

# Application for an extension for a Footpath Trading permit



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:

<https://www.merri-bek.vic.gov.au/other-business-permits>

## Application for Footpath Trading Permit Extension

### Business details

Trading name

Business address

Suburb

Postcode

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](http://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](mailto: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.

## Extension to footpath trading area

Complete this form in addition to your immediate footpath trading area, if 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

Item	Number of Items	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		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](http://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

## Proposed 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 system. The grid is divided into three main horizontal zones, each with a specific height in metres:

- Kerbside Zone:** The top zone, indicated by a light grey background. It is labeled "Kerbside Zone is \_\_\_\_\_ metres".
- Trading activity zone:** The middle zone, indicated by a white background. It is labeled "Trading activity zone is \_\_\_\_\_ metres".
- Walkway Zone:** The bottom zone, indicated by a dark grey background. It is labeled "Walkway Zone is \_\_\_\_\_ metres".

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

# Footpath trading extension letter of consent

## Return form to:

Merri-bek City Council  
Amenity and Compliance  
Locked Bag 10  
Brunswick VIC 3056  
[citysafety@merri-bek.vic.gov.au](mailto: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](https://merri-bek.vic.gov.au/your-language)

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

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

如需了解更多您语言版本  
的信息, 请致电 **9280 0750**

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

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

तपाईंको भाषामा थप जान्नको लागि,  
**9280 1910** मा कल गर्नुहोस्

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

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

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

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

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