

Application/Renewal for a Permit Footpath Trading



I, _____
(Name of Applicant)

of _____
(Residential Address)

Office Use Only	
Application Date	____/____/____
Insurance Expiry Date	____/____/____

I wish to apply for a permit to place (please tick type of activity)

One Moveable Sign **Display of Goods**

Outdoor Eating Area - Tables _____ **Umbrellas** _____ **Temporary Screens** _____

You are reminded that smoking is prohibited at all times in an Outdoor Eating area.
For further information please speak with Councils Environmental Health team on 5871 9222.

on the footpath/road reserve in accordance with Moira Shire Council's Community Safety and Environment Local Law 2013 (No. 1 of 2013) Clause 4.3. I wish to conduct the activity at the below address

Name of business: _____

Address of business: _____

Postal address if different to above: _____

I wish to be able to conduct the above indicated activity on the footpath/road reserve at the following address

I may be contacted on : **Business Phone** _____ **Mobile** _____

Email _____

Have enquiries been made with a council officer prior to submitting this application Yes No

If so, with who _____

Please attach the following:

- A copy of the Certificate of Currency showing:
 - Public Liability-\$10 million (minimum),
 - Pertaining to the activity on the footpath/road reserve,
 - Expiry date showing period of insurance
- A drawing, showing the approximate location of the activity (please see reverse).
- Applicable fee – Please see reverse of this form for the Schedule of Fees. Payment must be made at time of application.

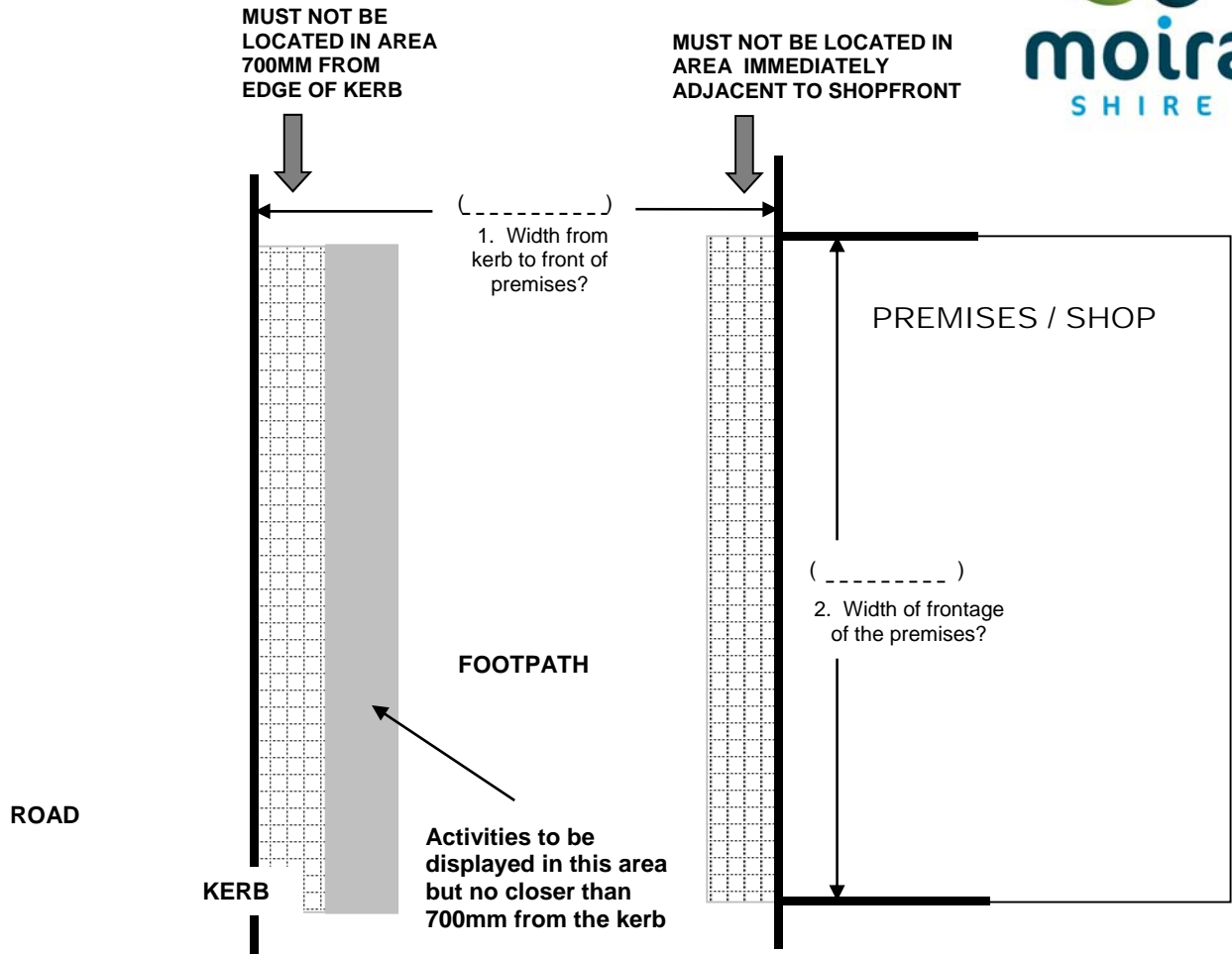
Before you submit your application, please check the expiry date for your Public Liability Insurance. We cannot issue a permit that is outside the period covered by your Certificate of Currency. If you would like your permit to cover the full 12 months from date of application, please ensure your certificate also covers this period.

Note: This form must be completed in full and submitted with all the above attachments prior to the permit being processed/issued. Incomplete applications will be denied, application fee is non-refundable.

Signature: _____

Date: _____

PREMISES DIAGRAM



Furniture must not be positioned less than 700mm from the kerb or against the façade of the shop/premises

Fee Schedule for Applications (Fees are subject to change 1 July each year)			
Title of fee	Amount	Explanation	Total
Application Fee	\$56.20	Only applies for a new application. Does not apply to applications for renewal.	
Moveable sign	\$59.40	Permit Fee. Applies to new applications and renewals.	
Display of goods	\$149.60	Permit Fee. Applies to new applications and renewals.	
Outdoor Eating Area			
<ul style="list-style-type: none"> Up to 4 tables 	\$118.90	Permit fee. Applies to new applications and renewals.	
<ul style="list-style-type: none"> Over 4 tables 	\$118.90 plus \$23.60/table for additional tables	Permit fee. Applies to new applications and renewals.	
<ul style="list-style-type: none"> Temporary Screens 	\$23.60	Flat rate (not per screen). Permanent screens require planning permission and consent to work within a road reserve. Applies to new applications and renewals.	

HOW TO PAY - In person – Payments can be made between the hours of 8.30am and 5.00pm Monday to Friday, at the Cobram and Yarrawonga Service Centres by cash, cheque, Money Order, EFTPOS, VISA or MasterCard. Please note that the Yarrawonga Service Centre is closed between 12noon and 1pm daily.
By Mail – Cheques or money orders, made payable to “Moirā Shire Council”.

