

## Applying for a Footpath Trading Permit

Applicants are advised to familiarise themselves with Council's Footpath Trading Policy prior to any formal application being made to Council. The Footpath Trading Policy is available from the Glenelg Shire Council website at [www.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au) or by contacting the Glenelg Shire Council on 1300 Glenelg (1300 453 635).

Failure to submit all required information may result in delays in processing the application or a refusal of permit.

## Your application needs to include the following documents (tick box if attached):

- ☐ Completed application form including indemnity section
- ☐ Site drawing plan
- ☐ Current Public Liability Certificate of Currency for a minimum of at least \$10 million dollars
- ☐ Photos of site
- ☐ Photos of furniture, signage & teardrop style flags
- ☐ Confirmation that all necessary Planning, Health & Liquor licensing requirements have been met
- ☐ Written consent from adjoining property owners (where required) – Clause 11 Footpath Trading Policy

## Application Type

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

## Permit Requirements

- |   |            |   |            |
|---|------------|---|------------|
| <input type="checkbox"/> Display of Goods | Qty: _____ | <input type="checkbox"/> Advertising Sign | Qty: _____ |
| <input type="checkbox"/> Tables & Chairs  | Set: _____ | <input type="checkbox"/> Flags            | Qty: _____ |

Note: (1 set: Table up to 4 Chairs)

## Business/Applicant Details

<b>Business/Trading name:</b>							
<b>Type of Business:</b>							
<b>Contact name:</b>					<b>ABN:</b>		
<b>Business Address:</b>	Street/Road Name: _____ Town: _____ Postcode: _____						
<b>Phone:</b>					<b>Mobile:</b>		
<b>Email:</b>							
<b>Postal address: (if different from above)</b>	Street/Road Name: _____ Town: _____ Postcode: _____						
<b>Hours of operation</b>	Mon	Tue	Wed	Thu	Fri	Sat	Sun

Glenelg Shire Council  
National Relay Service: 13 36 77

PO Box 152, PORTLAND VIC 3305  
email: [locallaws@glenelg.vic.gov.au](mailto:locallaws@glenelg.vic.gov.au)

Phone: 1300 GLENELG (453 635)  
website: [www.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au)

## Fees Schedule

A fee may be payable as determined in the Glenelg Shire Council Fees and Charges Schedule  
Permits are valid from the date of issue to 31 August of the following year.

**On receiving your application our Local Laws Unit will**

- Check all relevant information has been received
- Arrange a time to meet on site for an inspection
- Assess the application
- Approve or refuse the permit application

**Indemnity**

The applicant has applied to the Glenelg Shire Council for Authority to use the footpath within the municipal district in accordance with Council's Footpath Trading Policy.

In granting the permit, the permit holder agrees to indemnify the Council against all claims of any kind arising from any negligent act by either the applicant or the applicant's agents and users.

The applicant agrees to indemnify and to keep indemnified the Council, 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, in connection with the applicant's use of the footpath and its obligations under the permit and be directly related to the negligent acts, errors or omissions of the applicant.

The applicant's liability to indemnify the Council shall be reduced proportionately to the extent that any act or omission of the Council, contributed to the loss of the liability.

Applicant Signature:

Date:

**Acknowledgement**

I state that I have read and understand my responsibilities in relation to the Glenelg Shire Council Footpath Trading policy and agree to the conditions of permit therein.

Printed name of Applicant:

Applicant Signature:

Date:

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 2020*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

**Site Plan – Existing and/or prop**

Note: Furniture and goods must not exceed Zone 1 and Zone 2  
Note: Teardrop Flags must only be located in Zone 2

		← SHOP FRONT TOTAL WIDTH: _____ →																
← TOTAL DEPTH OF FOOTPATH: _____  ↓																	<b>Zone 1</b> (1 Metre trading area)	
	<b>PEDESTRIAN ZONE</b> NO ITEMS ALLOWED IN THIS AREA (2m)																<b>Pedestrian Zone</b> (2 Metre Pathway no items allowed in this area)	
	↑ DEPTH OF ZONE 2 ↓																<b>Zone 2</b> (Trading) (dependant on width of footpath)  DEPTH: _____	
<b>KERB ZONE – NO ITEMS IN THIS AREA (.7m)</b>																<b>Kerb Zone</b> (700 mm no items allowed in this area)		
STREET																		

Your drawing needs to show the total width of the footpath and proposed location of furniture, goods, signage and tear drop flags.  
Also include any public infrastructure and fixed objects.

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