A – Application for Footpath Trading Permit

Business details

Trading name	Registered business/company name	
Principal place of business address		
Director or business owner's name (in full)	ACN/ABN	
Current business/company registered address		
Business phone	Mobile	Email
Nature of the business		
Hours of operation		

Applicant details

Applicant name (in full)	
Applicant's address	
Position at the company	
Phone	Mobile
Email	

Permit fees

Details of Council fees and charges effective for this financial year are available on the Merri-bek City Council website (www.merri-bek.vic.gov.au/other-business-permits) or by contacting Council on **03 9240 1111**.

Application process

Completed applications can be sent by email to citysafety@merri-bek.vic.gov.au, dropped off at a customer service centre or by post to Merri-bek City Council, Locked Bag 10 Brunswick VIC 3056.

- Once your application is received it will be assessed.
- A Local Laws Officer may conduct an inspection or request further information.
- If approved, an invoice will be emailed to you for payment.
- A permit will be issued via email, once payment has been made.

Note – Your Footpath Trading Permit will expire on 31 August annually and you will receive a renewal notice..

PART A – Proposed footpath trading site plan

Footpath trading site plan

This footpath trading plan forms part of the public space licence agreement and must be completed. On this form provide a detailed plan of the licensed area indicating the exact measurements of the walkway, trading and kerbside zones. The type and dimensions of furniture and street fixtures must also be shown. A Site Plan is not required if your application is for an A-board only.

Business Name:

Location Address:

Permit Number:

The diagram illustrates a street layout with a grid of 25 vertical lanes and 15 horizontal rows. The layout is divided into three main horizontal zones, each with a specific height and width:

- Kerbside Zone:** The top zone, shaded in light gray, with a height of 1 row and a width of 25 lanes. It is labeled "Kerbside Zone is _____ metres".
- Trading activity zone:** The middle zone, shaded in light gray, with a height of 8 rows and a width of 25 lanes. It is labeled "Trading activity zone is _____ metres".
- Walkway Zone:** The bottom zone, shaded in light gray, with a height of 4 rows and a width of 25 lanes. It is labeled "Walkway Zone is _____ metres".

A dashed line at the bottom of the grid is labeled "Building Line".

PART A – Application for Footpath Trading Permit

Removeable Item	Number of Items	Removeable Item	Number of Items
Tables < 800mm		Fruit/Veg or Plant/Flower stands	
Tables > 800mm		Heaters (Free standing only)	
Bench seats < 800mm		Goods or Promotional Displays	
Bench seats > 800mm		Umbrellas	
Chairs		Advertising Signs (A-board)	
Screens/Cafe Barriers		Other	
Planter Boxes			

Please describe the products or services being advertised on your A-board.

*Please note A-boards that contravene the Tobacco Act 1987 will not be approved.

Please visit www2.health.vic.gov.au/public-health/tobacco-reform to find further information about the tobacco reforms and the Tobacco Act 1987.

**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, minimum coverage of \$10 million and current expiry date.

Copy of the Australian Securities & Investments Commission (ASIC) Certificate.

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

A Site Plan is not required if your application is for an A-board ONLY.

Where the trading area extends in front of a neighbouring property, written consent from the tenant or operator of the adjoining business must be obtained. Where the adjoining building is vacant, consent is required from the managing agent.

Copy of your Liquor Licence and details of your red zone.

Collection notice

Merri-bek 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 Merri-bek 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 Merri-bek 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@merri-bek.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

PART B – Extension to Footpath Trading area

Fill in Part B if in addition to your immediate footpath trading area, you would like to apply to trade on the footpath outside an adjoining business.

Note: Written consent from the tenant or operator of the adjoining business must be obtained. Where the adjoining building is vacant, consent is required from the managing agent. Where the adjoining building is residential, consent is required from the body corporate.

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

Removeable Item	Number of Items	Removeable Item	Number of Items
Tables < 800mm		Fruit/Veg or Plant/Flower stands	
Tables > 800mm		Heaters (Free standing only)	
Bench seats < 800mm		Goods or Promotional Displays	
Bench seats > 800mm		Umbrellas	
Chairs		Advertising Signs (A-board)	
Screens/Cafe Barriers		Other	
Planter Boxes			

Please describe the products or services being advertised on your A-board.

*Please note A-boards that contravene the Tobacco Act 1987 will not be approved.

Please visit www2.health.vic.gov.au/public-health/tobacco-reform to find further information about the tobacco reforms and the Tobacco Act 1987.

**You must provide copies of the following documents
(your application will not be processed without the required documentation)**

Updated site plan showing placement of items on footway (a site plan template is included in this application). The site plan must show 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 bike hoops. **A Site Plan is not required if your application is for an A-board ONLY.**

Written consent from the tenant or operator of the adjoining property. Where the adjoining building is vacant, consent is required from the managing agent. Where the adjoining building is residential, consent is required from the body corporate. (template include in this application form).

Collection notice

Merri-bek 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 Merri-bek 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 Merri-bek 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@merri-bek.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

PART B – Extension to Footpath Trading area site plan

Footpath trading site plan for extended footpath trading area

This footpath trading plan forms part of the public space licence agreement and must be completed. On this form provide a detailed plan of the licensed area indicating the exact measurements of the walkway, trading and kerbside zones. The type and dimensions of furniture and street fixtures must also be shown. A Site Plan is not required if your application is for an A-board only.

Business Name:

Location Address:

Permit Number:

The diagram illustrates a street layout with a grid of 25 vertical lanes and 15 horizontal rows. The layout is divided into three main zones, each with a corresponding measurement label on the right side:

- Kerbside Zone:** The top row of the grid is shaded dark grey. The label "Kerbside Zone is _____ metres" is positioned to the right of this row.
- Trading activity zone:** The next 10 rows of the grid are shaded light grey. The label "Trading activity zone is _____ metres" is positioned to the right of this section.
- Walkway Zone:** The bottom 4 rows of the grid are shaded medium grey. The label "Walkway Zone is _____ metres" is positioned to the right of this section.

At the bottom of the grid, a dashed line runs horizontally across all 25 lanes, labeled "Building Line".

Footpath trading extension letter of consent

Return form to:

Merri-bek City Council
Amenity and Compliance
Locked Bag 10
Brunswick 3056
citysafety@merri-bek.vic.gov.au

Dear Merri-bek 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

Contact phone number

Business Name

Position

Signature

Date

Applicant receiving consent:

Full name

Contact phone number

Business name

Position

Signature

Date

Speak with us in your language



For more information visit merri-bek.vic.gov.au/your-language

Per maggiori informazioni nella tua lingua, chiama il numero **9280 1911**

Για να μάθετε περισσότερα στη γλώσσα σας, καλέστε το **9280 1912**

لمعرفة المزيد بلغتك، اتصل
بالرقم **9280 1913**

اپنی زبان میں مزید جاننے کے لیے
پر کال کریں۔ **9280 1917**

तपाईंको भाषामा थप जान्नुको लागि,
9280 1910 मा कल गर्नुहोस्

Kendi dilinizde daha fazla bilgi
edinmek için **9280 1914**'ü arayın

如需了解更多您语言版本
的信息, 请致电 **9280 0750**

Para saber más en tu idioma
llama al **9280 1916**

Để tìm hiểu thêm bằng ngôn
ngữ của bạn, hãy gọi **9280 1915**

अपनी भाषा में अधिक जानने के
लिए, **9280 1918** पर कॉल करें

To speak with us in a
language not listed here,
please call **9280 1919**