

HUME CITY COUNCIL FOOTPATH TRADING PERMIT APPLICATION FORM

ABN 14 854 354 856
1079 Pascoe Vale Road, Broadmeadows Vic 3047
Correspondence: PO Box 119, Dallas Vic 3047
Telephone: 03 9205 2200
Email: contactus@hume.vic.gov.au
www.hume.vic.gov.au

TYPE OF PERMIT (PLEASE TICK):

- | | |
|---|----------|
| <input type="checkbox"/> PERMIT TO DISPLAY GOODS | \$160.00 |
| <input type="checkbox"/> OUTDOOR EATING FURNITURE AND ASSOCIATED FACILITIES | \$220.00 |

NOTE: THIS PERMIT IS NOT INCLUSIVE OF A-BOARD SIGN PERMIT AND A SERPERATE APPLICATION IS REQUIRED

APPLICANT DETAILS

|NAME OF APPLICANT _____

|POSTAL ADDRESS _____ |POST CODE _____

|📞 BH _____ |📞 M _____ |📞 AH _____

|✉ EMAIL _____

BUSINESS DETAILS

|BUSINESS NAME _____ |ABN/ACN _____

|TRADING NAME _____

|ADDRESS OF BUSINESS _____ |POST CODE _____

FURTHER INFORMATION

|TIMES OF DISPLAY _____

|PROPOSED MEANS OF SECURING DISPLAY: _____

|NATURE OF USE _____

|OTHER RELEVANT INFORMATION _____



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FOR DISPLAY OF GOODS ONLY

|NUMBER OF ITEMS IN DISPLAY _____

|HEIGHT _____ |WIDTH _____

|DISTANCE EXTENDING FROM SHOP FRONT _____

|WIDTH OF SHOP FRONT USED BY DISPLAY _____

|WIDTH OF FOOTPATH _____

FOR OUTDOOR EATING FURNITURE ONLY

|NO OF TABLES _____ |NO OF CHAIRS _____

|NO OF UMBRELLAS _____ |NO OF BARRIERS _____

|OTHER ITEM/S EG HEATER _____

REQUIRED DOCUMENTS

- | | | |
|---|------------------------------|-----------------------------|
| <ul style="list-style-type: none">I have also attached a copy of current Public Liability Insurance to \$10 million noting Hume City Council as an interested party. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <ul style="list-style-type: none">I have attached a photos/sketch of trading locations encompassing all outdoor furniture & associated fields/display of good items and considering Council's requirements for placement of said items. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

An invoice will be posted requiring payment of the application administration fee within 14 days.

A permit will not be granted unless all information is provided and the application administration fee is paid.
The application administration fee is non-refundable.

Items are not to be placed out until a permit has been issued.

Permits expire on 31 August each year and are required to be renewed annually.

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge.
- This application is a legal document and penalties exist for providing false or misleading information.
- Hume City Council may refuse this application if it becomes evident that any information or supporting documents provided is incomplete or false.
- The application will not be processed until payment of the application fee is received by Council.
- The application fee is non-refundable and is not conditional on the permit being issued.



|APPLICANT SIGNATURE _____ |DATE _____

Privacy Statement: Council is collecting the personal information on this form for the purpose of gathering information applicable to this permit application. The information will be used for issuing the permit and will not be disclosed to any other party except as required by law. If you fail to provide this information, the delays will be experienced in the issuing of this permit. You may access this information by contacting Council on 9205 2200.

GUIDELINES & INFORMATION FOR TRADING ACTIVITIES:

To ensure footpath management standards are met, three footpath trading zones apply:

- Pedestrian Zone,
- Trading Zone,
- Kerbside Zone.

Pedestrian Zone

The pedestrian zone is an unobstructed pedestrian footpath corridor not less than 1.8 metres in width (an absolute minimum walkway width of 1.5 metres will be allowed in areas where the footpath is narrow, and only if the need can be clearly demonstrated).

To ensure a continuous and accessible path of travel, no furniture, signage or displays of goods are permitted within the pedestrian zone at any time.

Trading Zone

The trading zone is the space between the pedestrian zone and the kerb zone (the kerb zone typically 0.7 metres wide from the gutter). The trading zone varies in width from street to street depending on the overall width of the footpath.

The footpath trading furniture, signage and displays of goods must be contained within this zone at all times. There must be a minimum of 0.5 metre between each adjoining trading zones.

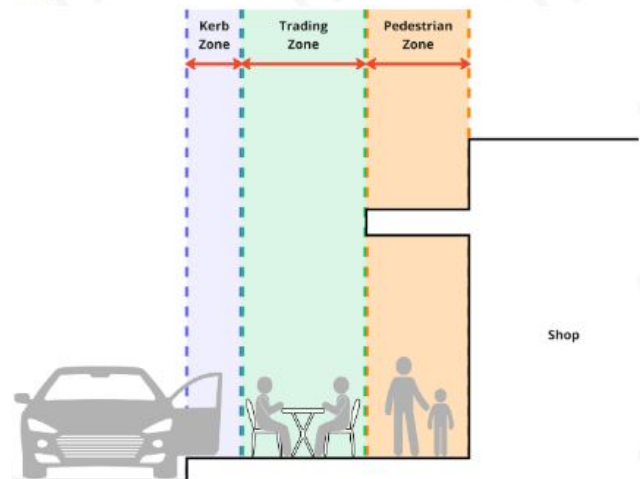
To ensure adequate access between the road and the pedestrian zone, a 1.5 metre space must be provided at the centre of trading zones greater than 10 metres in length.

Kerbside Zone

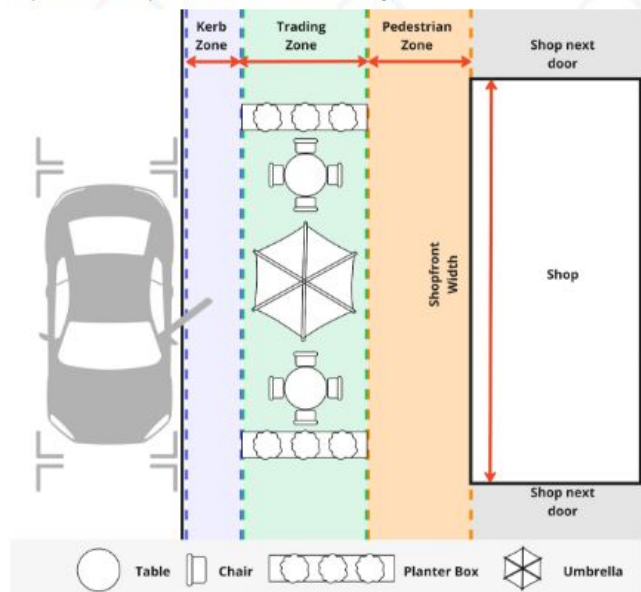
The kerbside zone is the area between the gutter and the trading zone (the kerbside zone is typically 1 metre from the gutter).

- Any structure(s) being placed **MUST** be weighed down to ensure the safety of the public.
- Any items to be fixed must first be approved by Council's Assets Department prior to works being conducted.

Refer to the elevation diagram below to fill in information about the size of your footpath.



Refer to the plan diagram below to fill in information about what items you want to put on the footpath, and what is there already.

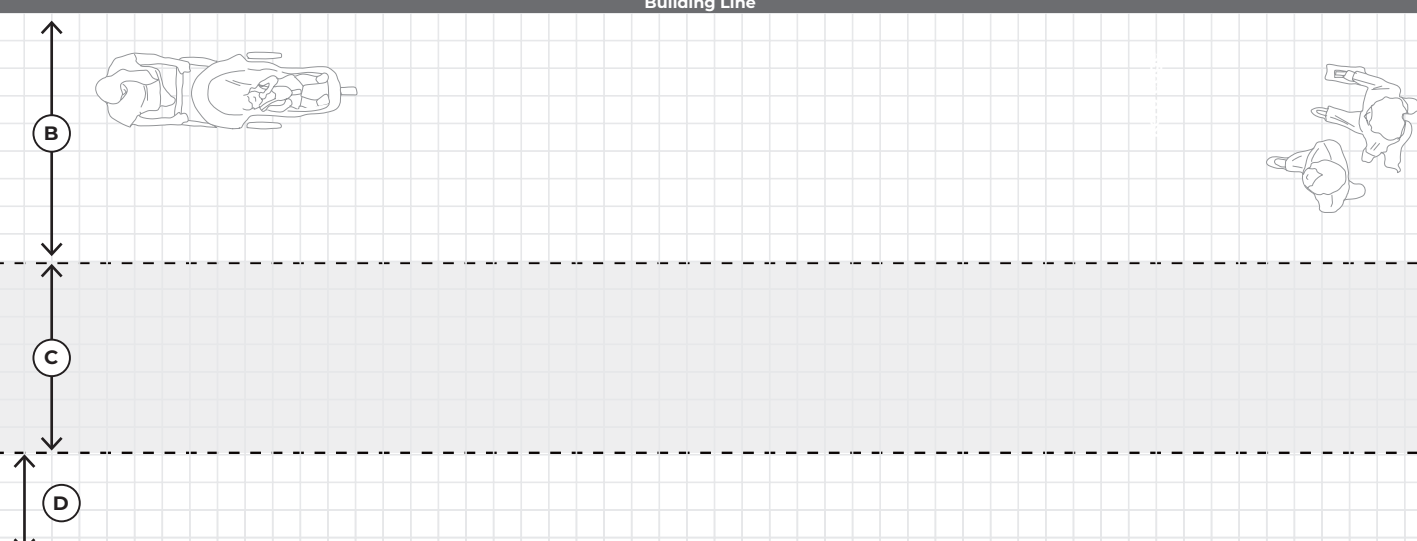


Premises (A)

Shop Name:

Address of premises:

Building Line




(B)

(C)

(D)

Kerb edge

(E)



- (A) Premises**

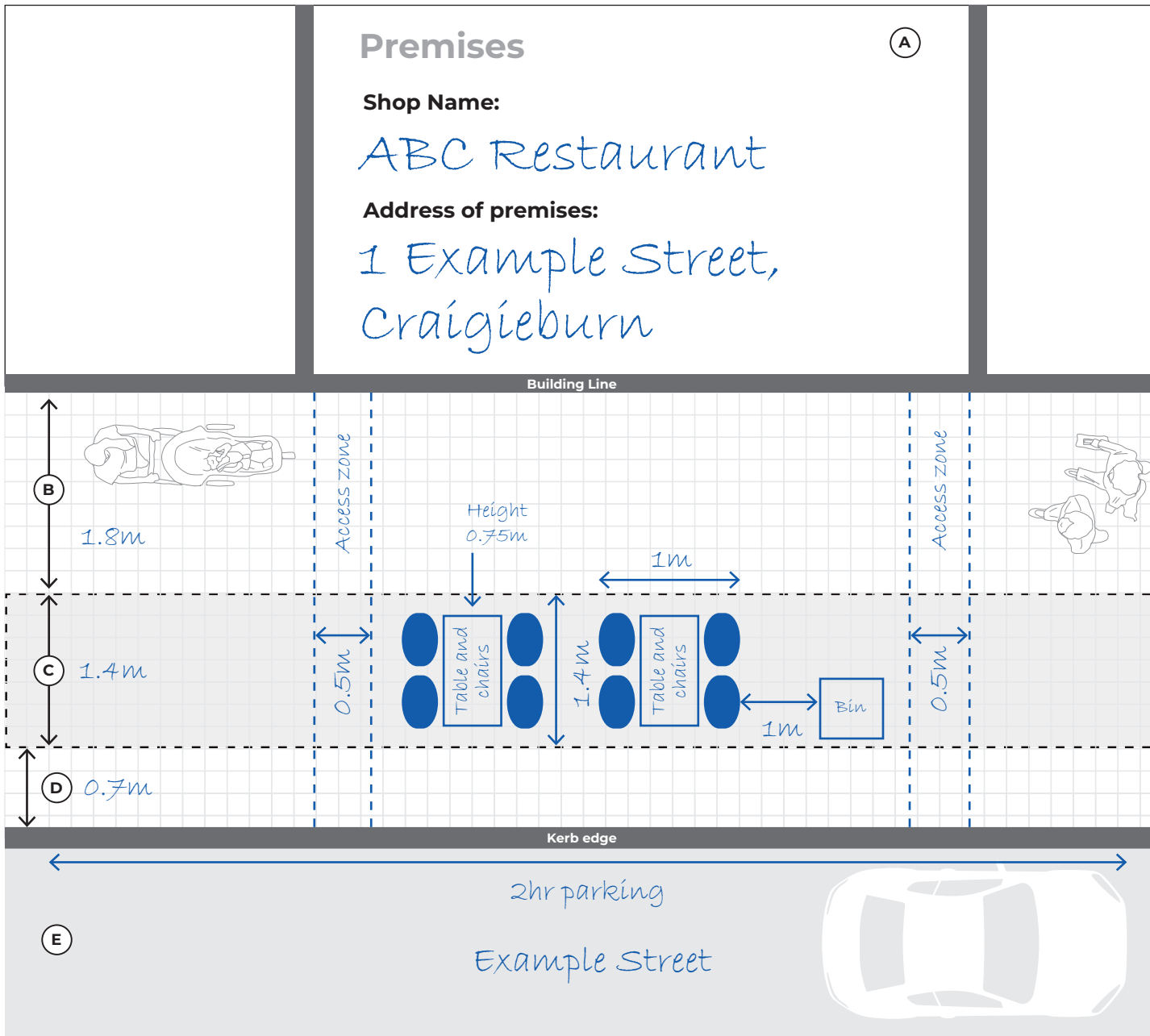
 - Show address of premises.
- (B) Pedestrian zone**

 - Show a 1.8 metre minimum width pedestrian zone, which is to be always kept clear.
 - For narrow footpaths, a minimum of 1.5 metres clearance may be allowed subject to Council approval.
 - For much wider footpaths, a minimum of 2.4 metres clearance is required.
- (C) Trading zone**

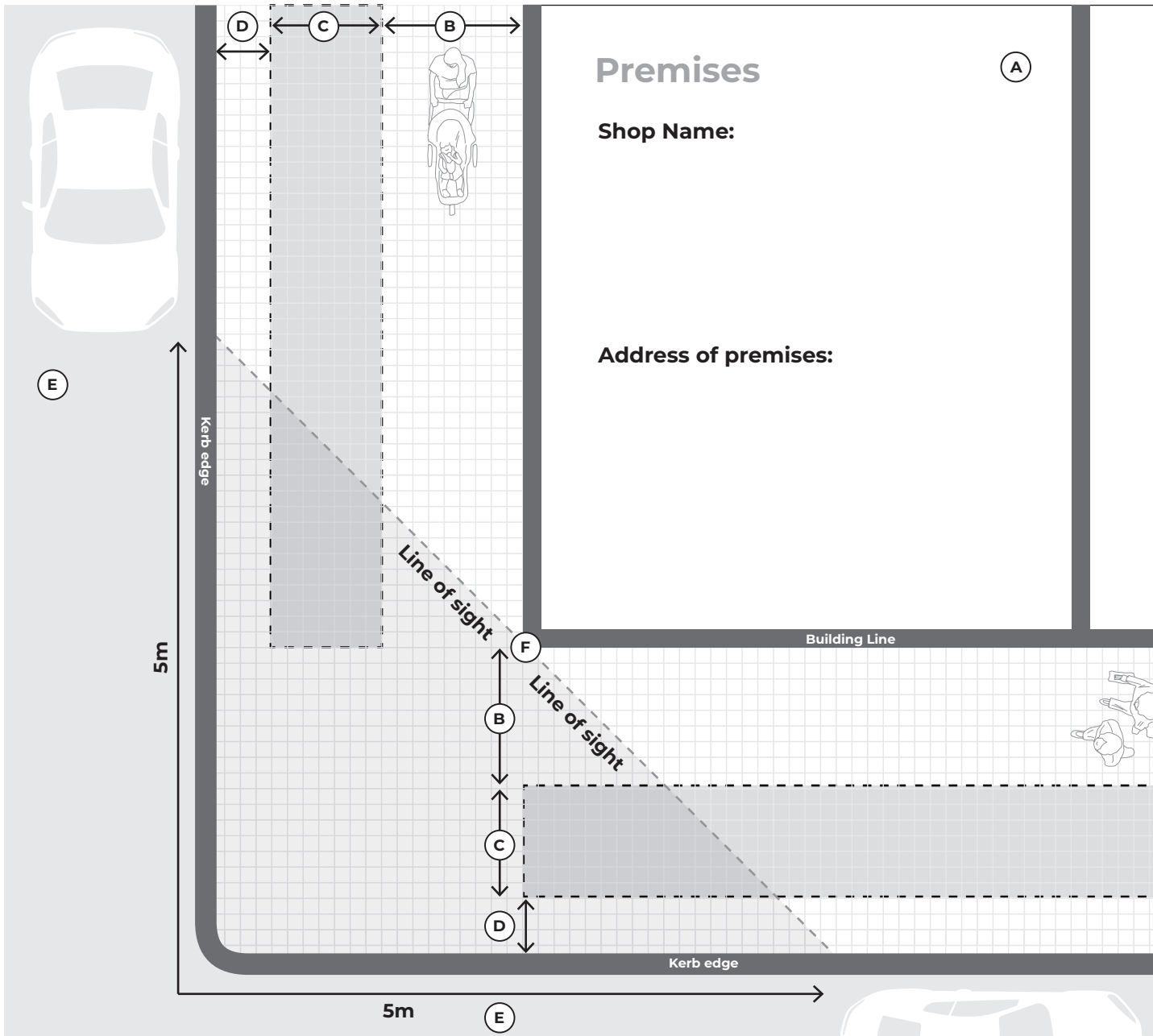
 - Show all existing features (e.g. trees, public seats, bins, poles).
 - Show all items that you will place in the trading zone for your footpath trading.
 - Show dimensions of all proposed items.
 - Show setbacks from proposed items to existing features (e.g. seats).
 - Show 0.5 metre setback from adjoining businesses.
 - 1 metre clearance (1000mm) from permanent rubbish bins.
- (D) Kerbside zone**

 - Show width of kerbside zone. A minimum of 0.7 metres is required from the kerb, sometimes more depending on the on-street parking restrictions.
- (E) On-street details**

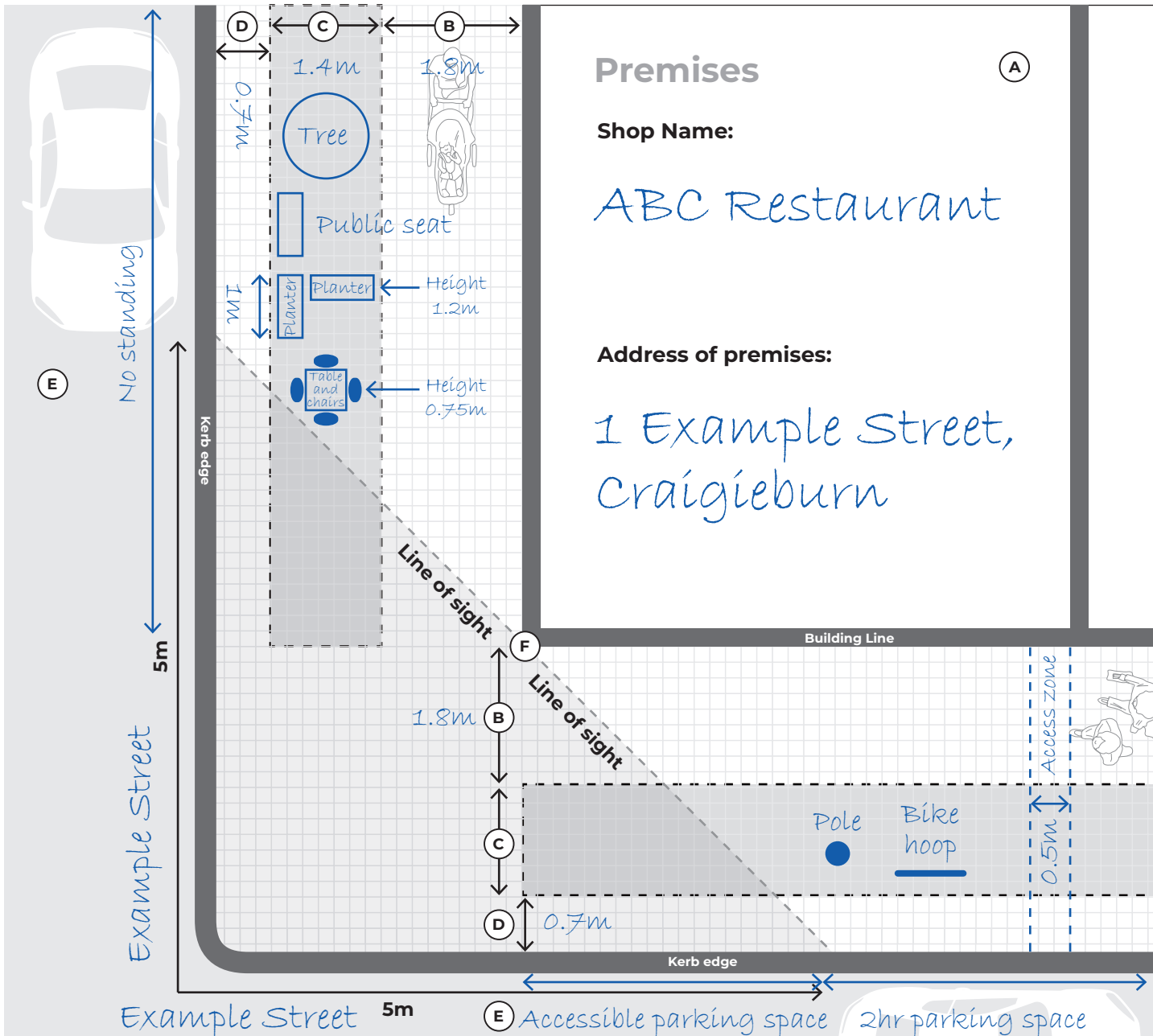
 - Show street names.
 - Show the on-street car parking in front of your trading area.



- (A) Premises**
 - Show address of premises.
- (B) Pedestrian zone**
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 - Show all items that you will place in the trading zone for your footpath trading.
 - Show dimensions of all proposed items.
 - Show setbacks from proposed items to existing features (e.g. seats).
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- (E) On-street details**
 - Show street names.
 - Show the on-street car parking in front of your trading area.



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- (D) Kerbside zone**
 - Show width of kerbside zone. A minimum of 0.7 metres is required from the kerb, sometimes more depending on the on-street parking restrictions.
- (E) On-street details**
 - Show street names.
 - Show the on-street car parking in front of your trading area.
- (F) Sight line requirements**
 - Items must not obstruct driver's line of sight at intersections – any items within this area require approval from Council's Traffic Engineer.



- (A) Premises**
 - ✓ Show address of premises.
- (B) Pedestrian zone**
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- (C) Trading zone**
 - ✓ Show all existing features (e.g. trees, public seats, bins, poles).
 - ✓ Show all items that you will place in the trading zone for your footpath trading.
 - ✓ Show dimensions of all proposed items.
 - ✓ Show setbacks from proposed items to existing features (e.g. seats).
 - ✓ Show 0.5 metre setback from adjoining businesses.
 - ✓ 1 metre clearance (1000mm) from permanent rubbish bins.
- (D) Kerbside zone**
 - ✓ Show width of kerbside zone. A minimum of 0.7 metres is required from the kerb, sometimes more depending on the on-street parking restrictions.
- (E) On-street details**
 - ✓ Show street names.
 - ✓ Show the on-street car parking in front of your trading area.
- (F) Sight line requirements**
 - ✓ Items must not obstruct driver's line of sight at intersections – any items within this area require approval from Council's Traffic Engineer.

HUME CITY COUNCIL FOOTPATH TRADING OUTDOOR EATING & ASSOCIATED FACILITIES CONDITIONS

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**A permit is required to place outdoor eating furniture outside your business on Council land.
(General Local Law No.1 – 2023 – Division 4 – Trading Activities, Clause 26)**

Outdoor Eating & Associated Facilities Conditions:

- Application must be completed and all supporting documents supplied before your application can be processed
- That you have current Public Liability Insurance to a minimum value of \$10 million noting Hume City Council's interest.
- Outdoor eating facilities do not permit display of goods or 'A' Board sign. (Separate permits required)
- Businesses must be registered in accordance with the *Food Act 1984*.
- Outdoor eating & associated facility applications may be referred to Statutory Planning for consideration of any other requirements.
- Any items are not to exceed the shop front boundary.
- The placing of outdoor eating facilities on the pedestrian walkway and road reserve will not be permitted.
- The position of the eating facilities within the trading zone shall allow no less than 1.8 metres clear pedestrian movement and, if located near the kerb must be at least 700mm from the kerb.
- Outdoor eating facilities will not be permitted within 10 metres of an intersection or access way. This distance may be reduced for intersections or driveways, which are controlled by traffic signals or a 'stop' sign, subject to comments from the Traffic Engineer.
- No alcohol is to be served unless a current liquor licence is held and permitted.
- Furniture is to be removed at the close of business each day unless items are approved to be fixed by Council.
- Furniture is not to be placed before 8.00am to enable street cleaning. Area to be kept clear of litter and cigarette butts.
- All items shall be properly anchored so as not to cause any hazard to pedestrians or vehicles.
- Council reserves the right to revoke this permit at any time if in the opinion of an Authorised Officer, any condition of the permit is being breached.
- This permit is non-transferable to change of business or change of owner. A new application is required.



HUME CITY COUNCIL FOOTPATH TRADING DISPLAY OF GOODS CONDITIONS

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**A permit is required to place goods for sale outside your business on Council land.
(General Local Law No.1 – 2023 – Division 4 – Trading Activities, Clause 25)**

Display of Goods Conditions:

- Application must be completed and all supporting documents supplied before your application can be processed
- That you have current Public Liability Insurance to a minimum value of \$10 million noting Hume City Council's interest.
- The display of goods shall only be allowed within the trading zone.
- All items must be as per the approved plan/photo submitted with your original application and be: Location: at least 1.8 metres from shop front.
Height: no more than 1.5m and no less than 800mm.
Width: no more than 1m wide.
- Display of goods will not be permitted within 10 metres of an intersection or access way. This distance may be reduced for intersections or driveways, which are controlled by traffic signals or a 'stop' sign, subject to comments from the Traffic Engineer.
- In all circumstances, Council will have to be kept indemnified for goods on a footpath.
- Display of an 'A' Board requires a separate permit application, applied through Environmental Services Department.
- The display of goods is to be removed at close of business each day.
- The display of goods is not to be placed before 8.00am to enable street cleaning.
- Areas where food products are displayed shall always be kept in a clean state and free from food scraps.
- Any food displayed on a footpath is subject to Health Section approval.
This approval can be withdrawn at any time subject to assessment of risk to the public and possible contamination of the foods.
- All items shall be properly anchored so as not to cause any hazard to pedestrians or vehicles.
- Displayed items are not to exceed the shop front boundary.
- This permit is non-transferable to change of business or change of owner.
A new application is required.
- Council reserves the right to revoke this permit at any time if in the opinion of an Authorised Officer, any condition of the permit is being breached.

